



# Certificate Completion Application

**Boston University** Metropolitan College  
Center for Professional Education

Return the application to:

**Boston University, Center for Professional Education**  
**755 Commonwealth Avenue, Suite B18**  
**Boston, MA 02215**

**Fax: 617-353-4494 | Email: cpe@bu.edu**

Write your name as you wish it to appear on the certificate.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Name at Enrollment, If Different: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: Work  Home  Street: \_\_\_\_\_

Country: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Month/Year of Last Class Completed: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Certificates are printed and distributed according to the following deadlines:

- Applications received by **December 31**, certificates distributed in **February**.
- Applications received by **April 30**, certificates distributed in **June**.
- Applications received by **August 31**, certificates distributed in **October**.
- Online Financial Planning certificates will be mailed bi-monthly in January, March, May, July, September & November.

All students are invited to attend a Certificate Ceremony in late spring.

### Certificate(s):

Indicate all that apply

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

**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 Be Completed by Programs Office.

Date Received: \_\_\_\_\_ All courses completed?: Yes  No

GPA: \_\_\_\_\_ Manager's Initials: \_\_\_\_\_ Date Mailed: \_\_\_\_\_