



APPLICATION FOR ADMISSION 2009 – 2010

Name: _____

Gender: Female Male Date of Birth: _____

Home Phone Number: _____ Cellular Phone Number: _____

Fax Number: _____ Email Address: _____

Marital Status: Single Married Divorced Other _____

Ethnicity (optional): _____

International Information

Country of Citizenship: _____ Country of legal permanent residence: _____

Table with 3 columns: Addresses, Phone Number, Effective Until. Rows for Present and Permanent.

Program Applying To Certificate in Information Technology (offered in Macedonia only)

Application Date: _____

Semester: Fall Spring Year: _____

Educational Background

Undergraduate Cumulative Average: _____ Graduate Cumulative Average: _____

Undergraduate

Table for Undergraduate education with columns: Name of Institution, Location, Degree Awarded, Major Field of Study, Dates Attended, Expected Graduation Date.

Graduate

Table for Graduate education with columns: Name of Institution, Location, Degree Awarded, Major Field of Study, Dates Attended, Expected Graduation Date.



Employment

Please submit a current resume

Employer			
Address			
Job Title		Employment Type	Full time or Part Time
Dates of Employment		Industry Type	
Reason for Leaving		Salary Starting – Ending	
Type of Work or Activity			

Employer			
Address			
Job Title		Employment Type	Full time or Part Time
Dates of Employment		Industry Type	
Reason for Leaving		Salary Starting – Ending	
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Test Information

TOEFL

Date Taken/Date planned to take: _____ Score: _____

Additional Questions:

- 1) How did you hear about this program? _____
- 2) Please list languages spoken: _____
- 3) Describe use of English professionally: e.g. Fluent _____
- 4) List global/international teams worked on previously: _____

Admissions Essays

On a separate sheet of paper, please answer the following questions describing your personal and professional reasons for pursuing the Certificate Program.

1. Please describe your reasons for pursuing the Certificate Program. How will this program fit into your long-term academic and professional goals?
2. Given that this program makes use of the case-study method of instruction, what unique role do you think you can play in the classroom?
3. Have you ever previously studied or worked abroad? When and where?



Letters of Recommendation

Please submit 2 letters of recommendation from either professors or employers. The letters should address your ability to succeed in graduate school and the contributions you will make in the classroom.

I certify that the information above is complete and correct to the best of my knowledge and that I am the original author of any information that is directly requested of me. I understand that my acceptance and matriculation may be cancelled if any information in support of my application is found to be false.

Signature: _____

Date: _____

TRANSCRIPT REQUEST FORM

BOSTON UNIVERSITY GLOBAL
755 COMMONWEALTH AVENUE B18
BOSTON, MA 02215

To the Applicant: Please complete the information requested below. Give this form to your college or university registrar in time to be included with your application.

Name of Applicant: _____

LAST

FIRST

MIDDLE

Current Address: _____

Current Phone Number: _____

School: _____

Dates of Enrollment: _____ Degree/Year: _____

I hereby authorize the release of a transcript of my academic record to Boston University Global.

Signature: _____ Date: _____

To the Registrar: The person whose name appears above is applying for admission to Boston University Global. We ask that you enclose this form with an official copy of the applicant's academic transcript and an explanation of your grading system. Please seal the envelope and sign across the seal, and then return it to the applicant, who will submit it unopened to Boston University. We also request for an English translation if it is not in English. Thank you very much for your help.

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LETTER OF RECOMMENDATION

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, 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:

Certificate in Information Technology (offered in Macedonia only)

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: _____

Organization/Company Name: _____

Address: _____

Daytime Telephone Number: _____

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 form directly to the applicant's program, it can be mailed in a signed and sealed envelope to the program of application at Boston University Global, Admissions Committee
755 Commonwealth Avenue B18 Boston, MA 02215

1. How long have you known the applicant?

2. Under what circumstances have you known the applicant?



LETTER OF RECOMMENDATION

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. How well does the applicant communicate orally and in writing? (If English is not the applicant's native language, how would you rate his/her oral and written proficiency in English?)

7. Please assess the applicant's analytical skills.

Unable to Judge Poor Average Good Outstanding Exceptional

8. On the scale below, please compare the applicant's intellectual ability with that of others of the same general background whom you have known during your professional career. Please indicate the reference group (students, employees, and so on).

Unable to Judge Poor Average Good Outstanding Exceptional

9. 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.

10. Summary evaluation:

- I do not recommend this applicant for admission.
 I feel that the applicant's qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
 I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.
 I strongly recommend this applicant for admission and feel that he/she has the capability to perform at a superior level.

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

Signature: _____ Date: _____

Boston University's policies provide for equal opportunity and affirmative action in employment and admission to all programs of the University.

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