

**BOSTON UNIVERSITY
CENTER FOR PROFESSIONAL EDUCATION
CERTIFICATE COMPLETION APPLICATION**

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

Or fax to 617-353-4494

SECTION I – To be completed by student

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

Telephone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

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

Certificate (circle one only):

Financial Planning (classroom)	Financial Planning (online)	Publishing
Commercial Real Estate	Real Estate Finance*	
Facilities Management	Finance (online)	

Certificates are printed and distributed according to the following deadlines:

- Applications received by December 31st will be distributed by January 31st
- Applications received by April 30th will be distributed by May 31st
- Applications received by June 30th will be distributed by July 31st
- Applications received by August 31st will be distributed by September 30th

If you require immediate proof of certificate completion, 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. Please allow REFA at least 30 days to notify you. Contact REFA directly after 30 days for the status of your certificate.

SECTION II – To be completed by Program Office: All courses completed? _____ GPA

Director's initials _____ Date _____

