



# GRADUATE PARTNERSHIP Programs APPLICATION INSTRUCTIONS

Applicants to on campus and online programs should follow these instructions. All application documents (except academic transcripts and English proficiency scores) should be submitted directly to the [WebAdmit](#) application portal following the stated deadlines. Click [here](#) for specific information on ONLINE programs.

## APPLICATION DOCUMENTS

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### Due by:

April 15 Fall start

Oct 1 Spring start

Feb 15 Summer start

**Completed WebAdmit application**, including resume and personal statement, submitted online (read the instructions at the bottom of the page)

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**Signed Learning Agreement**

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**International Student Data Form**

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**THREE Letters of Recommendation**; request within application portal. If sent by student, must be submitted in an unopened, sealed envelope by mail

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**Original, official academic transcripts**, for both bachelor’s degree and graduate degree, sent by your home institution or mailed **SEALED** to MET International

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**Official TOEFL or IELTS score**, sent directly to MET International from ETS or the British Council, or sent by your home institution. **[ETS DI Code 8675]**

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

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**Financial Documentation**

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**Affidavit of Support**, if you are financially sponsored

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

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### Due by:

Aug 1 Fall start

Jan 15 Spring start

March 15 Summer start

**Immunization Requirements Form**, sent after admission; to be returned to BU’s Student Health Services Office

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**ADDITIONAL FOR SUMMER ON CAMPUS START ONLY**

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**FERPA Form**

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## APPLICATION INSTRUCTIONS

- Select [Graduate program](#) to access the application portal
  - **NOTE:** not every program offered may be accepted by your institution. Please check with your home institution for which MET programs are available to you.

## **GRADUATE PARTNERSHIP Programs**

### **APPLICATION INSTRUCTIONS**

- If you exit the application before completing the form, you will be able to resume where you left off.
- For your records, we recommend printing a copy of the online application form upon submitting electronically. This can be helpful if you believe your application was submitted incorrectly.

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

### **SELECTING A PROGRAM**

Applicants should select a graduate program based on the advising of their home institution. Programs listed under the **special application code** are the only programs available for MET International partnership students, however, not every program may be offered between the home institution and the Metropolitan College. Applicants should check with home institution advisor prior to applying or reach out to MET International.

Students who will be completing a MET Master's Degree should apply to the degree of their choice. Do not apply for admission to a Graduate Certificate.

Note: Admitted students to certificate only programs are enrolled as **non-degree** students.

#### **SPECIFIC CERTIFICATE REQUIREMENTS: Computer Science**

Not all Certificates listed in WebAdmit are offered every semester. Check with MET International before applying. Pre-requisite courses or evidence of proficiency in specific areas of study must be shown on student transcript. If you claim equivalent proficiency in pre-requisite courses from non-academic sources, you will need to take an examination to demonstrate such proficiency.

#### **SPECIFIC CERTIFICATE REQUIREMENTS: Finance**

Pre-requisite courses or evidence of proficiency in Accounting and Corporate Finance must be shown on student transcript for the following certificates: **FINANCIAL MANAGEMENT, INVESTMENT ANALYSIS, INTERNATIONAL FINANCE**

#### **SPECIFIC CERTIFICATE REQUIREMENTS: Project Management**

Applicants to the Graduate Certificate in Project Management must successfully complete a non-credit, online preparatory laboratory **prior** to the start of the certificate first course. For this reason, **plan to apply early** for the upcoming semester (and absolutely no later than the stated deadline). Information can be found [here](#).

#### **ADVANCED GRADUATE CERTIFICATES IN BUSINESS AND MANAGEMENT (Internship option)**

The Internship program or Curricular Practical Training (CPT) is part of the Advanced Graduate Certificate. Students pursuing an on-campus Administrative Sciences master's degree are eligible to

## **GRADUATE PARTNERSHIP Programs**

### **APPLICATION INSTRUCTIONS**

pursue the 4-credit internship as well. In both programs (Advanced Graduate Certificate and Master's degree), the internship takes place immediately following the first academic semester and it is contingent upon successfully completing the 4 courses of the first semester of study. Timing of the internship placement cannot be altered. Please, select the Internship option in WebAdmit if you are interested in pursuing an internship at the completion of the certificate in business and management.

### **ADDITIONAL INFORMATION ABOUT DEGREE PARTNERSHIP PROGRAMS**

Your BU degree would be awarded upon transfer/waiver of credits from your home institution and successful completion of your home institution's degree requirements.

As a degree-seeking student, you will have full access to University resources and on-campus employment. Upon BU degree completion, you would become part of an extensive and powerful network of alumni for life.

#### **Learning Agreements**

Degree-seeking programs **require** the submission of a Learning Agreement as a Terms and Conditions document. Graduate Certificate students do not submit this document.

#### **Course Waivers**

Certain partner institutions in accordance with select programs have special course waivers. **Applicants from these institutions with course waivers in place must submit Course Waiver documentation where applicable.** Transcripts must show successful completion of waived courses to be granted a MET course waiver. Inquire with home institution or MET International for any questions.

### **DEGREE PROGRAM SPECIFIC INFORMATION**

#### **Administrative Sciences**

Applicants for the **Master of Science in Applied Business Analytics** are required to successfully complete a non-credit, 7-week, online pre-analytics laboratory class **prior** to the start of your first course. For this reason, **plan to apply early** for the upcoming semester (and absolutely no later than the stated deadline). Information can be found [here](#).

Applicants for the **Master of Science in Project Management** are required to successfully complete a non-credit, online preparatory laboratory **prior** to the start of the program. More information [here](#).

Pre-requisite courses or evidence of proficiency in Accounting and Corporate Finance must be shown on student transcript for the following concentrations: **INVESTMENT ANALYSIS, INTERNATIONAL FINANCE**

#### **Computer Science**

Applicants for the **Master of Science in Computer Information Systems (MSCIS)** have the option to select concentrations upon advisement with the academic department. Information on concentrations can be found [here](#).

## **GRADUATE PARTNERSHIP Programs**

### **APPLICATION INSTRUCTIONS**

Pre-requisite courses or evidence of proficiency in specific areas of study must be shown on student transcript. If you claim equivalent proficiency in pre-requisite courses from non-academic sources, you will need to take an examination to demonstrate such proficiency.

#### **Blended Programs**

Applicants applying for a Master of Science that will be completed online have the option to spend a semester of study on-campus in a certificate program. Students will have their on-campus and online courses mapped out with the help of the academic department. Students may receive initial guidance when transferring online, but are expected to register themselves to classes afterwards.

#### **SPECIAL INFORMATION FOR ONLINE PROGRAMS APPLICANTS**

Applicants to online programs should prepare and submit the following documents to the international office at home institution by the above deadline:

- Official academic transcripts (undergraduate **and** graduate) †
- Official TOEFL, IELTS or DuoLingo score (TOEFL DI Code: 8675)
- Completed Intake Form

Once the above documents are received, students will receive a specialized code to apply to the online application portal [WebAdmit](#). Applicants will submit the following documents within WebAdmit:

- Original recommendation letters (3)
- Personal statement
- Resume/CV

#### **ONLINE COURSE INFORMATION**

The following are links to important information about online programs at BU:

- Watch a [Tour](#)
- Important [dates](#)
- [Tuition and fees](#)
- Additional [resources](#) for online students

Students should be calculating tuition and fees based on the online academic session in which they plan to take courses. *Only one course per session may be taken at a time; two sessions held within a semester. Tuition and fees are per credit hour as listed for the Metropolitan College.* For pricing outside of the academic year, estimate a 5% increase on all tuition and fees.

Online Programs applicants who may want to spend a semester or a summer of study on campus, must communicate this at the point of admissions to the MET International Program Manager and the International office at home institution. There are additional documents needed for on campus study.

# Instructions on how to apply on WEBADMIT:

1. The application portal is accessible by visiting the **APPLY NOW** in the appropriate program links:
  - a. [Certificate program](#)
  - b. [Graduate Degree program](#)
  - c. The information on the linked pages is **NOT** relevant to students coming from partner institutions. Please refer to our application binders for specific application requirements.
    - i. **NOTE:** Partner students do not pay an application fee.

Boston University Metropolitan College


ABOUT MET PROGRAMS COURSES INFO CENTER FACULTY **ADMISSIONS** GET STARTED
Search... 



## Graduate Degree Programs

### How Do I Apply?

Fall 2019 Applicants

Apply Online

APPLY NOW >

- Undergraduate Degree Programs >
- Graduate Degree Programs >
- Certificate Programs >
- Program Contact Information for Applicants >
- TUITION & FEES >
- FINANCIAL AID & SCHOLARSHIPS >
- ACADEMIC CALENDAR >
- INTERNATIONAL STUDENTS >
- REGISTER FOR COURSES >

> Tuition & Fees

Learn about payment deadlines and refund dates.



> Tuition & Fees

Learn about payment deadlines and refund dates.



> Scholarships

MET scholarships bring a BU degree within reach.



> Questions? Learn more...

Talk with an enrollment advisor to learn more about what we offer.

Live Chat Now

617-353-6000 | [met@bu.edu](mailto:met@bu.edu)

Or find [contact information](#) for MET departments or administrative and program



## Certificate Programs

### Graduate Certificates

### How Do I Apply?

Fall 2019 Applicants

Apply Online

Graduate Admissions Committees meet on an ongoing basis. Admission is normally granted for September, January, and May of each year.

Application Deadlines

Term	Start Date	Application Deadline
Fall 2019	September 3, 2019	August 1, 2019
Fall 2 (online only)	October 29, 2019	October 1, 2019

International on campus applicants should apply by the deadlines below, allowing time for I-20 visa processing

Term	Start Date	Application Deadline

2. Create an account following the instructions.
  - a. **NOTE:** you can only submit your application once, but you are able to access your application through your personalized account.

The image shows a web page for Boston University Metropolitan College. At the top, a black banner contains the text "Boston University Metropolitan College" in white. Below this, the heading "Welcome to Boston University Metropolitan College" is displayed in a large, black, sans-serif font. The page is divided into two main sections. On the left, a white box contains text explaining the online application process, including a note that the application fee must be paid with a credit card and that the application can only be submitted once. On the right, a white box contains a login form with fields for "Username" and "Password", a blue "Sign In" button, and a "Create an Account" button. Below the buttons are two links: "Forgot your username or password?" and "Reapplying to Boston University?". The background of the page is a blurred image of a campus with green trees and a red banner that says "BOSTON UNIVERSITY".

Boston University Metropolitan College

## Welcome to Boston University Metropolitan College

Boston University Metropolitan College is pleased to offer this online application to our graduate applicants. We hope you will find the online application process to be comprehensive and easy to navigate.

In order to complete the online application you must be able to pay the application fee with a credit card.

You can submit your application only one time. Prior to starting your application, please take the time to carefully review the application instructions available on our website at <http://www.bu.edu/met/admissions/apply-now/graduate-degree-program/> and within the online application system.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

**Sign In**

**Create an Account**

[Forgot your username or password?](#)

[Reapplying to Boston University?](#)

3. In the next screen, you will need to click **“ENTER INVITATION CODE”** to be able to access the MET International programs available to partner students.
  - a. Your home institution will share with you a specialized invitation code to submit
  - b. if you have doubts, contact [metintl@bu.edu](mailto:metintl@bu.edu)

Boston University Metropolitan College ? Sign Out

Add at least one program before continuing with your application. You can always change this later in the application process.

Add Program | Selected Programs Search for a Program or Organization   Enter Invitation Code

Showing results for:  Available Programs

Add	Program	Subconcentration	Program Type	Subject Area	Campus	Semester	Year
BU-METROPOLITAN COLLEGE							
+	Certificate in Advanced Information Technology				Information Technology	Charles River Campus (Boston)	Fall 2020
+	Certificate in Advanced Information Technology				Information Technology	Online	Fall 2020
+	Certificate in Advanced Information Technology				Information Technology	Charles River Campus (Boston)	Summer 1 2020
+	Certificate in Advanced Information Technology				Information Technology	Charles River Campus (Boston)	Spring 2020
+	Certificate in Advanced Information Technology				Information Technology	Online	Spring 2020
+	Certificate in Advanced Information Technology				Information Technology	Online	Summer 1 2020

4. You should now see all programs open to MET International partnership students. Choose the appropriate program that has been approved by your home institution.

- a. Be **ATTENTIVE** to which program (Certificate vs. Degree) and semester you select. If you will be completing a Master's Degree, please select the degree of your choice (do not select a Graduate Certificate program).

[Add More Programs](#)

## Review Your Program Selections

Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.

APPLICATIONS READY FOR SUBMISSION: **0** | TOTAL FEE(S): **\$0** | [Continue To My Application >](#)

Sort By: **Deadline**

**BU-Metropolitan College**

Partner Affiliated: Graduate Certificate in Investment Analysis **i** | Deadline 04/15/2020

Invitation Code: GJW7-UFxW-FFKx-WqGK (Expires Sep 1st, 2019) **x**

- b. Press **“ACCEPT”** and then **“CONTINUE”**
5. You should see an overview of the program you selected and there should be no Application Fee due. Click **“CONTINUE TO MY APPLICATION”** to begin applying.

Boston University Metropolitan College

At least add one program before continuing with your application. You can always change this later in the application process.

[Add Program](#)

Showing results for: **x** Invitation Code: GJW7-UFxW-FFKx-WqGK **x** Past Programs [Reset Search](#)

Search for a Program or Organization  [Filters](#)

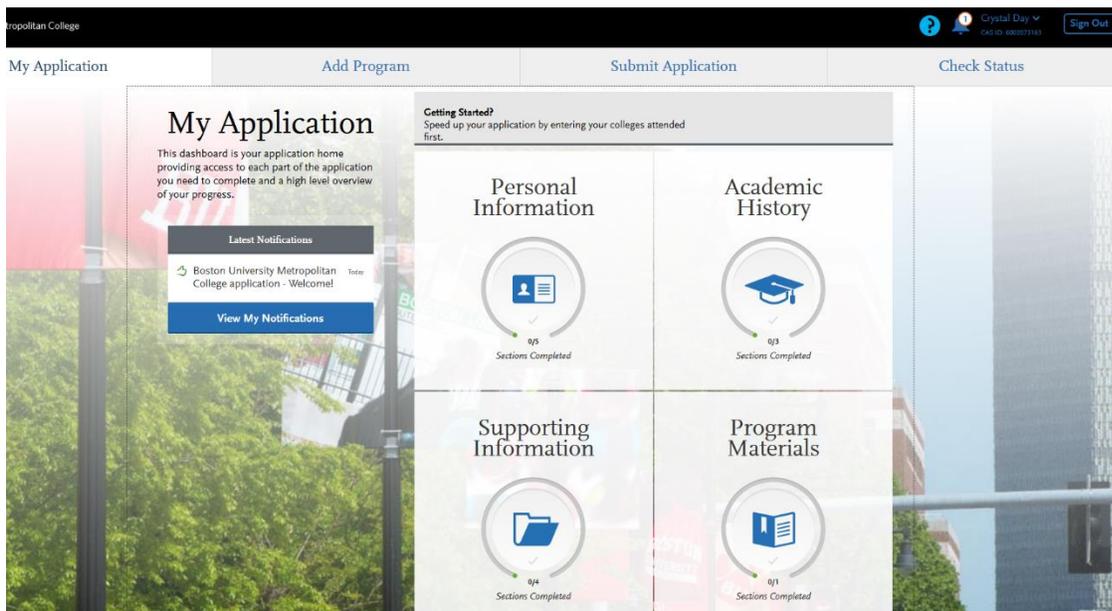
Add	Program	Subconcentration	Program Type	Subject Area	Campus	Semester	Year
<b>+</b>	Partner Affiliated Master's Degree in Planning		Programs for Affiliated University Partners	City Planning, Urban Affairs	Charles River Campus (Boston)	Spring	2020
<b>+</b>	Partner Affiliated: Graduate Certificate in Advanced Information Technology		Programs for Affiliated University Partners	Information Technology	Charles River Campus (Boston)	Fall	2020
<b>+</b>	Partner Affiliated: Graduate Certificate in Advanced Information Technology		Programs for Affiliated University Partners	Information Technology	Charles River Campus (Boston)	Spring	2020
<b>+</b>	Partner Affiliated: Graduate Certificate in Applied Sustainability		Programs for Affiliated University Partners	City Planning, Urban Affairs	Charles River Campus (Boston)	Fall	2020
<b>+</b>	Partner Affiliated: Graduate Certificate in Applied Sustainability		Programs for Affiliated University Partners	City Planning, Urban Affairs	Charles River Campus (Boston)	Spring	2020

[Accept](#)

6. You should now be on the WEBAdmit landing page. You should begin going through each individual section to complete the application.

a. To navigate back to this landing page, you simply click **“My Application”**

7. Once you have completed all the necessary tasks, you are now ready to submit your application



- a. **REMEMBER!** The \$85 application fee is waived to partner students, you don't need to pay this fee to submit your application.

Metropolitan College

MINT TEST  
CAS ID: 1131038

My Application    Add Program    Submit Application **1**    Check Status

## My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

**Latest Notifications**

- Recommendation Request Submitted to Recommender Today
- Recommendation Request Submitted to Recommender Today

[View My Notifications](#)

**Personal Information**  
5/5 Sections Completed

**Academic History**  
3/3 Sections Completed

**Supporting Information**  
4/4 Sections Completed

**Program Materials**  
1/1 Sections Completed

Review your program selections here, check on status of individual program tasks, and pay for your program selections.

Once your application is submitted, no changes or refunds can be made.

APPLICATIONS READY FOR SUBMISSION  
**1**

~~TOTAL FEE (\$)  
\$85~~

[Submit All](#)

Sort By **Deadline**

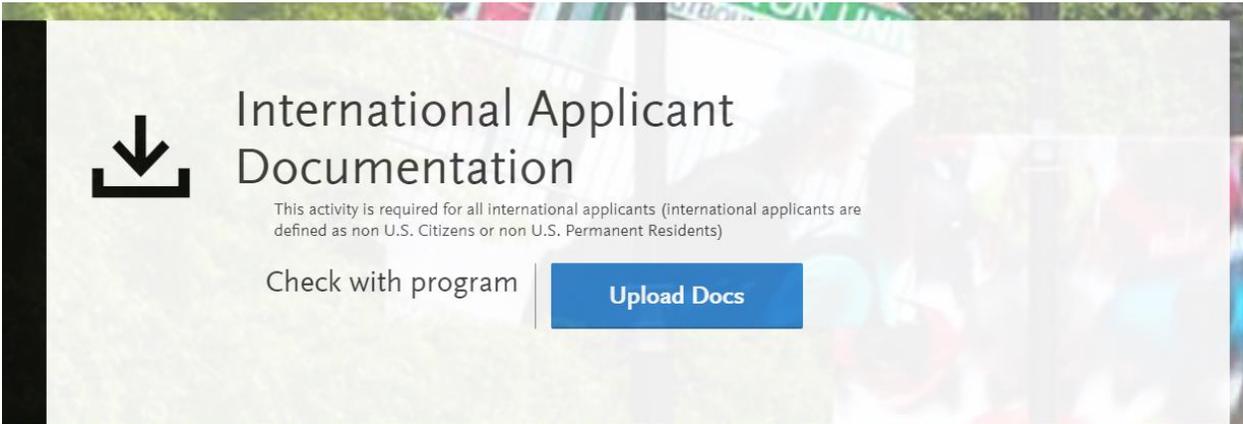
**BU-Metropolitan College**

Master of Science in Computer Information Systems **i**    Deadline Rolling

[Download](#) [Share](#)

[Submit](#)

8. Once your application has been submitted and an admissions decision has been made, you will receive a special email with a link to accept the offer and upload your immigration documents.



## Frequently Asked Questions

- 1) I am a Degree-seeking student and have signed my Learning Agreement. Where do I upload it?
  - a. You should upload your Learning Agreement in the **SUPPORTING INFORMATION** section under **“Documents”**. There are places to upload under **“Supplemental Document”**.
- 2) What documents do I need to upload in the International Applicant Documentation?
  - a. You should upload the following documents:
    - i. Copy of Passport Biographical page (must be at least 6 months valid from start of program)
    - ii. Any recent U.S. visa stamps
    - iii. Financial documentation (Bank Statements, scholarship funding)
    - iv. Affidavit of Support (if a family member or other will be supporting you)
    - v. Letter of Sponsorship (if your home institution will be needing an invoice)
      1. Your home institution may email us this document if they do not want to provide you with this.
    - vi. International Student Data Form (ISDF)
- 3) I have my English proficiency scores. Can I upload a copy? If so, where?
  - a. The International Office of your home institution can send us an electronic copy of your English proficiency or they can mail it to us. If your International Office does not want to send it, you can send us the original English proficiency document in the mail to:

MET International  
1010 Commonwealth Ave, 1<sup>st</sup> Floor  
Boston, MA 02215
  - b. **NOTE:** it is strongly advised to send scores to us directly from ETS **[8675]** or from the British Council.

- 4) I didn't see a place to upload my transcripts (undergraduate + graduate). Do you need it?
- a. Yes! The International Office of your home institution may send us either a sealed, physical copy or they may send us an electronic, official copy. If your International Office does not want to send us these documents, you may send them to us mailed (must be sealed from the university).
    1. All transcripts if being sent by applicants MUST be official. Our mailing address is:  
MET International  
1010 Commonwealth Ave, 1<sup>st</sup> Floor  
Boston, MA, 02215
  - b. Be sure to include both UNDERGRADUATE transcripts and your GRADUATE transcripts (where applicable). For questions, email [metintl@bu.edu](mailto:metintl@bu.edu).
- 5) My application won't let me submit unless I pay the \$85. Did I make a mistake?
- a. Unfortunately, you have applied without our special invitation code. Contact [metintl@bu.edu](mailto:metintl@bu.edu) for help.
- 6) Is there a way for me to see what courses I need to take to complete my program?
- a. Yes, under the "**PROGRAM MATERIALS**" section you will see a hyperlink to your specific program.
  - b. **DEGREE-SEEKING:** you may not need to complete all of the courses of your program as there are very specific partner-related terms. Reach out to [metintl@bu.edu](mailto:metintl@bu.edu) to better understand what courses you need to complete.
- 7) Can I upload the recommendation letters I have received from my recommenders?
- a. Unfortunately, you cannot. All recommendation letters should come directly from recommenders to MET International.
  - b. You will be able to list your recommenders and provide their emails. They will receive an automatic email asking them to fill out a form or submit a recommendation letter through the system.
  - c. If for any reason the recommenders did not receive the automatic email from WebAdmit, you can request that they send them directly to [metintl@bu.edu](mailto:metintl@bu.edu).

## INTERNATIONAL STUDENT DATA FORM

This form must be completed by all international students applying for admission. Please answer all of the questions completely and return the form with the requested financial documentation and copies of U.S. immigration documents (if applicable) to the Admissions Office reviewing your academic application. Once you have been admitted to a program of study (and, in some cases, once you have formally accepted the offer of admission), the Admissions Office will send this form and supporting documents to the Boston University [International Students & Scholars Office](#) (ISSO). Once your record has been reviewed and determined to be complete, the ISSO will forward an official immigration document to you with instructions on how to apply for the student visa at the nearest U.S. Embassy or Consulate. If you are currently in the U.S., the ISSO will forward specific immigration instructions to you to facilitate your enrollment.

## GENERAL INFORMATION (Please enter all names exactly as they appear on your passport)

Name (Last/First/Middle): \_\_\_\_\_ Male  Female

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth (City/Country): \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Legal Residence: \_\_\_\_\_

Permanent address in home country:

Street: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If you wish correspondence, including your immigration document, to be sent to an address different from the one above, please write it here:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This address can be used for correspondence from (MM/DD/YYYY): \_\_\_\_\_ to \_\_\_\_\_

## FINANCIAL DECLARATION

Boston University is required by U.S. government regulations to verify the availability of adequate funding for your tuition, fees, and living expenses for the duration of your studies at Boston University to issue the immigration documents necessary to obtain a student visa. All financial documents submitted for evaluation will become the property of Boston University and will not be returned to the applicant. It is recommended that you request multiple copies of the documentation listed below to submit at the point of visa application and to retain for your records. Please refer to the [Estimate of Expenses](#) for the breakdown of fees and for the minimum required per year.

All declarations of financial support must:

1. Reflect the minimum amount of support in U.S. dollars
2. Specify funding for study at Boston University (not another college or university)
3. Include a date and be no more than one year old from the intended date of enrollment
4. Indicate the period of time for which the support will be provided
5. Be written in English
6. Reflect funds that are readily available for tuition payment (i.e., checking or savings accounts).
  - Certain investment accounts such as stocks, salary documents, property holding, etc. do not reflect available funds and will not be accepted.

Please check the box below which describes the type of funding you will be receiving, and attach the appropriate official documentation as outlined below. Please note that additional funding must be provided for any accompanying dependent for which a document will need to be issued. Dependents are defined as spouse or unmarried children under the age of 21.

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)

## 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:

## 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).

Do you have any dependents (as defined above)?	No	Yes. How many?		
Are your dependents in the U.S.?	No	Yes - please also provide copies of their immigration documents.		
Are you requesting for BU to issue a dependent immigration document for your dependent(s) to assist them with applying for a dependent visa	No	Yes - please also provide copies of their immigration documents.		
Dependents 1                      Dependents 2                      Dependents 3                      Dependents 4				
Family/Last Name				
First/Given Name(s)				
Middle Name(s)				
Date of Birth				
City of Birth (month/day/year)				
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:

In order to evaluate your application and to comply with U.S. immigration laws, Boston University must obtain personal information from you, as explained in the Boston University Family Education Rights and Privacy Act Notice: <http://www.bu.edu/reg/academics/ferpa/>

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.

## MET International Learning Agreement: Graduate Degree Programs

Student Name: \_\_\_\_\_

Home Institution: \_\_\_\_\_

Students should review and sign this document with their home institution advisor as applicable. **This document must be submitted as part of the application to Boston University Metropolitan College (MET).**

Students admitted to a MET Master's degree program who start in either Fall or Spring will be double enrolled in a MET Graduate Certificate as part of the Master's program. Credit transfers and course waivers are managed by the academic department as applicable. A MET International Program Manager will advise students on the required courses to complete the MET Master's degree. Following an admissions decision, first semester course registration will occur. BU reserves the right to change the order of the coursework or offer substitutions in the case of scheduling conflicts. Prerequisites may apply. When studying on-campus, only one online course per semester is permissible; all fees apply.

### FOR: Student

By signing, I confirm, upon admission to the program, the following:

- If currently enrolled in a master's degree program, I understand that all degree requirements for my home institution and the MET Master's degree must be satisfied for graduation.
- If not currently enrolled in a master's degree program, I understand that I am required to submit proof of bachelor's degree conferral prior to the start of my graduate studies at Boston University.
- I am responsible for communicating to my home institution, where applicable, any changes in my course of studies at Boston University, and to obtain approval (e.g., taking a leave of absence).
- I understand that by starting in the Fall or Spring semester on-campus, I will be double enrolled in a MET International Graduate Certificate.
- At the beginning of the last semester, I am responsible for completing the diploma application form and returning it to the indicated MET Academic Department as well as submitting final transcripts issued by my home institution.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR: Academic Advisor from Home Institution, as applicable

By signing, I confirm the following:

- The student is in good standing and is making satisfactory progress toward completing their required degree.
- The student has successfully completed courses for transfer to the selected MET Master's degree, as applicable.

Home Institution Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR: Executive Director, Boston University MET International

By signing, I confirm the following:

- The student, upon successful completion of the MET Graduate Certificate and MET Master's degree, will be eligible for all appropriate credit transfers/ waivers as overseen by the academic department.

MET International Signature: \_\_\_\_\_

Neus Codina,  
Executive Director, MET International







# ***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"/>				

7. Please assess the applicant's intellectual ability.

Poor	Average	Good	Outstanding	Exceptional
<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



# **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 (select one below):**

Metropolitan College, Graduate Certificate \_\_\_\_\_ Metropolitan College, Master's Degree \_\_\_\_\_

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:** \_\_\_\_\_

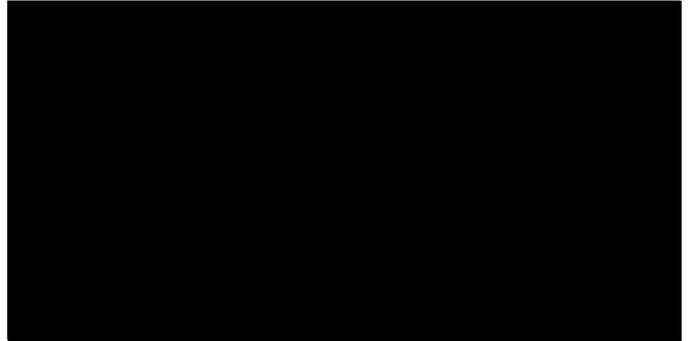
**Date Signed:** \_\_\_\_\_

Hallerbauer 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

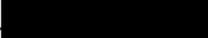
Registergericht:  
Amtsgericht Ingolstadt  
Gen.-Reg. Nr. 101376  
Sitz: Pfaffenhofen a. d. Ilm



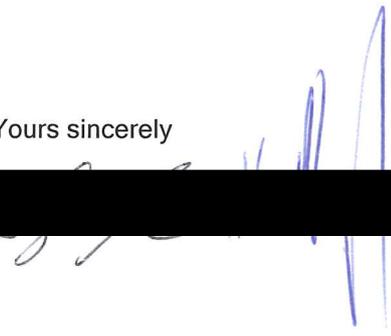
Datum:

19. Februar 2013

**Betreff: Bank Statement for Boston University**

This Bank confirms that Mr.  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



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]



[REDACTED]  
Citibank (China) Co. Ltd

资金冻结证明专用章  
Hold Fund Certificate Chop