

## DUAL DEGREE APPLICATION INSTRUCTIONS

MET International applicants should review the enclosed application documents. The application deadline for the Spring 2014 semester is **October 1, 2013**. Applications will be processed on a rolling basis, meaning that the earlier you apply, the sooner your application will be processed.

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### Due by October 1

**MET International Application Form**, including resume and personal statement, submitted online (see next page for instructions)

**Original International Student Data Form** (see pages 5-6)

**TWO Letters of Recommendation** (see pages 7-8)

**Original, official academic transcripts**, for both bachelor's degree and post graduate degree

**Official TOEFL or IELTS score**, sent directly to MET International from ETS or the British Council, or sent by the student's home institution. ETS DI Code 8675.

**Copy of the student's passport picture page**

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### Due by October 15

**Original Financial Documentation** (see page 9, 11-12)

**Original Affidavit of Support**, if the student is sponsored (see page 10)

**Copy of any US immigration documentation**, if the student has been in the US during the past 6 months

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### Due by December 15

**Health forms and Immunization records**, sent to student upon admission

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## ADMISSION REQUIREMENTS

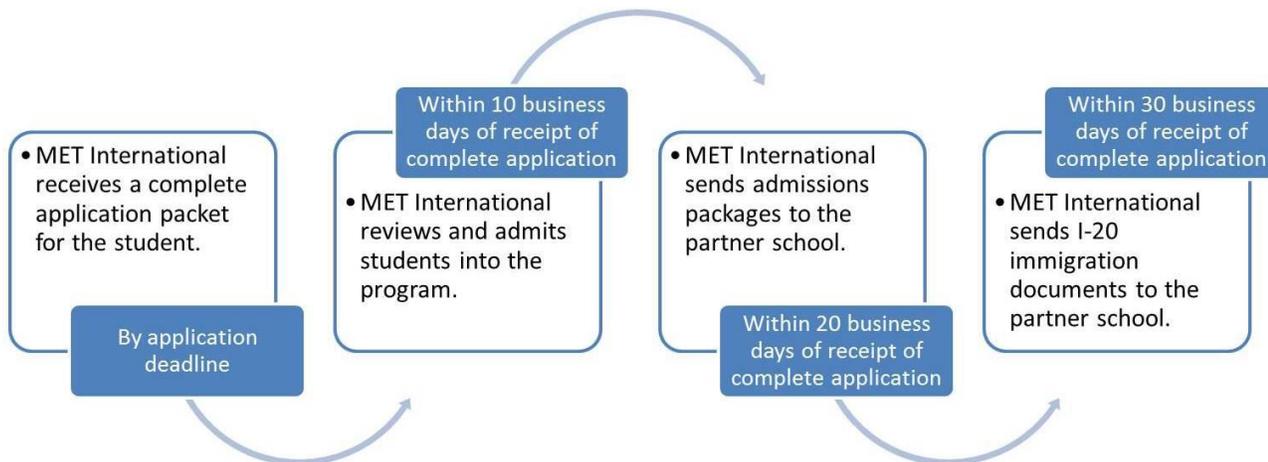
- **TOEFL:**
  - 84 IBT (Reading 21, Listening 18, Speaking 23, Writing 22)
- or **IELTS:**
  - 7.0 (of the 4 sub scores, no more than 2 sub scores may be lower than 7 and no sub scores may be lower than a 6.5)
- Student from approved institutional partner of Metropolitan College
- Bachelor's Degree or equivalent; Completion of 240 ECTS credits
- Suggested academic standing: 85<sup>th</sup> percentile or higher
- Clean disciplinary record
- For other admissions requirements, see the International Office at your home institution

## DUAL DEGREE APPLICATION INSTRUCTIONS

### SPECIFIC REQUIREMENTS: Computer Science

Prerequisite courses or evidence of proficiency in specific areas of study must accompany the application. Students claiming equivalent proficiency in prerequisite courses from non-academic sources must take an examination to demonstrate such proficiency.

### APPLICATION PROCESS



### ONLINE APPLICATION INSTRUCTIONS

- Visit the online application form at [www.bu.edu/metinternational/dual-degree-application/](http://www.bu.edu/metinternational/dual-degree-application/) and complete the application.
- Information entered on the application cannot be saved electronically. If you exit before completing the form, you will not be able to resume where you left off. To avoid having to start over, please read the requirements carefully and gather all the required information before beginning the online application.
- Once you have completed the online application form and before submitting electronically, print a copy of the online application form.
- Submit the printed copy of the online application to the International Office at your school or to your Study Abroad Office along with the other required documents.

### SELECTING A DEGREE

Applicants for the Master of Science in Administrative Studies (MSAS) should select a concentration based on the guidelines on the next page. Students applying for a Master of Science that is completed online will select on-campus courses and online courses with the help of an online program coordinator. Visit [www.bu.edu/online/programs/graduate-degree/master-management/](http://www.bu.edu/online/programs/graduate-degree/master-management/) and select the appropriate online degree to read about required core and specialization courses.

For additional information, please contact the MET International Office by telephone at +1-617-353-8429 or by email at [metintl@bu.edu](mailto:metintl@bu.edu).

## **MET International 2013-2014**

### **MSAS Dual Degree Requirement Guidelines**

Listed below are the different degree concentrations offered in the Master of Science in Administrative Studies (MSAS) and the required classes for each concentration. These instructions will help you to select the concentration requirements for your degree.

You can only waive a class if you can demonstrate that you have taken an equivalent class at your home institution in terms of content, number of credits, and final grade. Any substitution or waiving of a class must be determined by your home institution and approved by the Administrative Sciences department at Boston University's Metropolitan College.

#### **1<sup>st</sup> Semester**

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- **Multinational Commerce**
  - MET AD 667 Innovation, Global Competitiveness and National Economic Development
  - MET AD 680 Global Service Sector and Supply Chain Strategy
  - MET AD 746 Business Law and Regulation in a Global Environment
  - MET AD 760 Going International; Importing and Exporting Operations
  
- **Electronic Commerce, Systems and Technology**
  - MET AD 660 Databases, Security and Web Design
  - MET AD 648\* Introduction to Electronic Commerce, Systems and Web Design
  - MET AD 680 Global Service Sector and Supply Chain Strategy
  - MET AD 737 Innovative Marketing Techniques
  
- **Financial Economics**
  - MET AD 630 Financial and Managerial Accounting
  - MET AD 712 Financial Markets and Institutions
  - MET AD 717 Investment Analysis and Portfolio Management
  - MET AD 763 Multinational Finance and Trade
  
- **Innovation and Technology**
  - MET AD 667 Innovation, Global Competitiveness and National Economic Development
  - MET AD 737 Innovative Marketing Techniques
  - MET AD 740 Planning and Operating New Ventures
  - MET AD 746 Business Law and Regulation in a Global Environment

#### **2<sup>nd</sup> Semester**

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As part of your Degree at Boston University, you must also satisfy our Degree Core Requirements. You would need to enroll in 4 of these classes during your second semester.

- MET AD 632 Financial Concepts (for Multinational Commerce; Electronic Commerce, Systems and Technology; or Innovation and Technology), OR
- MET AD 731 Corporate Finance (for Financial Economics)
- MET AD 642 Project Management
- MET AD 648\* Introduction to Electronic Commerce, Systems and Web Design (OR 670 Creative Multimedia; Tools, Design and Application, if AD 648 completed in first semester)
- MET AD 655\* International Business Economics and Cultures
- MET AD 741\* The Innovation Process; Developing New Products and Services

\*Required class. No substitutions accepted.

## Graduate Partnership Program

[www.bu.edu/metinternational](http://www.bu.edu/metinternational)

### AY 2013 - 2014 PROGRAM ESTIMATED COST

	<u>Fall or Spring</u>	<u>Spring + Summer</u>	<u>Advanced Certificate</u>
	<b>(4 months)</b>	<b>(9 months)</b>	<b>(9 months)</b>
Tuition	\$12,160	\$22,768	\$15,280
<b>1</b> University Fees	\$305	\$385	\$365
<b>2</b> Health Insurance	\$769	\$1,372	\$2,141
Room and Board Average	\$6,810	\$13,620	\$13,620
<b>3</b> Books and Supplies	\$626	\$1,251	\$1,251
Incidentals	\$2,085	\$4,170	\$4,170
<b>*Estimated Total</b>	<b>\$22,755</b>	<b>\$43,566</b>	<b>\$36,827</b>

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1. Student Services Fee (\$145 full-time, \$60 part-time), Health & Wellness Fee (\$160), Registration fees for Summer (\$80)
  2. Boston University Health insurance is required for all international students. Please note these rates are based on the basic student health insurance plan available through Boston University. \$1,372 Spring through Summer
  3. Include transportation and personal expenses (fees not payable to Boston University)

\*Tuition and fees are subject to change by action of the Board of Trustees.

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### ADMISSION REQUIREMENTS

- **TOEFL:** 560 PBT / 84 IBT (W 22/S 23/L 18/R 21) or **IELTS:** 7.0 (of the 4 sub scores, no more than 2 sub scores may be lower than 7 and no sub scores may be lower than a 6.5)
- Suggested academic standing: 85 percentile or higher
- Student from approved institutional partner of Metropolitan College currently matriculated at home institution in a graduate level program (see your home institution regarding more specific admissions requirements)
- Students are eligible for up to 2 fitness & recreation credits at no additional charge
- For other admissions requirements see the International Office at your home institution



**Educational Information**

List all schools, colleges, or other institutions you have attended or are attending in your country and elsewhere, **including** the United States:

Secondary or Preparatory Schools	Location	Indicate degree or diploma granted	Dates from to

**Immigration and Visa Information**

If you are currently in the U.S., or have been in the U.S. during the past six months, please indicate your current or most recent U.S. immigration classification \_\_\_\_\_ and submit dark, legible copies of the following documents:

- \_\_\_\_\_ Personal data pages of your passport including the page that indicates the passport expiration date
- \_\_\_\_\_ Copy of the front and reverse side of your most recent I-94 card (usually small card stapled into your passport) (Please make certain that the copy clearly reflects the blue and red DHS stamp on the I-94 card)
- \_\_\_\_\_ Copy of the most recent visa stamp in your passport (if applicable)

**In addition:**

- If you are currently in the U.S. in F-1 student status, please submit dark, legible copies of the front and reverse side of all of your Form(s) I-20 and Employment Authorization Card(s) (if applicable).
- If you are currently in the U.S. in J-1 Exchange Visitor status in any category, please submit dark, legible copies of all of your Form(s) DS-2019.
- If you are currently in the U.S. in F-2, J-2, H-4 or any other dependent immigration status, please submit copies of all immigration documents from your spouse or parent on which you are dependent for your immigration status.
- If you are currently in the U.S. in any other immigration status, please submit copies of all of your Form(s) I-797 and/or any other relevant immigration documents.

If you are not currently in the U.S., to which U.S. Embassy or Consulate do you intend to apply for your visa stamp?  
 \_\_\_\_\_ (Please include the city and the country)

**Family Information**

Your spouse and your children (under the age of 21) are eligible to apply for dependent visas to accompany you to the U.S. or to follow to join you at a later time. Please complete the information below about each dependent whether or not they will be included in your visa/status applications.

1. Do you have any dependents (as defined above)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. How many? _____
2. Are your dependents currently in the U.S.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3. Will your family travel with you to the U.S.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4. Will your family travel to the U.S. separately?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. When? _____

	Dependent 1	Dependent 2	Dependent 3	Dependent 4
Family/Last Name				
First/Given Name(s)				
Middle Name(s)				
Date of Birth				
City of Birth (month/day/year)				
Country of Birth				
Country of Citizenship				
Country of Legal Permanent Residence				
Relationship*				
Current immigration status, if in U.S.				

\* Please indicate "Wife," "Husband," "Son," or "Daughter." If you have more than four dependents, list them on an additional sheet.

**Last Position Held in Home Country**

Please give the title and a brief description of the most recent (or current) position held in your country of citizenship or country of last legal permanent residence. If the last position was that of student, please write "Undergraduate student" or "Graduate student."

Please choose the category that best describes the employer of the above position:

- Government    Academic Community    Private Sector    The Arts or Sports    Labor Union or Organization    Communications/Media    Military

**I attest that the information I have provided above is accurate, and I understand that it will be released to the U.S. Department of Homeland Security to create official immigration records for me and my dependent family members. I understand that I am responsible for submitting adequate financial documentation demonstrating my ability to pay for my tuition and living expenses. Failure to report accurate information could jeopardize my eligibility for a U.S. visa or my ability to enter the U.S. and enroll in my academic program.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, employment, housing, athletics, and educational programs. Boston University recognizes that nondiscrimination does not ensure that equal opportunity is a reality. Because of this, the University will continue to implement affirmative action initiatives which promote equal opportunity for all students, applicants, and employees. Inquiries regarding the application of this policy should be addressed to the Director of Equal Opportunity, 25 Buick Street, Boston, Massachusetts 02215.





## Dual Degree

### Recommendation Letter for Admissions 2013 – 2014

1. How long have you known the applicant?
2. Under what circumstances have you known the applicant?
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. Please assess the applicant's analytical skills.  
Poor  Average  Good  Outstanding  Exceptional
7. Please assess the applicant's intellectual ability.  
Poor  Average  Good  Outstanding  Exceptional
8. 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.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## **FINANCIAL DOCUMENTATION REQUIRED FOR ALL STUDENTS**

**Financial documentation** is an official letter or statement from a bank.

You or the person funding your education (sponsor) must submit financial documentation to receive an I-20 immigration document. The minimum amount required to demonstrate is the estimated total corresponding to your program of study (page 4).

It is recommended that you request 3 originals of all financial documents: one for Boston University, one for the US Embassy or Consulate where you intend to apply for a visa, and one for you to keep.

The financial documentation must:

- Be original (no photocopies accepted)
- Show the minimum estimated total for program in **US Dollars (USD)**
- Contain an original signature from the financial institution
- Use the official letterhead of the financial institution
- Specify funding for study at Boston University
- Be written in English
- Include a date

### **A note about multiple sources of support:**

You may submit multiple sources of financial documentation to reach the estimated total. There is no limit to the number of sources or sponsors. If your home institution provides a letter of financial support for you, this source of support will count towards your estimated total for program.

### **Sample text for financial documentation**

To whom it may concern:

This bank confirms that Mr./Ms. [SPONSOR'S NAME] is/are a client of this bank and that they hold enough funds in this account to cover payment for all expenses totaling a minimum of [MINIMUM ESTIMATED TOTAL FOR PROGRAM] in US Dollars (USD) for their daughter/son to study at Boston University during the [SPRING AND/OR SUMMER] 2014 semester/semesters.

I hereby sign the present certificate:

[SIGNATURE OF BANK OFFICIAL and DATE]

**Review examples of acceptable financial documentation, pages 11-12**



# **AFFIDAVIT OF SUPPORT**

## **ONLY REQUIRED WHEN STUDENT IS SPONSORED**

When someone else is providing financial support, such as a parent or sibling, they are considered your sponsor. In addition to financial documentation, the sponsor needs to complete an Affidavit of Support. The Affidavit of Support that you submit to MET International must contain an original signature. No photocopies will be accepted.

**Student's Name:** \_\_\_\_\_  
Family/Last Name, First/Given Names

**Boston University ID Number (if known):** \_\_\_\_\_

**Sponsor's Name:** \_\_\_\_\_

**Sponsor's Relationship to Student:** \_\_\_\_\_

**Specific Boston University School/College and Program:** MET International Graduate Certificate

This certifies that I, \_\_\_\_\_, am willing and  
Sponsor's printed name  
able to financially support the above named student (and his/her family, if applicable) for academic fees and  
living expenses of a minimum of **USD** \_\_\_\_\_ throughout the duration of his/her Graduate  
Amount of support  
Certificate studies at Boston University MET International.

Attached to this certification is official documentation of available funds to cover expenses during the student's studies at BU. It is the student's responsibility to document availability of additional required funds, if necessary.

Sponsor's Signature

\_\_\_\_\_

Date Signed: \_\_\_\_\_

This document should have an original signature. No photocopies accepted. Cannot be faxed or emailed.

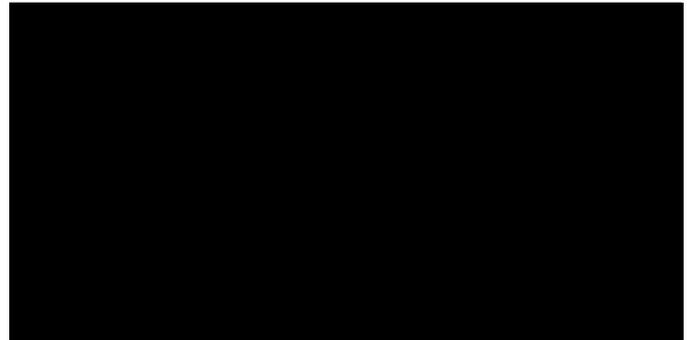


Hallertauer Volksbank eG, Postfach 1143, 85261 Pfaffenhofen a. d. Ilm



Hauptplatz 21  
85276 Pfaffenhofen  
Telefon: 0 84 41 / 8 51 - 0  
Telefax: 0 84 41 / 8 51 - 1 15

Registergericht:  
Amtsgericht Ingolstadt  
Gen.-Reg. Nr. 101376  
Sitz: Pfaffenhofen a. d. Ilm



Datum: 19. Februar 2013

**Betreff: Bank Statement for Boston University**

This Bank confirms that Mr. [REDACTED] is a Client of this Bank  
and that he hold enough funds in this account to cover payment for all the expenses  
totaling a minimum of USD 44.850,00 für his son tu study at  
Boston University during Spring and Summer Semesters 2014.

Yours sincerely

[Handwritten signature in blue ink]  
[Redacted name]

花旗银行（中国）有限公司  
Citibank (China) Co. Ltd

资金冻结证明  
Hold Fund Certificate

签发日期 Date 2012.11.30

兹证明 我行已经根据 [REDACTED] 先生（下称“委托人”， [REDACTED]）的授权和指令冻结其在我行全部/部分存款，详情如下：

We hereby certify that Citibank (China) Co., Ltd has hold the below fund in accordance with Miss [REDACTED] (the "Authorizer" with ID Number [REDACTED]) authority and instruction. The detail is as follows:

帐号 Account Number	货币 Currency	金额 Amount	存款种类 Deposit Type	资金冻结期 Hold Fund Period
[REDACTED]	CNY	500,000.00	Time Deposit	起始日 Effective Date: <u>2012</u> 年 <u>11</u> 月 <u>30</u> 日 到期日 Expiration Date: <u>2013</u> 年 <u>07</u> 月 <u>31</u> 日

- 1、本证明不能作为提取上述存款的凭证，不能用于质押、担保，副本无效；
  - 2、在资金冻结期间内，我行仍应执行任何有权机关（包括但不限于法院、检察院和公安机关）要求查询、冻结和扣划本帐户的命令；
  - 3、在资金冻结期间内，我行仍根据委托人与我行签署的有关贷款合同(包括抵押贷款、质押贷款和无担保贷款)项下的抵销条款，在委托人发生该等贷款合同项下的违约情况时，我行有权在不事先通知委托人的情况下，将该等冻结资金予以抵销或划转以偿还委托人的贷款欠款。
  - 4、本行不承担委托人因使用本证明所产生的任何法律责任。
1. This Certificate shall not be used for the deposit withdrawal, creation of pledge, guaranty or any other encumbrance. Only the original copy of this Certificate is valid;
  2. During the Hold Fund Period, the Bank is obligated to act on the instructions from competent regulatory, juridical or governmental requirement or order in relation to account inquiry, fund freeze or transfer;
  3. During Hold Fund Period, the Bank is entitled to set off or transfer the fund held to repay the outstanding loan amount owed to the Bank without giving a prior notice to Authorizer if any event of default as specified in the loan agreement occurs. The loan agreement herein includes the mortgage loan agreement, pledge loan agreement and/or unsecured loan agreement that the Authorizer as the borrower has signed with the Bank.
  4. The Bank is not liable for any legal consequences arising from any use of this Certificate.

授权签字人  
Authorized Signature

[REDACTED]



[REDACTED]  
Citibank (China) Co. Ltd

资金冻结证明专用章  
Hold Fund Certificate Chop