

## Applying to CELOP: Creating Your Account and Applying to CELOP


**Step 1:** Account Creation. [Navigate to this page](#) and select *Create Account*. Enter your email address and your name as it appears in the passport. The email address must belong to the student only; *do not enter the email address of a parent, friend, or agent*.

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<b>LOGIN TO APPLICATION HOMEPAGE</b>	If you have created a BU web account or have a BU id number
<b>CREATE APPLICATION</b>	If you are a CELOP continuing or BU conditionally accepted student
<b>CREATE ACCOUNT</b>	If you have never created a BU Web account and do not have a BU id number

Unable to login? If you forgot your password click [here](#) and follow the link "I forgot my BU Web Account password". **Please do not set up another web account.**

If you need to Create an Account but keep returning to a login page, you must quit your web browser, reopen it, then return to this page and click the "Create Account" link again.


 Center for English Language & Orientation Programs

Login

### Create Boston University Web Account - Review

Please verify your information prior to submitting.

Email:  
Family Name / Last: Name  
First Name:  
Middle Name:  
Date of Birth:  
Gender:  
Are you a U.S. Citizen or Permanent Resident?  
Country of Citizenship:  
Screening Questions:  
Have you applied to study at CELOP in the past? - No  
Have you applied to undergraduate or graduate program at Boston University? - No  
Do you have a Boston University ID number? - No  
Please note that it may take a minute to process after submission. Please do not resubmit.



☒ BU ☐ Directory

After you *submit*, please check your email for more instructions. Please note that the emails can take up to one hour to send, and may get sent to your spam folder.

From: [celop@bu.edu](mailto:celop@bu.edu) <[celop@bu.edu](mailto:celop@bu.edu)>  
Sent:  
To:  
Subject: Boston University Web Account Activation

Greetings,

Thank you for your interest in Boston University CELOP! This is your first step towards completing your application.

Your Web Account username is:

What's next?

You will soon receive a separate email with the information on setting up your account (Step 1) with Boston University.

Step 1. Verify Web Account and create a password

Step 2. LOGIN to Application Homepage

Step 3. Start a new Application

Step 4. Follow instructions inside application

If you need any help, please contact CELOP <http://www.bu.edu/celop/contact-us/>.

Remember: Boston University will never ask you for sensitive personal information (such as your password, credit card and bank account numbers, social security, etc.) in an e-mail.

Sincerely,

CELOP Admissions

When you receive the email to claim your online account, please click the URL.

**From:** [ithelp@bu.edu](mailto:ithelp@bu.edu) <[ithelp@bu.edu](mailto:ithelp@bu.edu)>  
**Sent:**  
**To:**  
**Subject:** Boston University Account Claim Next steps

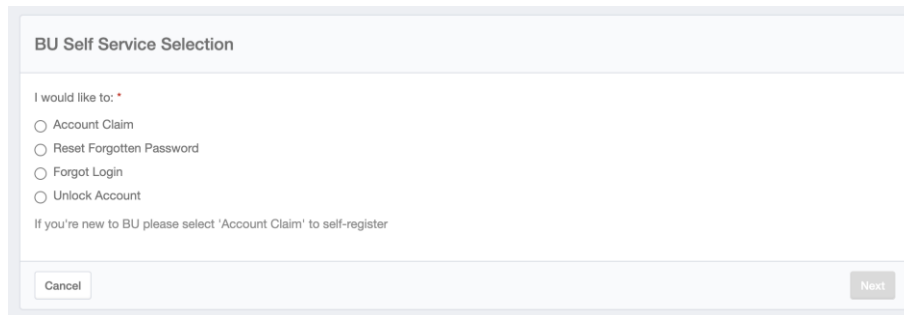
Greetings,

Please follow the steps below to claim your online account with the University. This process will only take a couple of minutes and it is important that you set up your new account as soon as possible.

Set your password through this URL:  
<https://iam-identity.bu.edu/identityiq/external/registration.jsf#/register>

If you have any questions or need assistance, please contact: [ithelp@bu.edu](mailto:ithelp@bu.edu) or 617-353-4357 (HELP)

## Select Account Claim.



The image shows a web form titled "BU Self Service Selection". It contains a section "I would like to:" with four radio button options: "Account Claim", "Reset Forgotten Password", "Forgot Login", and "Unlock Account". Below these options is a note: "If you're new to BU please select 'Account Claim' to self-register". At the bottom of the form are two buttons: "Cancel" on the left and "Next" on the right.

Be sure to enter your date of birth in the order *month/date/year* (example: May 1<sup>st</sup>, 2002 is 05/01/2002).



The image shows a web form titled "BU Self Service Selection". It contains two input fields. The first is labeled "Please enter your personal email address \*" and the second is labeled "Please enter your Date of Birth \*". Below the date of birth field is a hint: "Format: MM/dd/yyyy". At the bottom of the form are two buttons: "Cancel" on the left and "Next" on the right.

You will receive an email with a temporary PIN. The PIN will expire after 30 minutes, so please do not stop the process at this point.

**From:** [ithelp@bu.edu](mailto:ithelp@bu.edu) <[ithelp@bu.edu](mailto:ithelp@bu.edu)>  
**Sent:**  
**To:**  
**Subject:** Confidential: Boston University One-Time Passcode (PIN)

Greetings,

You have submitted a request which requires an additional security verification. Please enter the following one-time passcode (PIN) to proceed. Don't share this PIN with anyone.

**PIN:**

Please note that the PIN expires in 30 minutes.

If you have any questions or did not make this change, please contact: [ithelp@bu.edu](mailto:ithelp@bu.edu) or 617-353-4357 (HELP)

Confirm PIN to proceed

Enter the One Time PIN sent to personal email \*

Please note PIN will be valid for 30 mins

Cancel

Next

Account Claim

Existing WebAccount Value \*

Enter the new password \*

Please fill out this field.

Confirm the new password \*

The password must have a minimum 16 number of characters  
The password must not be same as previous 6 passwords  
The password must not contain common dictionary words  
The password must meet at least three out of the following four requirements:  
Contain one English uppercase character (A through Z)  
Contain one English lowercase character (a through z)  
Contain one base-10 digits (0 through 9)  
Contain one non-alphabetic characters (~!@#\$%^&\*+~[]{}|;:?.)

Cancel

Complete

After you create your password, please confirm your account. You will receive an email that confirms your account setup is complete.

Confirm BU Account

BU Account Name:

Email Address:

WARNING

The following policy can also be reviewed by accessing the link:  
<https://www.bu.edu/policies/responsible-office/office-vp-information-services-technology/>

Do not share your password to anyone!

Further, the University reserves the right to take the following steps (which may be taken without prior notice in order to prevent imminent damage to University Computing Services or to the data of other users):

i. limit or restrict any individual's use, and view, copy, remove or otherwise alter any data, file, or system resource, based on a reasonable belief that continued use of such data, file or resource is likely to negatively impact the confidentiality, integrity, or availability of the University's shared computing resources or to cause the University to be out of compliance with the terms of an applicable license under which such resource is available;

ii. enforce security controls to preserve the confidentiality, integrity, or availability of the University systems or networks. These controls may affect the storage, transmission, and access of confidential and protected information in accordance with University policies and state, and federal laws or regulations; and

iii. restrict access to internal or external resources based upon perceived risk to the University systems or networks.

The University is not responsible for loss of data or service interruptions resulting from its efforts to maintain the privacy and security of University Computing Services, system malfunction, or any other cause.

Procedures

Report concerns to BU Information Security, the IT Help Center or Internal Audit & Advisory Services. Violations of this Policy may result in (a) restriction or removal of some or all privileges to use Computing Services and (b) disciplinary actions through appropriate University processes, specific to students through the Dean of Students, staff through Human Resources, and faculty and other users through Human Resources and/or the University Provost's Office. The University reserves the right to amend this Policy at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with other published policies and with applicable laws.

☐ Please check this box to indicate that you have read this policy and understand its importance in safeguarding your identity.

Cancel

Complete

**From:** [ithelp@bu.edu](mailto:ithelp@bu.edu) <[ithelp@bu.edu](mailto:ithelp@bu.edu)>  
**Sent:**  
**To:**  
**Subject:** Boston University: Thank you for Claiming Your Account!

Greetings,

Your account has been claimed. Please find your Boston University Account details below:

**Account Name:**

**Please note that it may take up to a day for all of your access to be activated.**

If you have not claimed this account, or need assistance, please contact: [ithelp@bu.edu](mailto:ithelp@bu.edu) or 617-353-4357 (HELP)

**Step 2:** Completing the application. You now have an account and you can begin your CELOP application. Return to the [application homepage](#) and select *Login to application homepage*. Log in using the username and password that you created in Step 1; please note that you may need to wait up to 24 hours after your account was created to proceed to the application.

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At the bottom of the page, select the semester to which you will apply, and select *Click Here to Start a New Application*.

### Welcome to the CELOP Online Application Homepage

All your applications are listed below.

You can save application information as you go.

Please click  for help.

NOTE: You cannot update your application after you submit.

Please check our [Dates and Fees](#) page for prices and dates.

Application Contents:

- **Personal Profile** - Input your personal information. Address, phone number, education etc.
- **Program Information** - Choose the program you want to enroll in. Standard, Professional, Part-Time, etc.
- **International Student** - Input immigration information. Country of citizenship, city of birth, family information, etc.
- **Upload Documents** - Upload copies of supporting documents. Passport, Financial/Bank statement, etc.
- **Pay Application Fee & Submit** - Provide credit card information and submit application.

select a semester... ▾


and

[Click Here to Start a New Application](#)

The application has six pages: *Personal Profile*, *Program Information*, *International Student*, *Upload Documents*, and *Pay Application Fee & Submit*. Complete each section.

[Personal Profile](#) [Program Information](#) [International Student](#) [Upload Documents](#) [Pay Application Fee & Submit](#)

In the *Program Information* section, select your intended program. Please [refer to our website](#) for descriptions of each program.

CHOOSE YOUR PROGRAM   
Please check our [Dates and Fees](#) page for prices and dates.

#### Standard Programs

##### 12 WEEK PROGRAMS

- ☐ [INTENSIVE 12-WEEK 25 HOURS \( EN050 \)](#)
- ☐ [PART-TIME 12-WEEK 15 HOURS \( EN083 \)](#)
- ☐ [PART-TIME 12-WEEK 5 HOURS \( EN081 \)](#)
- ☐ [PART-TIME 12-WEEK 10 HOURS \( EN082 \)](#)
- ☐ [INTENSIVE 12-WEEK 20 HOURS \( EN020 \)](#)

##### 6 WEEK PROGRAMS

- ☐ [PART-TIME 6-WEEK,15 HOURS/WEEK;CORE ONLY \(SESSION 2\) \( EN036 \)](#)
- ☐ [PART-TIME 6-WEEK,15 HOURS/WEEK;CORE ONLY \(SESSION 1\) \( EN018 \)](#)
- ☐ [INTENSIVE 6-WEEK \(SESSION 2\) \( EN025 \)](#)
- ☐ [INTENSIVE 6-WEEK \(SESSION 1\) \( EN045 \)](#)

##### 4 WEEK PROGRAMS

- ☐ [PART-TIME 4-WEEK,15 HOURS/WEEK \( EN084 \)](#)

#### Group Programs

Group Code:

In the *Upload Documents* section, be sure to upload the required documents for your program. Please note that **all applicants** must submit a copy of their passport. Applicants to **full-time programs** must also submit a bank statement demonstrating an available cash balance equal to or greater than the [total estimated expenses](#) of the program; if the bank statement belongs to someone else, such as a parent or sponsor, the applicant must also submit an [affidavit of support](#). Applicants to **part-time programs** must submit a copy of their current visa, such as a B-1/B-2 visa or F-2 visa. If you have questions about which documents you need to submit, please email [celop@bu.edu](mailto:celop@bu.edu).

#### Upload Supporting Documents

Click the links below to upload documents or to tell us you will send them later.

Documents will be kept on file, but are only valid for the semester program above.

**Please include your name and Boston University ID on every document you upload. Your Boston University ID can be found in the 'Personal Profile' section.**

#### [upload](#) [I will send it in](#) Photocopy of the passport

A photocopy of the first two pages of your passport (including your name, photograph and date of birth).

No files have been uploaded.

#### [upload](#) [I will send it in](#) Financial/Bank statement

Click  for document requirements

No files have been uploaded.

After you complete all sections of the application, verify that there are green checkmarks next to each section. If there are red x's, please return to that section of the application and provide the missing information.

This Application is for  
Semester Program:

You have supplied all the information we need at this time. Some information may still be required. Please take note of those items as shown below.

Personal Profile	✓	Completed
Personal Profile - Address	✓	Completed
Personal Profile - Educational/Professional Background	✓	Completed
Personal Profile - Additional Information	✓	Completed
Program Information	✓	Completed
Upload Documents	✓	Completed
International Student	✓	Completed

Also, please note the following:

- You will receive an email confirming that the online portion of your application has been successfully submitted.

Program	Intended Enrollment	Preference
<div><a href="#">Pay Application Fee &amp; Submit</a> <a href="#">Return to the application</a></div>		

When all sections have green checkmarks, select *Pay Application Fee & Submit*.

www.bu.edu says

Boston University has partnered with Nelnet Campus Commerce as a payment provider. Please click 'OK' if you wish to continue.

OK

Cancel

The application fee for **full-time programs** is \$110 and the fee for **part-time programs** is \$60. Complete the payment using a debit or credit card.

**Make Payment**

1

Payment Information

2

Payment Method

3

Payment Confirmation

**Paying CELOP APPLICATION FEES**

Required fields are marked with an \*

Payment Amount \*

\$110.00

Total amount to pay: \$110.00

CancelNext - Payment Method

After you pay the fee, your application will be submitted. We will review it and email you regarding next steps. Please contact [celop@bu.edu](mailto:celop@bu.edu) if you have any questions.