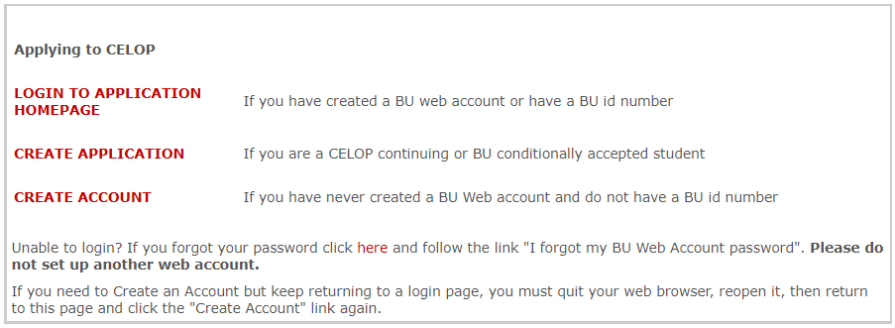
Applying to CELOP: Creating Your Account and Applying to CELOP

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*.



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 <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 <ithelp@bu.edu>
Sent:
To:
Subject: Boston University Account Claim Next steps

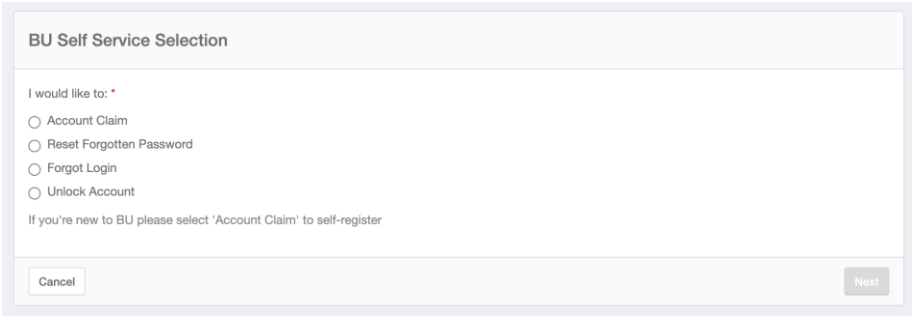
Greetings,

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 or 617-353-4357 (HELP)

Select *Account Claim*.



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

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

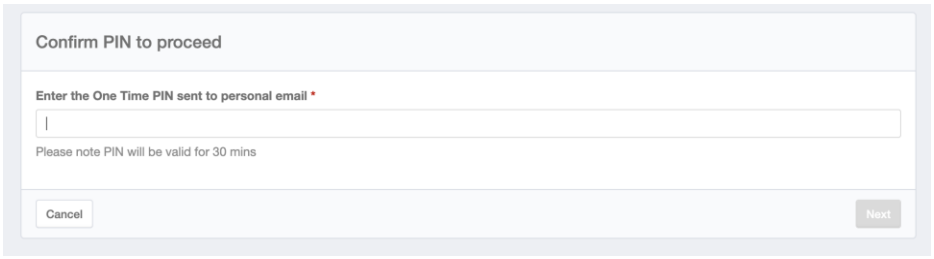
Greetings,

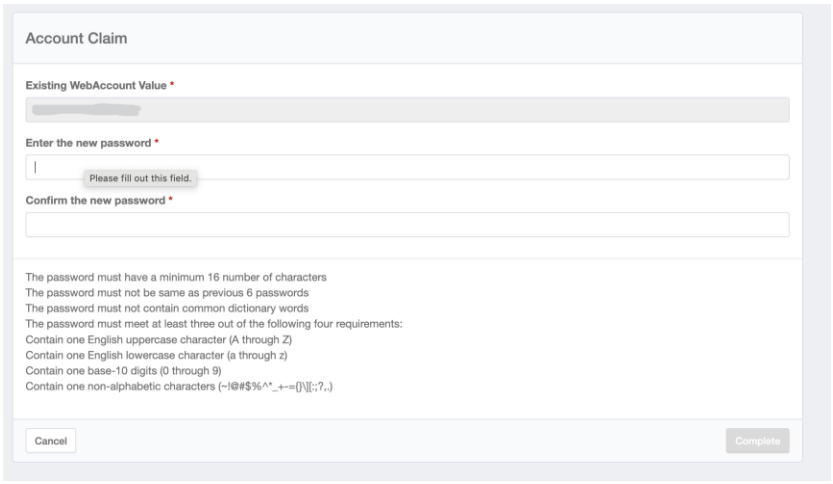
You have submitted a request which requires an additional security verification. Please enter the following one-time passcode (PIN) to proceed. Don't share this PIN with anyone.

PIN:

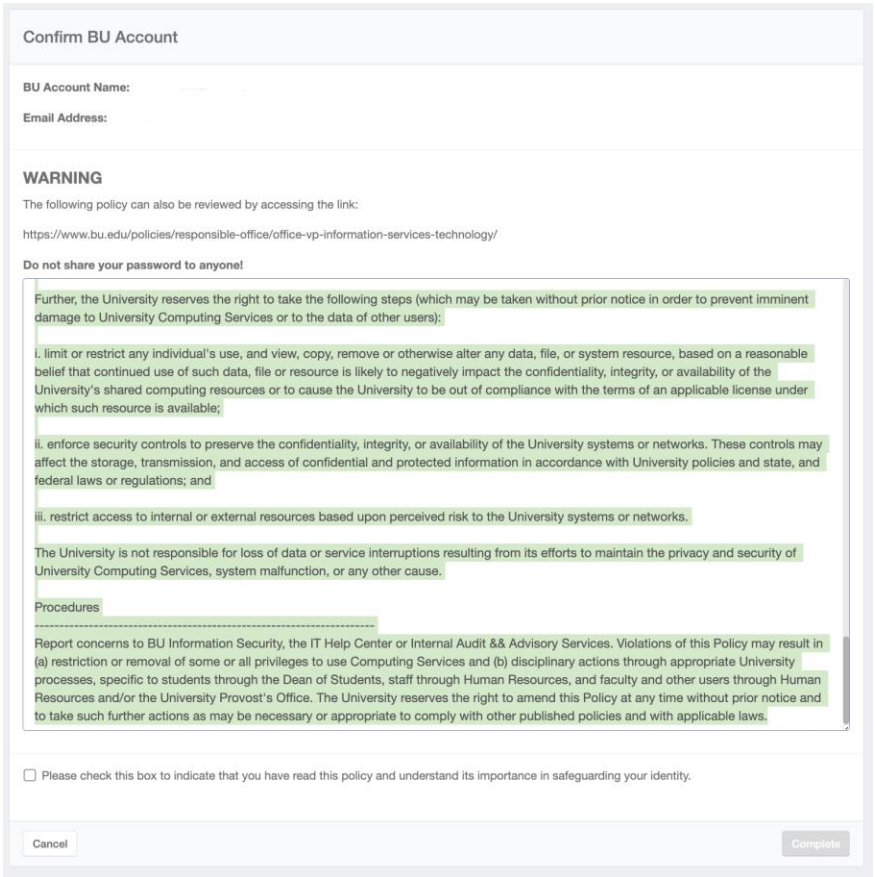
Please note that the PIN expires in 30 minutes.

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





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



From: ithelp@bu.edu <ithelp@bu.edu>
Sent:
To:
Subject: Boston University: Thank you for Claiming Your Account!

Greetings,

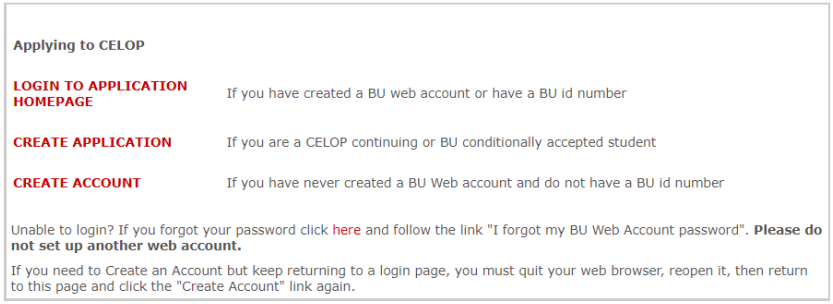
Your account has been claimed. Please find your Boston University Account details below:

Account Name:

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

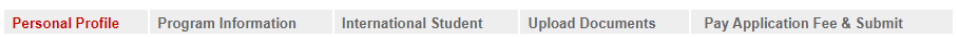
If you have not claimed this account, or need assistance, please contact: ithelp@bu.edu or 617-353-4357 (HELP)

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.

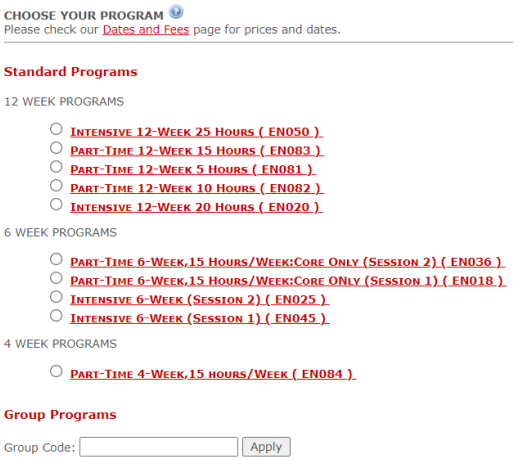


At the bottom of the page, select the semester to which you will apply, and select *Click Here to Start a New Application*.

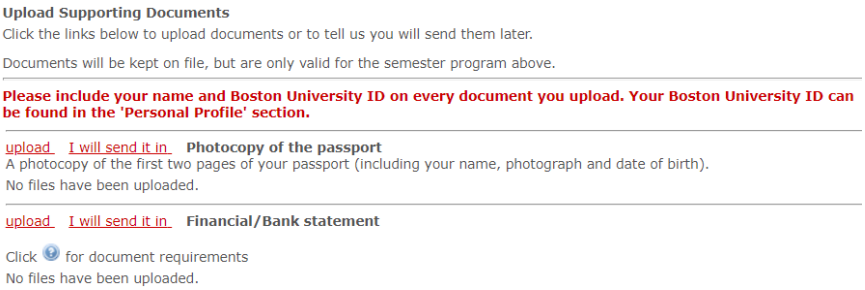
The application has six pages: *Personal Profile*, *Program Information*, *International Student*, *Upload Documents*, and *Pay Application Fee & Submit*. Complete each section.



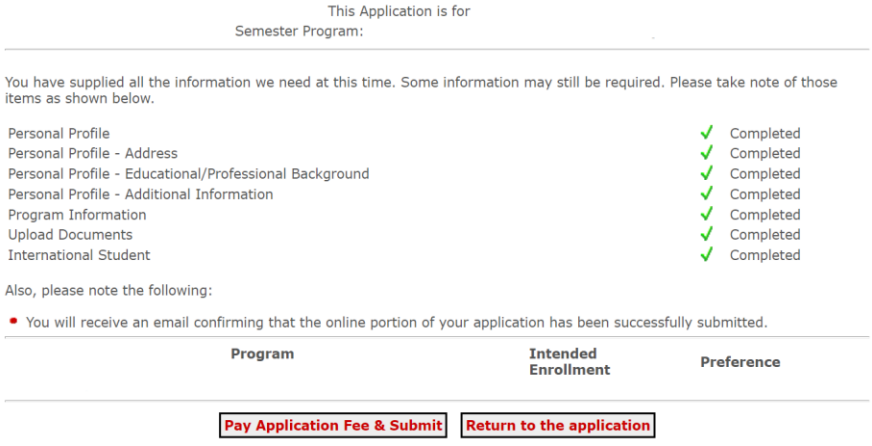
In the *Program Information* section, select your intended program. Please refer to our website for descriptions of each program.



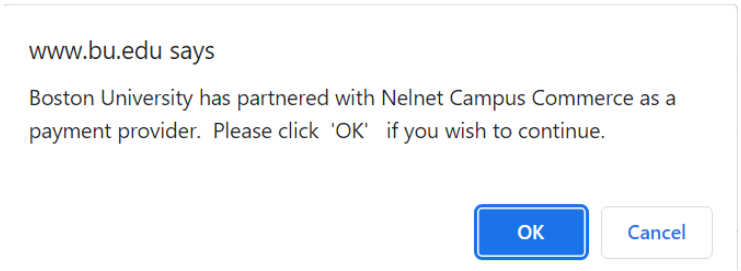
In the *Upload Documents* section, be sure to upload the required documents for your program. Please note that **all applicants** must submit a copy of their passport. Applicants to **full-time programs** must also submit a bank statement demonstrating an available cash balance equal to or greater than 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.



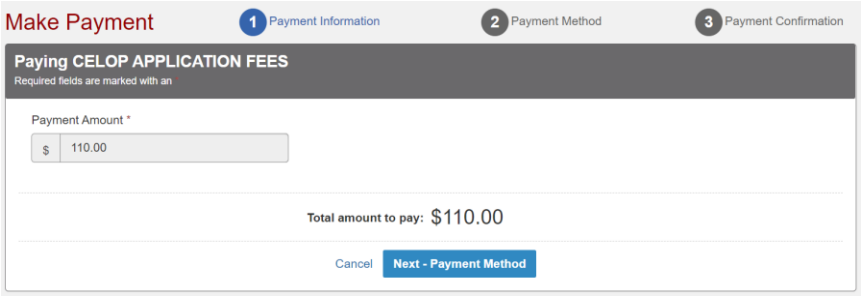
After you complete all sections of the application, verify that there are green checkmarks next to each section. If there are red x's, please return to that section of the application and provide the missing information.



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



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.



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 if you have any questions.