

Instructions for Applicants

ADMISSIONS FOR ADMISSION FORM

Please apply via our online application system: www.bu.edu/com/grad. All supplementary materials must arrive at the College of Communication in a single packet by our February 1 deadline.

LETTERS OF RECOMMENDATION AND TRANSCRIPTS

Letters of recommendation are required from at least three persons under whose immediate supervision you have worked in a professional capacity, or others who you believe are in a position to offer a pertinent appraisal of your skills and ability.

Read the *Note to Applicant* on the *Letter of Recommendation*, check the appropriate box, and sign and date the form. Print your name on the line Name of applicant and your major on the line below. Send a *Recommendation Form* and one of the enclosed envelopes, self-addressed, to each person from whom you are requesting a recommendation or online via www.embark.com.

Official transcripts are required from each college attended, whether or not the student was in a degree program. All transcripts must be in English. The school registrar will enclose the transcript in the envelope, seal the envelope, and enter his/her signature on the line across the envelope seal. This envelope will also be returned to you.

Please ask your school's Registrar/ Transcript Office to include a letter (if not recorded on your transcript) stating your cumulative grade point average on a 4.0 scale.

PLEASE NOTE: If for some reason a school registrar or evaluator is unable or unwilling to send the requested credential(s) directly to you, (1) advise that person to mail the item directly to the Graduate Admissions office; and (2) submit a note with your complete application stating which credential(s) will be sent directly.

All transcripts and letters of recommendation must come in sealed and signed envelopes. Note: You may submit online recommendations via Embark Online Application System.

APPLICATION PROCEDURE

Once you have completed the online application for admission, supporting documents may be mailed to:

Boston University
College of Communication
Graduate Admissions
640 Commonwealth Avenue
Boston, MA 02215

It is highly recommended that you send your materials via a carrier with a tracking service. There is no advantage in submitting an incomplete application, since **only complete applications are presented to the Admissions Committee for review.** An e-mail will be sent to you once your application is complete. The application procedure is designed to enable you to be in control of the timely submission of all supporting credentials, and therefore eliminates the necessity for frequent follow-up with our office.

Application materials received after February 1 cannot be considered. Only those applications complete by the deadline will be considered for admission. Once materials are submitted, they are considered the property of the College of Communication and will not be returned.