A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

1. Graduate Diploma application form
2. Complete official transcripts or notarized full-sized copies of all previous college, university, and graduate school study must be sent in a sealed and stamped envelope.
3. Payment of a nonrefundable application fee of USD $65 must accompany the application.
4. Proof of English language proficiency. Original TOEFL score must be submitted directly to Boston University.
5. Admission Essays
6. Resume
7. Letters of recommendation
8. Housing form
9. International Student Data form
10. Financial Statement

GOOD ACADEMIC STANDING

Students admitted in the Diploma Program must maintain an overall grade point average of 3.0 in each course to be in good academic standing and graduate from the program. No grade lower than a B may be used towards graduation. Faculty will work with students throughout the program to make certain that students are aware of their academic progress and any potential deficiencies.

PREREQUISITE REQUIREMENTS FOR ENTREPRENEURIAL STUDENTS

Before entering the Program, students are expected to know spreadsheet software (Excel preferred) and have received the equivalent of a B or better in Financial Accounting. Students may complete the accounting prerequisite by successfully completing the General Accepted Accounting Practices for the U.S. workbook. Preparation workbooks are available to students four weeks prior to starting the program.

GENERAL ADMISSIONS REQUIREMENTS

In order to be considered for the Diploma Program, applicants must demonstrate through their admissions essay that they can handle a rigorous, fast-paced curriculum and can play a unique role in the classroom discussion. English proficiency is a must. The case-study method is an interactive teaching pedagogy, which necessitates a great deal of class participation. Candidates should emphasize a clear career strategy and explain through their admissions essay how this program will fit into their long-term goals.

Students must have the equivalent of a U.S. bachelor’s degree to be considered for this program. They must also demonstrate English language proficiency with a minimum of a 550 (213 computer version) on the Test of English as a Foreign Language (TOEFL). Students are expected to show good writing skills and strong professional reasons for pursuing this program.

TRANSFER POLICY

No Transfer credit, either undergraduate or graduate, can be applied to the School of Management.

Academic credit earned in the Diploma Program may be applied toward degree requirements as determined upon admittance to a master's program.
I AM APPLYING FOR THE SUMMER/FALL/SPRING ________ SEMESTER.

(Year)

Your application should be submitted with a $65 (U.S. dollars) nonrefundable application fee payable to Boston University.

I. PERSONAL DATA

(Please print or type)

Social Security number (if you have one) __________________ Date of Birth ____________

month/day/year

Boston University I.D. number (if you have one) ______________

Name ______________________________________________________ Male ❑ Female ❑

last (family)  first  middle

Country of citizenship____________________ If not US citizen, visa status ______________________

Permanent Address______________________________________________________________________

(Address where you can be contacted at any time)

______________________________________________________________________

______________________________________________________________________

Telephone (_____)______________  Fax (____)______________  E-mail __________________________

Current mailing address __________________________________________________________________

________________________________________________________________________

(Until what date is this address valid? ________________)

Telephone (____)______________  Fax (____)______________  E-mail ________________________

How did you hear about Boston University's Diploma Program? _____________________________

________________________________________________________________________

II. EDUCATIONAL BACKGROUND

Please list in chronological order the colleges, universities, and professional schools you have attended, including those in which you are currently enrolled.

Name of Institution __________________________________________ Location __________________

Dates of attendance ________ to ________ Degree _____________________ Date of degree ______

month/year     month/year

Transcript or Academic Record:  ❑ enclosed  ❑ will be sent

Name of Institution __________________________________________ Location __________________

Dates of attendance ________ to ________ Degree _____________________ Date of degree ______

month/year     month/year
Transcript or Academic Record:  □ enclosed  □ will be sent

Name of Institution __________________________________________ Location __________________

Dates of attendance ________ to ________ Degree _____________________ Date of degree ________
 month/year  month/year

Transcript or Academic Record:  □ enclosed  □ will be sent

List any scholastic honors, prizes, or membership in honor societies __________________________
________________________________________________________________________________________

Have you ever applied to Boston University before?  □ Yes  □ No

If yes, for which academic year? __________________

Program __________________________ Decision ______________________________

III. TOEFL

Have you taken or arranged to take the TOEFL exam?  □ Yes  □ No  Date ________________

Location________________________________________________________________ Score __________

Note : You must have your official score sent directly to the address below.

IV. PERSONAL STATEMENT OF INTEREST

On a separate sheet of paper, please answer the following questions describing your personal
and professional reasons for pursuing the Diploma Program.

1. Please describe your reasons for pursuing the Entrepreneurial Management Diploma. How will this
program help achieve your goals?

2. The Graduate Diploma in Entrepreneurial Management will use the development of a business plan around your
idea for a new venture as a central part of the learning. Please describe the business idea you propose to develop
a business plan for.

3. Given that this program makes use of the case-study method of instruction, what unique role
do you think you can play in the classroom?

V. RESUME

Please attach a copy of your resume to your application.

VI. LETTERS OF RECOMMENDATION

Please submit 2 letters of recommendation from either professors or employers. The letters should address
your ability to succeed in graduate school and the contributions you will make in the classroom.

VII. APPLICATION FEE CREDIT CARD PAYMENT OPTION

Cardholder’s name as it appears on the credit card:_____________________________________________

Type of Card:  □ Visa  □ Mastercard  □ Discover

Card Number:_______________________________________ Exp. Date:__________________

□ I authorize Boston University to charge my credit card the application fee of $65.

I certify that the information above is complete and correct to the best of my knowledge and that I am the original
author of any information that is directly requested of me. I understand that my acceptance and matriculation
may be cancelled if any information in support of my application is found to be false.

______________________________   _________________________
Signature                  Date

School of Management | Executive Education Programs | 595 Commonwealth Avenue | Boston, MA 02215
Tel: 617-353-4248 | Fax: 617-353-3477 | www.management.bu.edu/exec/elc/diploma | elc@management.bu.edu
Graduate Diploma Program
Transcript Request Form

TO THE APPLICANT: Please complete the information requested below. Give this form to the registrar of the administrative office in charge of student records at your school(s) early enough so that it will be returned to you in time to submit with your application.

TO BE COMPLETED BY THE APPLICANT

Name of applicant ______________________________________________________________________
  first              middle              last
Citizenship____________________________________________________________________________
University or college ____________________________________________________________________
Field of study ______________________________ Degree and year of graduation ________________

I hereby authorize the release of the transcript of my academic record to Boston University School of Management.

__________________________________________________________   ____________________________
Signature                                                      Date

TO BE COMPLETED BY THE SCHOOL

The person whose name appears above is applying for admission to the following program at Boston University School of Management:

❑ Entrepreneurial Management Diploma Program

We ask that you complete this form and enclose an official copy of the applicant's academic transcript. Please seal the envelope and sign across the seal, and then return it to the applicant so that it can be included with his/her application.

We request the following questions be answered to help us fairly evaluate the candidate's academic abilities. All questions should be answered in English.

1. If a copy of the student's academic record cannot be forwarded, please indicate the reasons.
   ______________________________________________________________________________________

2. Please provide an explanation of your school's grading system. What is the marking or grading distribution (from high to low) used at the above academic institution? Attach additional sheets if necessary.
   ______________________________________________________________________________________
   ______________________________________________________________________________________

   What is the highest mark usually obtained? ________________________________________________
   What is the lowest passing/satisfactory mark given? ________________________________

3. If the student has failed or repeated a course, would this be indicated on the record?
   ❑ Yes  ❑ No

4. Has the school indicated the student's rank in class on the academic record?
   ❑ Yes  ❑ No
If not, please approximate the student's rank and indicate the total size of the class (i.e., 4 out of 120).
Please keep in mind that these estimates for living expenses are approximations and that, depending on your lifestyle, these costs may be higher. University tuition, fees, and living expenses will increase annually. Transportation to and from the United States is not included in these estimates. Additional fees may apply to certain programs.

### Estimate for the Semester (4 months)

<table>
<thead>
<tr>
<th>Breakdown of Costs</th>
<th>Single Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$12,600</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$65</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$40</td>
</tr>
<tr>
<td>Rent and Food</td>
<td>$4,125</td>
</tr>
<tr>
<td>Personal (clothing, miscellaneous)</td>
<td>$750</td>
</tr>
<tr>
<td><strong>Total Estimate for 4 months</strong></td>
<td><strong>$17,580</strong></td>
</tr>
</tbody>
</table>

*Tuition, books, and supplies are included.

*Please note: Tuition does not include mandatory medical health insurance. For updated costs of health insurance or insurance waiver procedures, please visit [www.bu.edu/comp/saweb](http://www.bu.edu/comp/saweb).*

### Letter of Financial Declaration

In order to accept you into the Diploma Program and create a Form I-20 or Form IAP-66 for you, Boston University School of Management needs a current financial statement or letter, in English, from your bank showing the availability of a minimum amount of money to cover your personal and academic expenses while you are at Boston University.

To help you understand what kind of letter we need, here is an example of a financial document or bank letter that you could give to Boston University School of Management. Your letter may look a little different, depending on your situation.

```
Dear Boston University School of Management:

This financial institution, Bank of Madrid, certifies that Ms. Laura Johnson's parents, Dan and Susan Johnson, have financial holdings of at least USD $20,000 for the purpose of paying for her studies and personal expenses at Boston University.

This information is true to the best of my knowledge.

Sincerely,

Bank Official
Madrid, Spain
May 24, 2005
```
Housing Form for Graduate Diploma Program

Please Print or Type.

Family Name
________________________________________________

First Name (given name)
________________________________________________

❑ Male
❑ Female

Date of birth: / / year

Address to which the confirmation should be mailed:
________________________________________________

________________________________________________

________________________________________________

________________________________________________

E-Mail:__________________________________________

Telephone:______________________________________

Fax:____________________________________________

Sponsor or Agent: ______________________________

Your date of arrival at Boston University:
Month Day Year

Your date of departure from Boston University:
Month Day Year

Is there anyone in the course whom you would like to have as a roommate?

Name
________________________________________________

If you have any special health needs or requirements related to your housing, please describe:
________________________________________________

________________________________________________

________________________________________________

________________________________________________

Your Occupation: ________________________________

Your Interests: _________________________________

Are you a cigarette smoker? ❑ yes ❑ no

Do you object to a roommate who smokes? ❑ yes ❑ no

Will you have a car at Boston University? ❑ yes ❑ no

Would you ride public transportation to class? ❑ yes ❑ no

Would you like the housing office to help you find housing after you arrive? ❑ yes ❑ no

HOUSING PREFERENCE

Please number your choices (1, 2, 3) in order of preference. All choices are subject to availability. Log on to www.bu.edu/housing for more information.

❑ Dormitories

       Please choose room occupancy you prefer:

❑ Double occupancy
❑ Triple occupancy
❑ Quadruple occupancy

❑ Homestays

       ❑ Family homestay in surrounding areas with breakfast and dinner

*Living with a family allows you to learn about American culture, language, and further augment your study experience.

❑ Apartments

       ❑ Private room in furnished apartment with students
❑ Private furnished apartment

Your Letter of Confirmation will tell you how to make your housing payment. Mail this Housing Form with your application to:

Elizabeth Nassar, Director
Boston University
School of Management
Executive Education Programs
595 Commonwealth Avenue
Boston, MA 02215

Although Boston University facilitates contact between prospective students and housing providers as a service, the agreement is between the student and the housing provider and not between either party and Boston University. Boston University is in no way liable to either party to perform their respective obligations under the agreement.
International Student Data Form

This form must be completed by all International Students applying for admission. Please answer all questions and return the form with other application documents to the Admissions Office reviewing your application. If you are accepted, the appropriate visa forms will be sent to you when you have submitted the documents requested on this form.

**General Information**

Name ______________________________________________________ Male ☐ Female ☐

Date of Birth ____________________ Place of Birth __________________________________________

Country of citizenship____________________ Country of permanent residence__________________

Permanent address in home country:

Street ______________________________________ City ________________ State ________________

Country __________ Zip code ______ Telephone (____) ____________ Fax (____) __________

This address can be used for mail from ____________to______________

If you wish correspondence to be sent to you at an address other than the one above, please write it here:

Street ______________________________________ City ________________ State ________________

Country __________ Zip code ______ Telephone (____) ____________ Fax (____) __________

This address can be used for mail from ____________to______________

Name and address of friend or relative to notify in case of emergency: ________________________

Street ______________________________________ City ________________ State ________________

Country __________ Zip code ______ Telephone (____) ____________ Fax (____) __________

To which College or School at Boston University are you applying? ____________________________

What will be your major field of study? ____________________________________________________

For which diploma program are you applying? ______________________________________________

For which semester are you applying? (circle one)   Fall  Spring  Summer  Year _______________

What is your father's occupation? ___________________Job title ______________________________

Employer's name ________________________________________________________________________

What is your mother's occupation? ________________________Job title ________________________

Employer's name ________________________________________________________________________

State the number of brothers and sisters in school who are dependent upon your family funds for their education. __________

Are any of these siblings studying in the United States? Yes ____ No ____

At Boston University? Yes ____ No ____
Financial Declaration

Boston University is required by U.S. government regulations to check the availability of adequate funding for your tuition, fees, and living expenses for the duration of your studies at Boston University. We will be unable to provide you with the documents necessary to obtain your visa without verification of adequate funding. All financial documents submitted for evaluation will become the property of Boston University and will not be returned to the applicant. (Please refer to the accompanying estimate of expenses for the breakdown of fees and for the minimum required per annum.)

All sources of support which you submit must be:

1. Originals, not photocopies
2. Shown in U.S. dollars
3. For Boston University specifically, and no other college or university
4. No more than one year old
5. Indicate the period of time the support will be provided
6. Written in English

Please check the box below that describes the type of funding you will be receiving, and attach the appropriate official documentation as outlined below:

❑ If you will be funded by your parents or a relative, please submit:
   1. A legalized letter of sponsorship that indicates that your sponsor (Uncle, Aunt, Brother, or Sister) is willing and able to support you financially for your academic fees and living expenses throughout the duration of your studies at Boston University.
   2. An official bank statement or credit reference from a bank stating the availability of the minimum estimated expenses (as indicated on the Estimate of Expense sheet enclosed). This document should be in English, and the sum should be indicated in U.S. dollars.

❑ If you will be funded by your government, an organization, a company, etc., the sponsor must submit an official letter of sponsorship which states:
   1. That your funding is valid for the Boston University program specifically.
   2. What expenses will be covered. For example: academic fees, living expenses (how much), health insurance, financial support for family members, travel costs, etc. Amounts should be in U.S. dollars.
   3. The length and time of the support.

❑ If you will be funded by a bank loan, you must submit an official letter of certification from the lending institution. Amounts should be in U.S. dollars.

❑ If you will be funded by a salary or study-leave allowance, you must submit an official letter from your employer validating this information. Amounts should be in U.S. dollars.

❑ 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) from the source of sponsorship clearly stating the amount of financial support to be provided and the length of time for which it will be available. Amounts should be in U.S. dollars.

IMPORTANT NOTE: If you cannot initially show that you have sufficient funds to meet the minimum funding requirements to bring your spouse and/or child(ren) into the U.S., note the following Boston University policy: Under these circumstances, it is our policy not to issue visa documents for family members until the international student has been in the United States for a minimum of three months. At that time we will only issue visa documents if the student provides us with a budget and three months of bank statements from a U.S. bank showing accrued savings to meet the minimum funding requirements necessary to support dependents for their intended period of stay in the United States.
Language Information

Is English your native language? Yes _____ No _____

If not, what is your native language? ________________

In what other languages are you fluent? _______________________________________________________________________

If you have been enrolled, are currently enrolled, or will enroll in an intensive English-language program in the United States, please complete the following:

Name of English-language program________________________________________________________

Address ________________________________________________________________________________

Dates of your enrollment: from ________________ to __________________

If English is not your native language, Boston University requires the Test of English as a Foreign Language (TOEFL) as proof of your proficiency in English. To apply for this test, write directly to: TOEFL, Box 6151, Princeton, New Jersey 08541-6151, U.S.A., or consult the nearest United States Embassy, Consulate, or Bi-National Center.

On what date do you plan on taking the TOEFL? ____________________________________________

Have the results of the TOEFL sent directly from the TOEFL testing service in Princeton, New Jersey, to the Admissions Office that is reviewing your application. If it is impossible for you to take the TOEFL test, Boston University will consider the results of either the Michigan or ALIGU test. The results must be sent directly from the testing center that administered the exam to the Admissions Office reviewing your application.

Educational Information

List all schools, colleges, or other institutions you have attended or are attending in your country and elsewhere, including the United States:

<table>
<thead>
<tr>
<th>Secondary or Preparatory Schools</th>
<th>Location</th>
<th>Indicate degree or diploma granted</th>
<th>Dates from to</th>
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</table>

Was English the medium of instruction in any of these schools? Yes______No______

If yes, which school(s)? _______________________________________________________________________

Are you now enrolled in a school or college in the United States? Yes______No______

Purpose __________________________________________________________

Location __________________________________________________________

Date started ________________ Date of completion _______________________

Have you ever visited the United States for purposes other than school? Yes______No______

If yes, give details below:

Purpose __________________________________________________________

Location __________________________________________________________

Dates ____________________________________________________________
Visa Information

If you are currently in the U.S. or have been in the U.S. during the past six months, please indicate the visa status you hold (held):

1. F-1_____ F-2_____ For F-1’s, admission number from previous I-20 ID. Please attach a copy of both sides of your Form I-20 ID and a copy of your U.S. Consulate visa stamp.
2. J-1_____ J-2_____ Please attach a copy of your Form IAP-667 and a copy of your U.S. Consulate visa stamp.
3. B-1_____ B-2_____ B-2 Prospective Student_____ Please attach a copy of your Form I-94 and your U.S. Consulate visa stamp.
4. Other: specify category________  Please attach a copy of both sides of your Form I-94 and your U.S. Consulate visa stamp as well as any other documentation verifying your immigration status (e.g., I-797A, I-721).

If you are now in the United States, attach a copy of both sides of your Form I-94 Departure Record.

Are you single?_____married?_____

If married, do you intend to bring your husband/wife to the United States? Yes_____ No_____  

If your husband/wife is already in the United States, what type of visa does he/she hold?____________

Below, please give the names of the dependents who will accompany you to the United States. (The definition of "dependents" who can be listed on your visa document includes only your husband/wife and your children under 21 years of age. If you wish to have other family members and/or employees accompany you to the United States, please consult the U.S. Consulate for information on which visa would be appropriate for them.)

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Family Name/First Name</th>
<th>Date of Birth</th>
<th>City and Country of Birth</th>
<th>Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husband/Wife</td>
<td>________________________</td>
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<tr>
<td>Son/Daughter</td>
<td>________________________</td>
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<tr>
<td>Son/Daughter</td>
<td>________________________</td>
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</tbody>
</table>

If you will be accompanied by your husband/wife, what will he/she do while in the United States?

Study______ Child care______ Other (be specific) ______________________________

If you are now employed in your home country, what is your official job title? ______________________________

What is the name of the organization/company for which you work? ____________________________________________

Address ____________________________________________________________________________________________

__________________________________________________________________________________________________

Briefly describe your responsibilities: __________________________________________________________________

__________________________________________________________________________________________________

Attention: Before you send your application documents to your Admissions Office, indicate by checking below that you have enclosed:

Proof of English proficiency____ If not, why not?________________________________________________________

Financial documentation____ If not, why not?____________________________________________________________

Visa information (if applicable)________  

I declare that the statements above are true to the best of my knowledge.

Signed_________________________________________Date____________________________________

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental handicap, 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 Office of Equal Opportunity, 25 Buick Street, Boston, MA 02215.
For more information contact:
Elizabeth Nassar, Director
Boston University
School of Management
Executive Education Programs
595 Commonwealth Avenue
Boston, MA 02215
Tel: 617-353-9109
Fax: 617-353-3477
www.management.bu.edu/exec/elc/diploma
elc@management.bu.edu