

## DEGREE PATHWAY APPLICATION INSTRUCTIONS

MET International applicants should review the enclosed application documents. The application deadline for the Spring 2016 semester is **October 1, 2015**. Applications will be processed on a rolling basis, meaning that the earlier you apply, the sooner your application will be processed.

### 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**

### 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

### Due by January 14

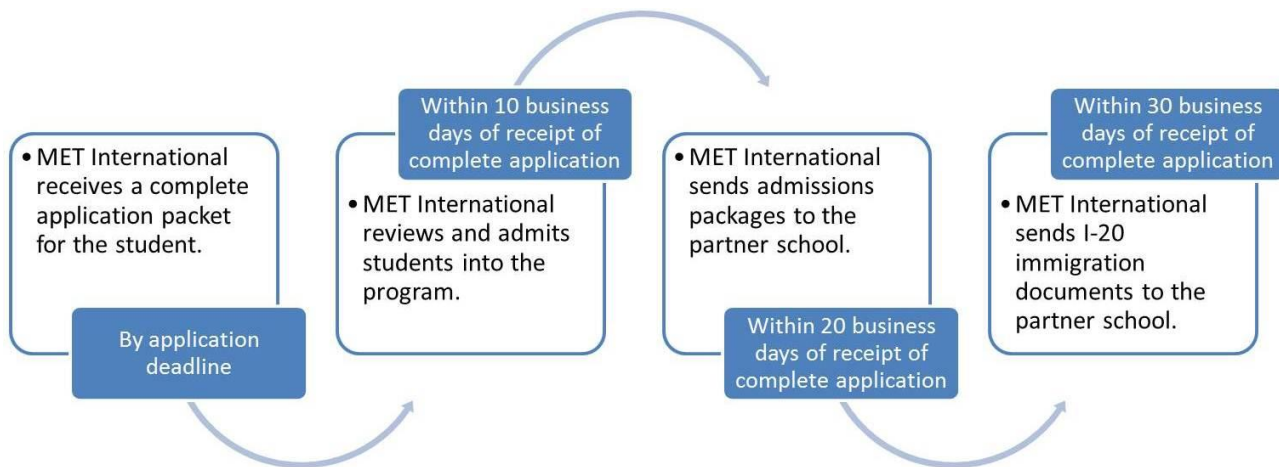
**Health forms and Immunization records**, sent to student upon admission

## 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

## DEGREE PATHWAY APPLICATION INSTRUCTIONS

### APPLICATION PROCESS



### ONLINE APPLICATION INSTRUCTIONS

- Visit the online application form at [www.bu.edu/metinternational/degree-pathway-application/](http://www.bu.edu/metinternational/degree-pathway-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 2015-2016**  
Degree Pathway 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.

**Degree Core Requirements**

---

- MET AD 642\* Project Management
- MET AD 648\* E-Commerce (or MET AD 670 Creative Multimedia; Tools, Design and Application, if MET 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

**Concentration classes**

---

**Multinational Commerce**

- MET AD 667 Innovation, Global Competitiveness and National Economic Development
- MET AD 680 Global Supply Chains
- 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\* E-Commerce
- MET AD 680 Global Supply Chains
- 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

---

**Master of Science in Project Management** required classes.

**Degree Core Requirements**

- MET AD 642\* Project Management
- MET AD 648 E-Commerce
- MET AD 655 International Business Economics and Cultures OR MET AD 715 Quantitative and Qualitative Decision-Making
- MET AD 741 The Innovation Process; Developing New Products and Services

**Specialization**

- MET AD 643\* Project Communications
- MET AD 644\* Project Risk and Cost Management
- MET AD 646 Program Management OR MET AD 647 Project and Program Governance
- MET AD 610 Introduction to Business Continuity, Security and Risk Management

\*Required class. No substitutions accepted.

## **GRADUATE PARTNERSHIP PROGRAM**

### **AY 2015 - 2016 PROGRAM ESTIMATED COST**

	<b>Fall + Spring (9 months)</b>	<b>Fall + Spring Internship + Summer (12 months)</b>	<b>Spring + Summer (9 months)</b>
Tuition	\$36,511	\$29,200	\$25,920
<b>1</b> University Fees	\$660	\$516	\$456
<b>2</b> Health Insurance	\$1,945	\$1,945	\$1,244
Room and Board Average	\$14,520	\$19,451	\$12,191
Books and Supplies	\$1,251	\$1,997	\$1,372
<b>3</b> Incidentals	\$4,170	\$6,618	\$4,533
<b>Estimated Total</b>	<b>\$59,057</b>	<b>\$59,727</b>	<b>\$45,716</b>

- 1** University Fees include Student Services Fee (\$156 full-time, \$60 part-time, \$126 summer), Health & Wellness Fee (\$174).
- 2** Boston University Health insurance is recommended for all international students. These rates are based on the basic student health insurance plan available through Boston University.
- 3** Incidentals include transportation and personal expenses (not payable to Boston University).

### **NOTES**

- For online degree pricing, please consult the International Office at your home institution
- Note that certain options may not be available; consult the International Office at your home institution
- Tuition and fees are subject to change by action of the Board of Trustees
- Students are eligible for up to 2 fitness & recreation credits at no additional charge (Fall and Spring semesters only)
- Graduate students are eligible for on-campus housing (Summer semester only)

BOSTON  
UNIVERSITY

**General Information** (Please enter all names **exactly** as they appear on your passport)

- ☐ If you will be funded by a family member, please submit:
  1. A letter of sponsorship which indicates that your sponsor is willing and able to support you financially for your academic fees and living expenses throughout the duration of your studies at Boston University. The letter must also indicate the sponsor's relation to you (i.e.: mother, father, etc.)
  2. An official bank statement or letter or credit reference from a bank stating the availability of the minimum estimated expenses as indicated on the Estimate of Expenses.
- ☐ If you will be funded by your government, an organization, a company, etc., the sponsor must submit a letter of sponsorship on official letterhead which states:
  1. That your funding is valid specifically for Boston University.
  2. Exactly which expenses will be covered (i.e., academic fees, living expenses, health insurance, financial support for family members, travel, etc.)
  3. The length of the financial support.
- ☐ If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution indicating the specific amount for which you have been guaranteed.
- ☐ If you have received a financial award from Boston University (i.e., Fellowship, Assistantship, Scholarship, etc.) you may not need to provide additional financial documents if the award will meet or exceed the Estimate of Expenses.
- ☐ If you will be funded in a manner not listed above (for example, if you will fund yourself), you must submit official documentation (a bank statement or a credit reference from a bank) indicating the specific amount.

## Educational Information

List all schools, colleges, or other institutions including English language program you have attended or are attending in your country and elsewhere, including the US:

Name of Institution	Location	Degree (if applicable)	Dates (from - to)
			to
			to
			to
			to

## Immigration and Visa Information

All applicants must submit:

- ☐ a dark and legible copy of the personal data page of your passport including the page that indicates the passport expiration date

In addition, if you are currently in the U.S. or have been in the U.S. during the past six months, please check the appropriate box below and submit dark, legible copies of the requested documents:

- ☐ **F-1 student status:** copies of the first and third page of all of your Form(s) I-20, copy of the most recent F-1 visa stamp in your passport (if applicable), copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable), and front and reverse side of any Employment Authorization Card(s) (if applicable)
- ☐ **J-1 Exchange Visitor status in any category:** copies of all of your Form(s) DS-2019, copy of the most recent J-1 visa stamp in your passport (if applicable), and copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable)
- ☐ **F-2, J-2, H-4 or any other dependent immigration status:** copy of the most recent visa stamp in your passport (if applicable), copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable), and copies of all immigration documents from your spouse or parent on which you are dependent for your immigration status
- ☐ **Any other immigration status:** Copy of the most recent U.S. Entry Stamp in your passport and paper I-94 document (if applicable), copy of the most recent visa stamp in your passport (if applicable), 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)

City

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 join you at a later time. Please complete the information below about each dependent (whether or not your dependent(s) will be included in your visa/status application).

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 - please also provide copies of their immigration documents.
3. Are you requesting for BU to issue a dependent immigration document for your dependent(s) to assist them with applying for a dependent visa?	<input type="checkbox"/> No	<input type="checkbox"/> Yes - please provide a copy of each of your dependent(s)' passport.

	Dependent	Dependent 2	Dependent 3	Dependent 4
Family/Last Name				
First/Given Name(s)				
Middle Name(s)				
Date of Birth (month/day/year)				
City of Birth				
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.

## ***Degree Pathway***

### **Recommendation Letter for Admissions 2015 – 2016**



Boston University Metropolitan College  
International

**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, degree, 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: \_\_\_\_\_

Degree Applying to: \_\_\_\_\_

**To the Evaluator:** The person whose name appears above has applied for admission to a graduate degree 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: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

**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 directly to the applicant's program, it can be mailed in a signed and sealed envelope to: MET International, Admissions Committee/808 Commonwealth Avenue, Suite 270/Boston, MA 02215

## ***Degree Pathway***

### **Recommendation Letter for Admissions 2015 – 2016**



Boston University Metropolitan College  
International

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Please assess the applicant's intellectual ability.

Poor	Average	Good	Outstanding	Exceptional
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 [FALL/SPRING/SUMMER, 20\*\*] semester/semesters.

I hereby sign the present certificate:

[SIGNATURE OF BANK OFFICIAL and DATE]

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



Boston University Metropolitan College  
International

# **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 studies at the  
Boston University Metropolitan College.

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

[REDACTED]



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