



Undergraduate Certificate Programs in:

- Biotechnology
- Business Management
- Clinical Research
- Computer Science
- Criminal Justice
- International Business Management

Admissions Information

Students with high school diplomas or GEDs are eligible to apply. The program provides an alternative for those who do not wish to pursue complete a full degree but who instead desire concentrated study in a specialized field.

Upon completion of the required course work, usually four courses (16 credits), the student will be awarded a Certificate of Undergraduate Study in the area of concentration. These certificates are independent of degree programs.

Admissions Timetable

Metropolitan College has a rolling admissions policy, meaning applications are reviewed and acted upon as they are completed. However, students must apply for the certificate program before they complete a second course for the program.

Prerequisites

Successful completion of high school or high school equivalency (GED) is the only prerequisite for the certificate program.

Application Requirements

A complete application for admission must include:

- Completed application form
- Official transcripts from each college attended, if any
- Official transcripts from each high school attended or GED
- A résumé (for biotechnology or clinical laboratory certificates only)

Only complete applications are reviewed.

Transfer Credit

Transfer credits from other educational institutions are not accepted toward a Certificate of Undergraduate Study.

International Students

Students interested in pursuing a certificate while on a full-time international student visa will need to provide the following documents in addition to this application:

- International Student Data Form
- Test of English as a Foreign Language (TOEFL) with a minimum composite score of 90-100 and scores of at least 20 in each section (the TOEFL code for Boston University is 3087).
- Confidential Statement for Financing Studies & Sponsorship Support Confirmation and supporting documents
- Notarized English translations and credential evaluations of all transcripts
- Copies of passport and immigration documents

International students are encouraged to contact Metropolitan College Student Services to speak with an academic counselor before submitting any documents.

Procedure for Admissions

Applicants should submit their completed application material to:

Boston University Metropolitan College
Student Services
1010 Commonwealth Avenue, 1st Floor
Boston, MA 02215
metoss@bu.edu
Fax: (617) 353-4494

Undergraduate Certificate Application

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: (day) _____ (evening) _____

Email Address: _____

Boston University Student ID Number (if applicable): _____

Date of Birth _____ / _____ / _____
MONTH DAY YEAR

Male Female

Certificate Area: (Check one)

- Biotechnology
- Business Management
- Clinical Research
- Computer Science
- Criminal Justice
- International Business Management

I am applying for academic year 20____ Semester: Fall Spring Summer

Academic Record

Name of High School _____

Date Graduated _____

Colleges or Universities Attended	Degree	Dates Attended

What courses, if any, have you completed toward your Certificate Program?

Course Number	Course Title	Name of Instructor	Academic year	Grade

Submit application materials to:

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 Boston, MA 02215
 metoss@bu.edu
 Fax: (617) 353-4494

International Applicants Only

(Note: in most cases only working or part-time student visas are allowed in order to study in a certificate program)

Are you a permanent resident of the United States? Yes No

Country of Citizenship: _____

Will you require a student visa to study in the program? Yes No

Please indicate the date on which you will take the Test of English as a Second Language (TOEFL)

Month _____ Year _____

To International Applicants

Have you enclosed or arranged to have sent:

- International Student Data Form
- Test of English as a Foreign Language (TOEFL) with a minimum composite score of 90-100 and scores of at least 20 in each section (the TOEFL code for Boston University is 3087).
- Confidential Statement for Financing Studies & Sponsorship Support Confirmation and supporting documents
- Notarized English translations and credential evaluations of all transcripts
- Copies of passport and immigration documents

International students are encouraged to contact Metropolitan College Student Services to speak with an academic counselor before submitting any documents.

To All Applicants

Have you enclosed or arranged to have sent:

- Completed application
- Official (sealed) high school transcript
- Official (sealed) college transcripts
- Resumé (for biotechnology and clinical research only)

Signature _____

Date _____

Submit application materials to:

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Student Services
1010 Commonwealth Avenue, 1st Floor
Boston, MA 02215
metoss@bu.edu
Fax: (617) 353-4494