



Boston University Metropolitan College
Center for Professional Education

Certificate Completion Application

Return the application by mail to:
Boston University | Center for Professional Education | 755 Commonwealth Avenue, Suite B18 | Boston, MA

Or fax to: 617-353-4494

SECTION I-- To be completed by student.

Name: _____

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

Telephone: _____ Email: _____

Company: _____

Street Address: home work _____

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 31 will be distributed in February
- Applications received by April 30 will be distributed in June
- Online Financial Planning certificates will be mailed bi-monthly

Students not attending the ceremony will be mailed their certificates the week following the ceremony.

Certificate(s) (indicate all that apply):

- | | |
|---------------------------------------------------------|------------------------------------------------------|
| <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"/> Real Estate Sustainability |

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.gbreb.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 if there are any questions.

SECTION II--To be completed by Programs Office. Date Received: _____

All courses completed? _____ GPA: _____ Manager's Initials: _____ Date Mailed: _____