

## SU Certified Lecturer Process

# Become a certified Lecturer



### 1 Submit your application

Submit your resume, curriculum of the course that you provide (No application fee required)



### 2 Review of your application

The committee reviews your application. Recommend modifications, Approve or Deny your application



### 3 Decision

The committee informs you about its decision by sending an official email.



### 4 Annual Fee

If you would be approved, you will receive an invoice for the annual fee. You would have 7 days to pay 1000 euros annual fee to become a certified lecturer. Failure to pay the annual fee by the due date would cancel your application.



### 5 Finalizing The Certifying Process

After paying the annual fee, you will become a certified lecturer of SU officially. You will receive a certificate and your information will be published on the SU website.



### 6 SU E-Certificate for Students

You will submit each student's academic report and pay 150 euros/per student for an e-certificate.



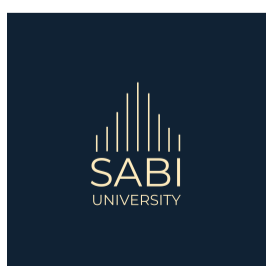
### 7 Delivery

SU will send an e-certificate to students by email. SU can verify the legitimacy of each e-certificate in case their company asks for verification free of charge.



### 8 Renewal

The committee will review your operation one month before the expiration of the certifying period. In case of reapproval, you will receive an invoice for next year to extend your certifying period. If the committee decides not to extend your certification, you will receive an email to explain why. You can appeal from the decision of the committee. If the committee wouldn't be satisfied with your evidence, your certification will be terminated at the end of the first year, and the information will be published on the SU website.



**Certify Lecturer**