



Boston University Metropolitan College
International

GRADUATE CERTIFICATE APPLICATION INSTRUCTIONS

All application documents should be returned to the international office at your home school or agency, following their stated deadlines.

APPLICATION DOCUMENTS

**Due by
April 15**

MET International Application Form, including resume and personal statement, submitted online (read the instructions at the bottom of the page)

International Student Data Form (page 3-4)

Letter of Recommendation (page 5-6)

Original, official academic transcripts, for both bachelor's degree and graduate degree

Official TOEFL or IELTS score, sent directly to MET International from ETS or the British Council, or sent by your partnering school or agency; ETS DI Code 8675

Copy of your passport picture page, valid for at least 6 months from the start of your program

**Due by
April 30**

Financial Documentation (page 7, 9-10)

Affidavit of Support, if you are financially sponsored (page 8)

Copy of any US immigration documentation, if you have been in the US during the past 6 months

**Due by
August 1**

Health forms and Immunization records, sent after admission; to be returned to BU's Student Health Services Office

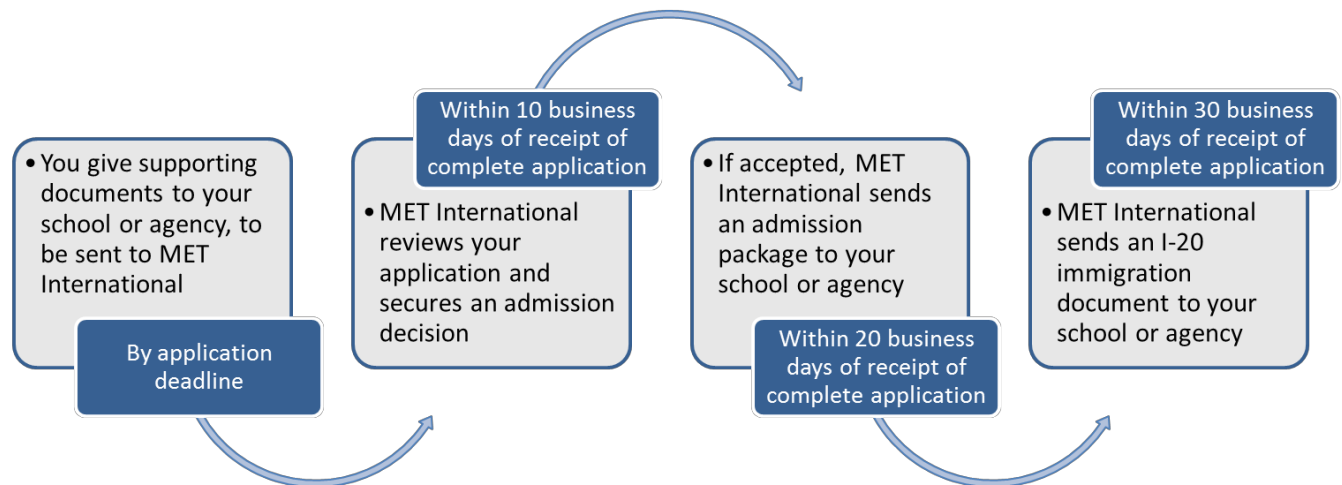
ONLINE APPLICATION INSTRUCTIONS

- Visit the online application form at www.bu.edu/metinternational/application and complete the **Graduate** application.
- Information entered on the application cannot be saved electronically. If you exit before completing the form, you will not be able to resume where you left off.
- Print a copy of the online application form before submitting electronically. Have your class choices approved by your Academic Advisor at your home university. Your Academic Advisor should sign your course selection sheet.
- Submit the printed copy of the online application to the International Office at your school or to your Study Abroad Office along with the other required documents.

For additional information, please contact the MET International Office by telephone at +1-617-353-8429 or by email at metintl@bu.edu.

GRADUATE CERTIFICATE APPLICATION INSTRUCTIONS

APPLICATION PROCESS



ADMISSION REQUIREMENTS

- **TOEFL:**
 - 84 IBT (Reading 21, Listening 18, Speaking 23, Writing 22)
- or **IELTS:**
 - 6.5 (of the 4 sub scores, none may be lower than a 6.5)
- Be matriculated in graduate level programming at institutional partner of Metropolitan College and have completed at least one semester of graduate course work prior to studying in Boston
- Bachelor's Degree or equivalent; completion of 240 ECTS credits
- Suggested academic grade point average of 3.0 on a 4.0 scale
- Clean disciplinary record
- For other admissions requirements, see the International Office at your home institution

SPECIFIC REQUIREMENTS: Arts Administration

TOEFL IBT minimum total score of 95 (100 or higher preferred) and required minimum sub scores of: Reading 21, Listening 18, Speaking 23, and Writing 22. IELTS minimum total score of 7.0 and of the 4 sub scores, no more than two may be lower than 7.0, and none may be lower than a 6.5.

SPECIFIC REQUIREMENTS: Computer Science

Prerequisite courses or evidence of proficiency in specific areas of study must accompany the application. If you claim equivalent proficiency in prerequisite courses from non-academic sources you will need to take an examination to demonstrate such proficiency.

SPECIFIC REQUIREMENTS: Finance

Prerequisite courses or evidence of proficiency in accounting and corporate finance must accompany the application for the following certificates: Financial Management, Investment Analysis, and International Finance.

BOSTON
UNIVERSITY

General Information (Please enter all names **exactly** as they appear on your passport)

- ☐ If you will be funded by a family member, please submit:
 1. A letter of sponsorship which indicates that your sponsor is willing and able to support you financially for your academic fees and living expenses throughout the duration of your studies at Boston University. The letter must also indicate the sponsor's relation to you (i.e.: mother, father, etc.)
 2. An official bank statement or letter or credit reference from a bank stating the availability of the minimum estimated expenses as indicated on the Estimate of Expenses.
- ☐ If you will be funded by your government, an organization, a company, etc., the sponsor must submit a letter of sponsorship on official letterhead which states:
 1. That your funding is valid specifically for Boston University.
 2. Exactly which expenses will be covered (i.e., academic fees, living expenses, health insurance, financial support for family members, travel, etc.)
 3. The length of the financial support.
- ☐ If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution indicating the specific amount for which you have been guaranteed.
- ☐ If you have received a financial award from Boston University (i.e., Fellowship, Assistantship, Scholarship, etc.) you may not need to provide additional financial documents if the award will meet or exceed the Estimate of Expenses.
- ☐ If you will be funded in a manner not listed above (for example, if you will fund yourself), you must submit official documentation (a bank statement or a credit reference from a bank) indicating the specific amount.

Educational Information

List all schools, colleges, or other institutions including English language program you have attended or are attending in your country and elsewhere, including the US:

Name of Institution	Location	Degree (if applicable)	Dates (from - to)
			to
			to
			to
			to

Immigration and Visa Information

All applicants must submit:

- ☐ a dark and legible copy of the personal data page of your passport including the page that indicates the passport expiration date

In addition, if you are currently in the U.S. or have been in the U.S. during the past six months, please check the appropriate box below and submit dark, legible copies of the requested documents:

- ☐ **F-1 student status:** copies of the first and third page of all of your Form(s) I-20, copy of the most recent F-1 visa stamp in your passport (if applicable), copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable), and front and reverse side of any Employment Authorization Card(s) (if applicable)
- ☐ **J-1 Exchange Visitor status in any category:** copies of all of your Form(s) DS-2019, copy of the most recent J-1 visa stamp in your passport (if applicable), and copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable)
- ☐ **F-2, J-2, H-4 or any other dependent immigration status:** copy of the most recent visa stamp in your passport (if applicable), copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable), and copies of all immigration documents from your spouse or parent on which you are dependent for your immigration status
- ☐ **Any other immigration status:** Copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable), copy of the most recent visa stamp in your passport (if applicable), copies of all of your Form(s) I-797 and/or any other relevant immigration documents

If you are not currently in the U.S., to which U.S. Embassy or Consulate do you intend to apply for your visa stamp?

(Please include the city and the country)

City

Country

Family Information

Your spouse and your children (under the age of 21) are eligible to apply for dependent visas to accompany you to the U.S. or to join you at a later time. Please complete the information below about each dependent (whether or not your dependent(s) will be included in your visa/status application).

1. Do you have any dependents (as defined above)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. How many? ____
2. Are your dependents currently in the U.S.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - please also provide copies of their immigration documents.
3. Are you requesting for BU to issue a dependent immigration document for your dependent(s) to assist them with applying for a dependent visa?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - please provide a copy of each of your dependent(s)' passport.

	Dependent	Dependent 2	Dependent 3	Dependent 4
Family/Last Name				
First/Given Name(s)				
Middle Name(s)				
Date of Birth (month/day/year)				
City of Birth				
Country of Birth				
Country of Citizenship				
Country of Legal Permanent Residence				
Relationship*				
Current immigration status, if in U.S.				

* Please indicate "Wife," "Husband," "Son," or "Daughter." If you have more than four dependents, list them on an additional sheet.

Last Position Held in Home Country

Please give the title and a brief description of the most recent (or current) position held in your country of citizenship or country of last legal permanent residence. If the last position was that of student, please write "Undergraduate student" or "Graduate student."

Please choose the category that best describes the employer of the above position:

- ☐ Government ☐ Academic Community ☐ Private Sector ☐ The Arts or Sports ☐ Labor Union or Organization ☐ Communications/Media ☐ Military

I attest that the information I have provided above is accurate, and I understand that it will be released to the U.S. Department of Homeland Security to create official immigration records for me and my dependent family members. I understand that I am responsible for submitting adequate financial documentation demonstrating my ability to pay for my tuition and living expenses. Failure to report accurate information could jeopardize my eligibility for a U.S. visa or my ability to enter the U.S. and enroll in my academic program.

Signed _____

Dated _____

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, employment, housing, athletics, and educational programs. Boston University recognizes that nondiscrimination does not ensure that equal opportunity is a reality. Because of this, the University will continue to implement affirmative action initiatives which promote equal opportunity for all students, applicants, and employees. Inquiries regarding the application of this policy should be addressed to the Director of Equal Opportunity, 25 Buick Street, Boston, Massachusetts 02215.



Boston University Metropolitan College
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MET International

Recommendation Letter for Admissions

To the Applicant: This recommendation will become part of your admissions file. It will not be disclosed to any unauthorized individual without your consent. If you matriculate at Boston University, you will be accorded access to its contents unless you voluntarily waive your right of access. Please check one of the options below, and fill in your name, intended program, signature, and the date.

I have read the information above and hereby ☐ waive ☐ do not waive my right of access to this document should I matriculate at Boston University.

Name: _____
LAST FIRST MIDDLE

Signature: _____ Date: _____

Program Applying to: _____

To the Evaluator: The person whose name appears above has applied for admission to a graduate program at Boston University Metropolitan College. The Admissions Committee attaches great weight to an applicant's qualifications that are not adequately reflected in past academic records. Therefore, a personal, frank assessment of the applicant is invaluable to the Admissions Committee. Under the 1974 Family Educational Rights to Privacy Act, the applicant named above will have access to this recommendation unless he/she has waived that right.

Letter of Recommendation

Your Name: _____ Email Address: _____

Position and Title: _____

School: _____

Address: _____

Important Notice: Boston University Metropolitan College permits applicants to submit supporting documents, such as your recommendation, along with the application. With this in mind, we ask that you please return your recommendation to the applicant in an envelope, making certain to sign and seal the back of the envelope. However, if you would rather submit the recommendation directly to the applicant's program, it can be emailed to metintl@bu.edu or mailed in a signed and sealed envelope to:

MET International, Admissions Committee
808 Commonwealth Avenue, Suite 270
Boston, MA 02215
USA



MET International
Recommendation Letter for Admissions

1. How long have you known the applicant?

2. Under what circumstances have you known the applicant?

3. Are you familiar with the applicant's scholastic record? ☐ Yes ☐ No If yes, is the scholastic record an accurate index of the applicant's academic ability? ☐ Yes ☐ No Please explain (use separate sheet if necessary):

4. What are the applicant's main strengths?

5. What are the applicant's main liabilities or weaknesses?

6. Please assess the applicant's analytical skills.

Poor	Average	Good	Outstanding	Exceptional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Please assess the applicant's intellectual ability.

Poor	Average	Good	Outstanding	Exceptional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. The Admissions Committee would appreciate any additional statement you may wish to make concerning the applicant's capacity for graduate study and his/her potential for a responsible and successful professional career.

Thank you for your cooperation and effort in providing this information.

Signature: _____

Date: _____

Title: _____

FINANCIAL DOCUMENTATION

REQUIRED FOR ALL STUDENTS

IMPORTANT: Ask your school for the minimum estimated total for your program, if it was not already provided with these application instructions.

Financial documentation is an official letter or statement from a bank. You or the person funding your education (sponsor) must submit financial documentation to receive an I-20 immigration document. The minimum amount required to demonstrate is the estimated total corresponding to your program of study.

It is recommended that you request **three sets of financial documents**: one for Boston University, one for the U.S. Embassy or Consulate where you will apply for the visa, and one to retain for your records (and to present at the U.S. Port of Entry if requested). **Please send only one with your application.**

The financial documentation must:

- Show the minimum estimated total for your program in **US Dollars (USD)**
- Specify funding for study at Boston University
- Include a date and be no more than one year old from the intended date of enrollment
- Indicate the period of time for which the support will be provided
- Be written in English
- Reflect funds that are readily available for tuition payments (i.e., checking or savings accounts). Certain investment accounts such as stocks, salary documents, property holdings, etc. do not reflect available funds and will not be accepted
- Contain a signature or stamp from the financial institution
- Use the official letterhead of the financial institution

A note about multiple sources of support:

You may submit multiple sources of financial documentation to reach the estimated total. There is no limit to the number of sources or sponsors. Your home institution or government may provide a letter showing their funding support.

Sample text for financial documentation

To whom it may concern:

This bank confirms that Mr./Ms. [SPONSOR'S NAME] is/are a client of this bank and that they hold enough funds in this account to cover payment for all expenses totaling a minimum of [MINIMUM ESTIMATED TOTAL FOR PROGRAM] in US Dollars (USD) for their daughter/son to study at Boston University during the [FALL/SPRING/SUMMER, 20**] semester/semesters.

I hereby sign the present certificate:

[SIGNATURE OF BANK OFFICIAL and DATE]

Review examples of acceptable financial documentation in the final 2 pages of this document



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AFFIDAVIT OF SUPPORT

ONLY REQUIRED WHEN STUDENT IS SPONSORED

When someone else is providing financial support, such as a parent or sibling, they are considered your sponsor. In addition to financial documentation, the sponsor needs to complete this Affidavit of Support.

Student's Name: _____
Family/Last Name, First/Given Names

Boston University ID Number (if known): _____

Sponsor's Name: _____

Sponsor's Relationship to Student: _____

Specific Boston University School/College and Program: MET International Graduate Certificate

This certifies that I, _____, am willing and able to financially support
Sponsor's printed name
the above named student (and his/her family, if applicable) for academic fees and living expenses of a minimum of **USD** _____ throughout the duration of his/her studies at the Boston University Metropolitan College. Attached to this certification is official documentation of available funds to cover expenses during the student's studies at BU. It is the student's responsibility to document availability of additional required funds, if necessary.

Sponsor's Signature: _____

Date Signed: _____



Hallertauer Volksbank eG, Postfach 1143, 85261 Pfaffenhofen a. d. Ilm

Hauptplatz 21
85276 Pfaffenhofen

Telefon: 0 84 41 / 8 51 - 0

Telefax: 0 84 41 / 8 51 - 1 15

Registergericht:

Amtsgericht Ingolstadt

Gen.-Reg. Nr. 101376

Sitz: Pfaffenhofen a. d. Ilm

Datum:

19. Februar 2013

Betreff: Bank Statement for Boston University

This Bank confirms that Mr. [REDACTED] is a Client of this Bank
and that he hold enough funds in this account to cover payment for all the expenses
totaling a minimum of USD 44.850,00 für his son tu study at
Boston University during Spring and Summer Semesters 2014.

Yours sincerely

[REDACTED]

花旗银行（中国）有限公司
Citibank (China) Co. Ltd

资金冻结证明
Hold Fund Certificate

签发日期 Date 2012.11.30

兹证明 我行已经根据 [REDACTED] 先生（下称“委托人”， [REDACTED] ）的授权和指令冻结其在我行全部/部分存款，详情如下：

We hereby certify that Citibank (China) Co., Ltd has hold the below fund in accordance with Miss [REDACTED] (the "Authorizer" with ID Number [REDACTED]) authority and instruction. The detail is as follows:

帐号 Account Number	货币 Currency	金额 Amount	存款种类 Deposit Type	资金冻结期 Hold Fund Period
[REDACTED]	CNY	500,000.00	Time Deposit	起始日 Effective Date: <u>2012</u> 年 <u>11</u> 月 <u>30</u> 日 到期日 Expiration Date: <u>2013</u> 年 <u>07</u> 月 <u>31</u> 日

- 1、本证明不能作为提取上述存款的凭证，不能用于质押、担保，副本无效；
- 2、在资金冻结期间内，我行仍应执行任何有权机关（包括但不限于法院、检察院和公安机关）要求查询、冻结和扣划本帐户的命令；
- 3、在资金冻结期间内，我行仍根据委托人与我行签署的有关贷款合同(包括抵押贷款、质押贷款和无担保贷款)项下的抵销条款，在委托人发生该等贷款合同项下的违约情况时，我行有权在不事先通知委托人的情况下，将该等冻结资金予以抵销或划转以偿还委托人的贷款欠款。
- 4、本行不承担委托人因使用本证明所产生的任何法律责任。
1. This Certificate shall not be used for the deposit withdrawal, creation of pledge, guaranty or any other encumbrance. Only the original copy of this Certificate is valid;
2. During the Hold Fund Period, the Bank is obligated to act on the instructions from competent regulatory, juridical or governmental requirement or order in relation to account inquiry, fund freeze or transfer;
3. During Hold Fund Period, the Bank is entitled to set off or transfer the fund held to repay the outstanding loan amount owed to the Bank without giving a prior notice to Authorizer if any event of default as specified in the loan agreement occurs. The loan agreement herein includes the mortgage loan agreement, pledge loan agreement and/or unsecured loan agreement that the Authorizer as the borrower has signed with the Bank.
4. The Bank is not liable for any legal consequences arising from any use of this Certificate.

授权签字人
Authorized Signature

[REDACTED]

Citibank (China) Co. Ltd



资金冻结证明专用章
Hold Fund Certificate Chop