

BOSTON UNIVERSITY
CENTER FOR PROFESSIONAL EDUCATION

CERTIFICATE COMPLETION APPLICATION

Return this application by mail to: Boston University
Center for Professional Education
1010 Commonwealth Avenue, 2nd Floor
Boston, MA 02215

Or fax to 617-353-4494

SECTION I – To be completed by student – please write clearly

Name: _____
(Print your name with block letters exactly as you wish it to appear on the certificate)

Telephone: _____ E-mail: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Month/Year last class completed: _____ Today's date: _____

Certificates are printed and distributed at Certificate Ceremonies according to the following deadlines:

- Applications received by December 31st will be distributed late February/early March
- Applications received by April 30th will be distributed late May/early June
- Applications received by July 31st will be distributed by mid September

Students not attending the ceremony will receive their certificates following the event.

Certificate (one form per program area):

- | | |
|--|---|
| <input type="checkbox"/> Financial Planning (classroom) | <input type="checkbox"/> Financial Planning (online) |
| <input type="checkbox"/> Commercial Real Estate | <input type="checkbox"/> Real Estate Finance* |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Publishing |

NOTE: If your program is not listed here, then your certificate will be handled by the program office.

If you require immediate proof of certificate completion, please e-mail cpe@bu.edu or call 617-353-4497 to request a copy of your transcript.

*The Certificate in Real Estate Finance is issued by the Real Estate Finance Association-REFA (<http://www.qbreb.com/refa>). Recipients will receive a congratulatory letter by mail from REFA with an invitation to the next scheduled REFA members-only quarterly luncheon, where certificates are distributed. CPE will forward your completed application to them using the above date guidelines. Contact REFA directly after 30 days for the status of your certificate.

SECTION II – To be completed by Program Office Date received _____

All courses completed? ____ GPA _____ Manager's initials _____ Date mailed _____