



Boston University Global Programs
Center for English Language & Orientation Programs

Boston University CELOP Application Guide

If you are a continuing, former, or deferring CELOP or BU applicant, please do not click on the Apply Now button. Instead, please contact CELOP Admissions at celop@bu.edu to apply or call 617-353-4870.

Step 1: Complete the Contact Information Form

Navigate to the Programs page at bu.edu/academics/programs. Scroll down and click on the program of your choosing, for example, Intensive 12-Week 20 Hours.

CELOP's Programs are Offered In-Person and Online

The image displays three program cards from the CELOP website. Each card has a header image and a green footer with program options.

- Intensive English**
Intensive English programs for students of all levels.
 - Intensive 12-Week 25 Hours
 - Intensive 12-Week 20 Hours** (highlighted with a red box)
 - Intensive 6-Week
 - Intensive 4-Week
- Professional**
English programs with a professional focus for work or graduate studies.
 - Future Entrepreneurs
 - Foundations of US Law
 - Pre-MBA
- University Preparation**
Programs that introduce students to higher education studies.
 - English Plus Credit

You will be redirected to the program's information page. Scroll down to the bottom of the page and click the green Apply Now button.



INTENSIVE 12-WEEK 20 HOURS

This Program Is For

- English learners at a high beginner level and above
- Learners who want to study the English language for professional or personal goals
- Individuals who want to pursue academic goals, such as an undergraduate or graduate education or an academic certificate

Program Features

- Customize your program of study: take language skills-focused classes at your level and 1 elective class
- Take advantage of university admissions resources, including free college advising and TOEFL waivers to Boston-area universities and colleges
- Experience life on a university campus through optional Boston University on-campus housing
- Engage with BU undergraduate and graduate students through student

Key Facts

🕒 Hours/Week **20 Hours**

📅 Duration **12 Weeks**

📅 Semester **Fall**
Spring
Summer

🌐 Visa **F1**

🏠 BU Housing **Available**

APPLY NOW

You will then be redirected to a reCAPTCHA form to keep our site secure. Fill in the code with the letters and numbers shown in the image, then click "Yes, I am human."

Are you human?

Incident ID: 2024-09-12T14:43:47Z|48708ef460|128.197.28.182|FoFOUaRS53

To help us keep this site secure, please let us know that you are not a robot by entering the text from the image below.



Enter the letters and numbers as they are shown in the image above.

Yes, I am human

After completing this form, you will be brought to the CELOP Contact Information Form.



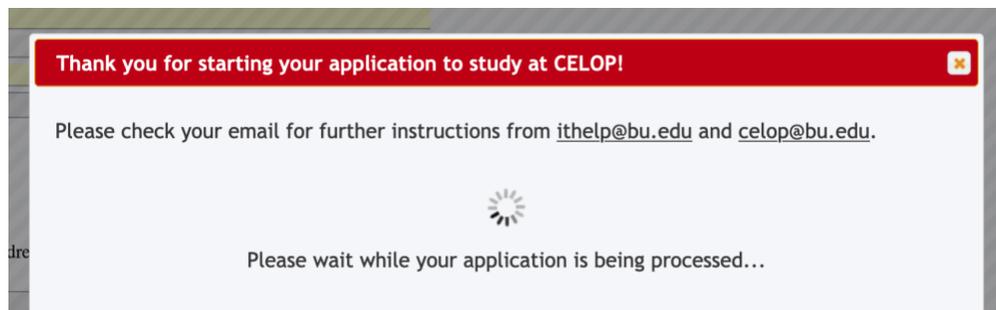
Carefully complete all fields, **being sure to select the term (Spring, Summer, or Fall) that you would like to apply to from the drop-down menu.**

The screenshot shows the 'Contact Information Form' for CELOP. At the top left is the Boston University logo. The title 'Contact Information Form' is centered. Below it, a red horizontal line separates the header from the instructions: 'Complete this form to begin your application to CELOP'. The first section is 'Term, Year', featuring a dropdown menu with 'Select a Term' and a white arrow pointing to it. A second red line follows. The next section asks 'Have you applied to, attended, or worked for Boston University in the past, or have a BU ID?' with radio buttons for 'Yes' and 'No'. Below this is a note: 'If you answered "yes" you will be prompted to a page where you will need to input your MyBU Student login and Kerberos password.' The 'Personal Information' section follows, with instructions to 'Please enter your name exactly as it appears on your passport.' It includes input fields for 'Legal first/given name*', 'Would you like to share a different first name that people call you?' (with a 'Display name (Optional)' field), and 'Middle Name'. A final red line is at the bottom of the form area.

Once you have completed all fields on the Contact Form, click the green “Submit” button:

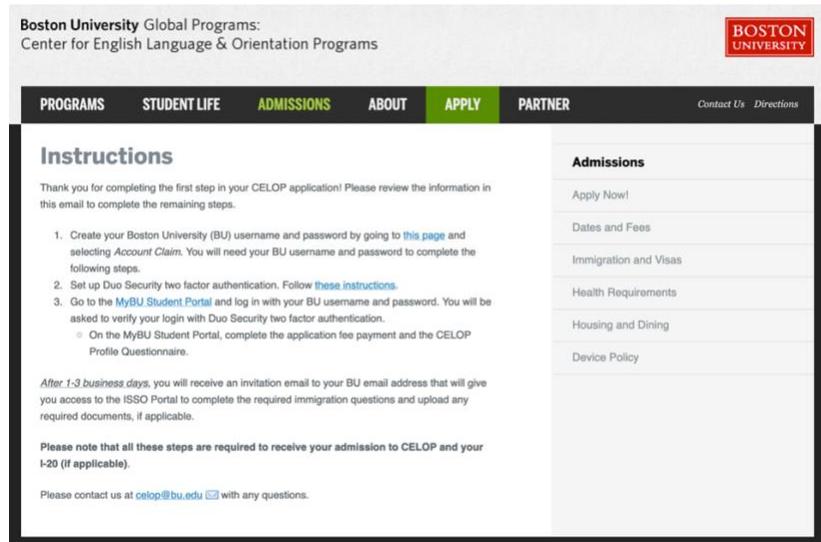
This screenshot shows the bottom part of the form. It contains two checked checkboxes with the following text: '*I understand that, in addition to this form, I will have to provide the necessary application documents and pay the application fee to receive my admission to CELOP.' and '*I will check my email and follow the instructions provided by ithelp@bu.edu and celop@bu.edu in order to claim my BU Account.' Below the checkboxes is a green 'Submit' button.

If you have completed the form successfully, a pop-up will appear saying that your application is processing. This processing may take a minute to complete:





Once complete, you will be taken to a webpage with the next application instructions. It is available at <https://www.bu.edu/celop/admissions/instructions/> in case you lose the window in your browser. You will also receive an email with the same information.



Step 2: Claim Your BU Account

All students who want to complete their CELOP application must set up a BU Account, which includes a BU username and password. To begin the Account Claim process, check the email address that you entered on the Contact Information Form for an email from ithelp@bu.edu with the title “Boston University Account Claim Next steps.” It may take several hours before you receive this email after completing the Contact Information Form.

Boston University Account Claim Next steps



ithelp@bu.edu
to



Greetings,

Please follow the steps below to claim your account to access online services at Boston University. This process will only take a couple of minutes and it is important that you set up your new account as soon as possible.

Create your login and set password through this URL:
<https://iam-identity.bu.edu/identityiq/external/registration.jsf#/register>

Sincerely,
Boston University IT Help

If you have any questions or need assistance, please contact: ithelp@bu.edu or 617-353-4357 (HELP)

Click on the link in the email and you will be taken to the Account Claim screen. Select “Account Claim”:



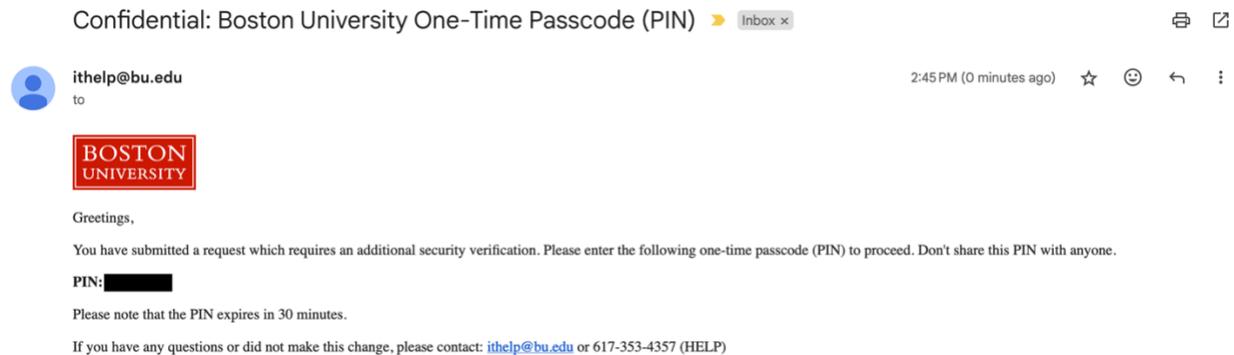
BU Account Self-Service

I would like to: *

- Account Claim (Select this option to claim a new Boston University Login or Web Account)
- Reset Forgotten Password (Select this option if you have forgotten your password)
- Forgot Login (Select this option if you have forgotten your Boston University Login or Web Account name)
- Unlock Account (Select this option if you have received an error that you have too many unsuccessful login attempts)

If you're new to BU please select 'Account Claim' to self-register.

You will be asked to enter a One-Time PIN that is sent to the email address you entered in the Contact Information Form. Below is a screenshot of the email you will receive from ithelp@bu.edu with the One-Time PIN and the screen where you enter it. **The One-Time PIN will only work for 30 minutes after you receive it, so do not stop the process at this point!**



Confirm PIN to proceed

Enter the One Time PIN sent to personal email *

Please note PIN will be valid for 30 mins

After entering the One-Time PIN, you will be asked to create a username and password that meets a set of requirements for length (number of characters) and content.



Please read these requirements carefully and remember the username and password you enter.

Account Claim

Enter a BU Login for your ID *

This will be your login name. BU Login must be 2-8 characters long and must not contain special characters.

Enter the new password *

Confirm the new password *

1. The password must have a minimum of 16 characters
2. The password must not be same as previous 6 passwords
3. The password must not contain common dictionary words
4. The password must meet at least three out of the following four requirements:
 - Contain at least one English uppercase letter (A through Z)
 - Contain at least one English lowercase letter (a through z)
 - Contain at least one number (0 through 9)
 - Contain at least one non-alphabetic character (~!@#\$\$%^*_+={}\|[:;?.,)



After you enter your username and password and it is accepted, you will be asked to accept the terms and conditions for using your BU Account:

Confirm BU Account

BU Account Name: [REDACTED]
Email Address: [REDACTED]

WARNING
The following policy can also be reviewed by accessing the link:
<https://www.bu.edu/policies/responsible-office/office-vp-information-services-technology/>

Do not share your password to anyone!

Acceptable Use of Computing Services Policy

Responsible Office "Office of the Vice President Information Services and Technology"

Purpose

This policy defines acceptable use of the computing services provided by the University as well as the responsibilities of users and requirements to which all clients must agree as a condition of being granted access to the University's computing services. It is a replacement of the current Conditions of Use and Policy on Computing Ethics.

Covered Parties

The revised policy applies to all persons who use the University's Computing Services as defined below, described herein as "Clients".

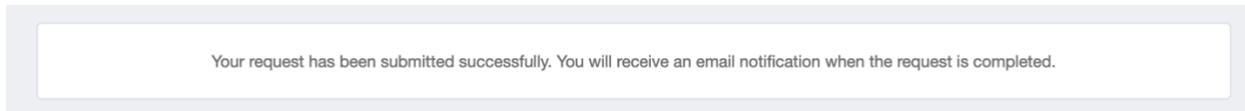
Defined Terms

"Account" refers to the combination of data and Computing Services that can be accessed by an individual once they have proven their digital identity.

"Computing Services" means computer systems, personal devices, networks, and all forms of software, firmware, operating systems, application platforms, and digital content they provide or host, which are owned, leased, or arranged for by the University or which the University possesses, has custody over, or controls. Computing services include all technology used to provide and store "User Information", as defined in the "Access to Electronic Information Policy". Computing Services also include cloud- or internet-based services arranged for by the University or generally available cloud- or internet-based services used to conduct University business or store University data.

Please check this box to indicate that you have read this policy and understand its importance in safeguarding your identity.

Once you complete this step, you will receive a completion message that looks like this:



You will receive an email from ithelp@bu.edu with the title "Boston University: Thank you for Claiming Your Account!" confirming you have created your account and showing your username. Note that it may take up to a day for your BU Account to become available to use in the next step.



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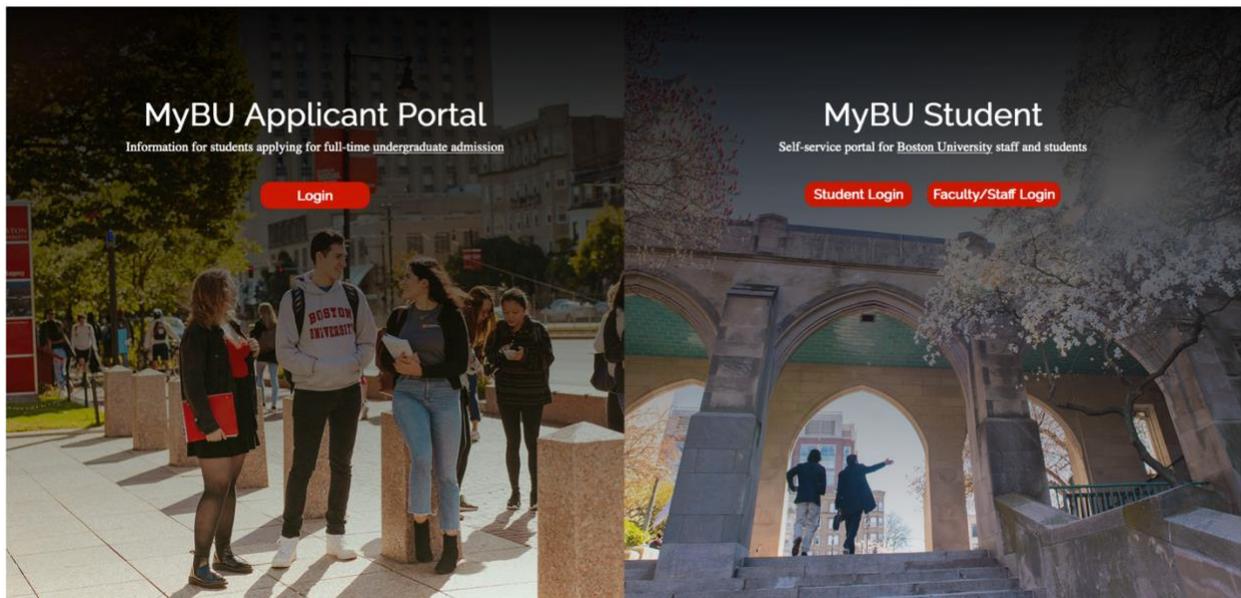
Step 3: Log in to the MyBU Student Portal to set up Duo Two-Factor Authentication.

Once you have access to your BU Account (you may need to wait up to 24 hours after creating the account), you can log in to the Student Portal. The Student Portal is where you complete the final steps in your application to CELOP, paying the application fee and completing a short questionnaire, as well as where you can come in the future as a CELOP student to pay you bill, check your schedule, and more.

To access the portal, click on this link:

<https://www.bu.edu/mybu/>

On the right side of the screen is the log in for the MyBU Student Portal (different from the Applicant Portal for Undergraduate Students). Click on the red button that says “Student Login”:



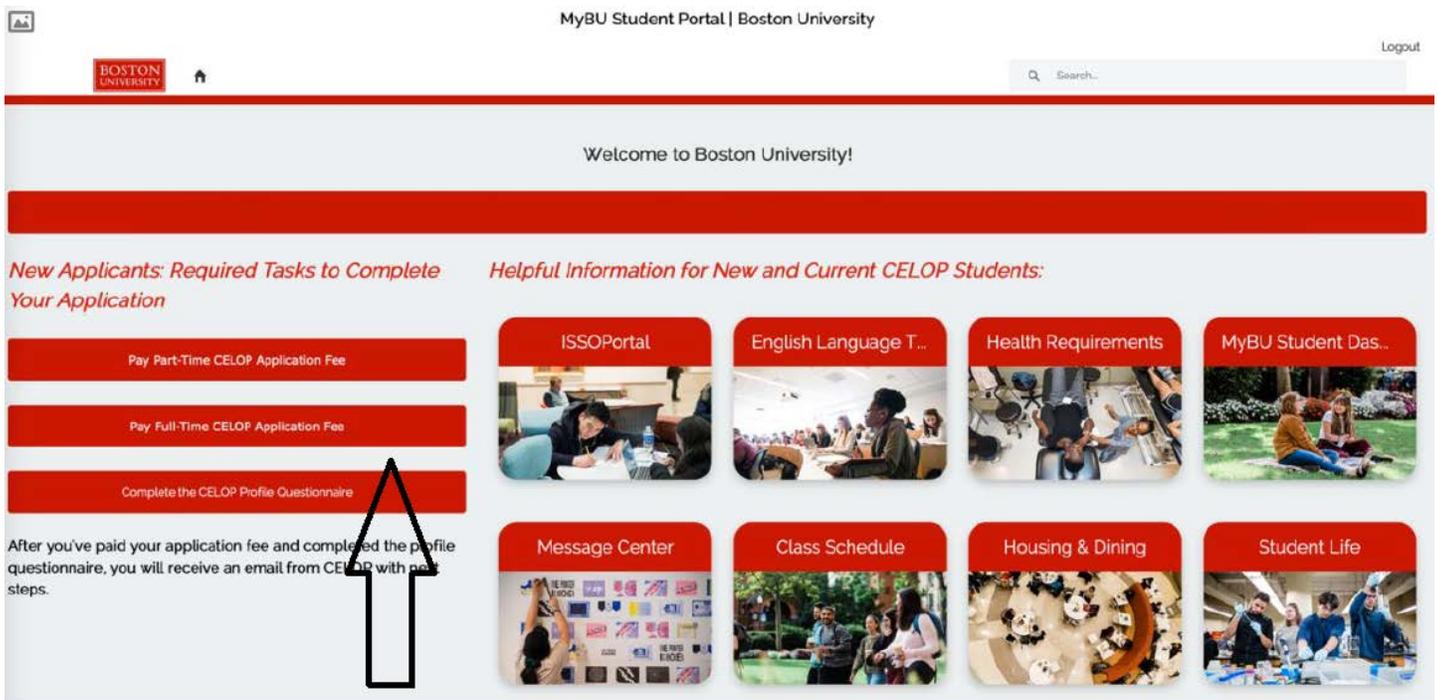
After logging in for the first time, you will be asked to set up Duo, which is the two-factor authentication service used at BU. If you want to read step by step instructions for setting up Duo, [click here](#). Otherwise, follow the on-screen instructions.



Step 4: Log in to the MyBU Student Portal to pay the Application Fee and complete the CELOP Profile Questionnaire.

After you log into the MyBU Student Portal, you will see a dashboard. On the left side of your screen you will see three red buttons. The first two allow you to pay either the Part-Time Application Fee or Full-Time Application Fee and the third allows you to complete the CELOP Profile Questionnaire.

You must pay the Application Fee to be accepted to your program (I-20s will not be issued unless the Application Fee is paid). Click on the appropriate button for either a Part-Time or Full-Time program.



You will be redirected to a separate site (NetNet) to pay the Application Fee via credit card. For detailed payment instructions, [click here](#).



Q Search...

Welcome to Boston University!

New Applicants: Required Tasks to Complete Your Application

Pay Part-Time CELOP Application Fee

Pay Full-Time CELOP Application Fee

Complete the CELOP Profile Questionnaire

After you've paid your application fee and completed the profile questionnaire, you will receive an email from CELOP with next steps.

Helpful Information for New and Current CELOP Students:

ISSOPortal



English Language T...



Health Requirements



MyBU Student Das...



Message Center



Class Schedule



Housing & Dining



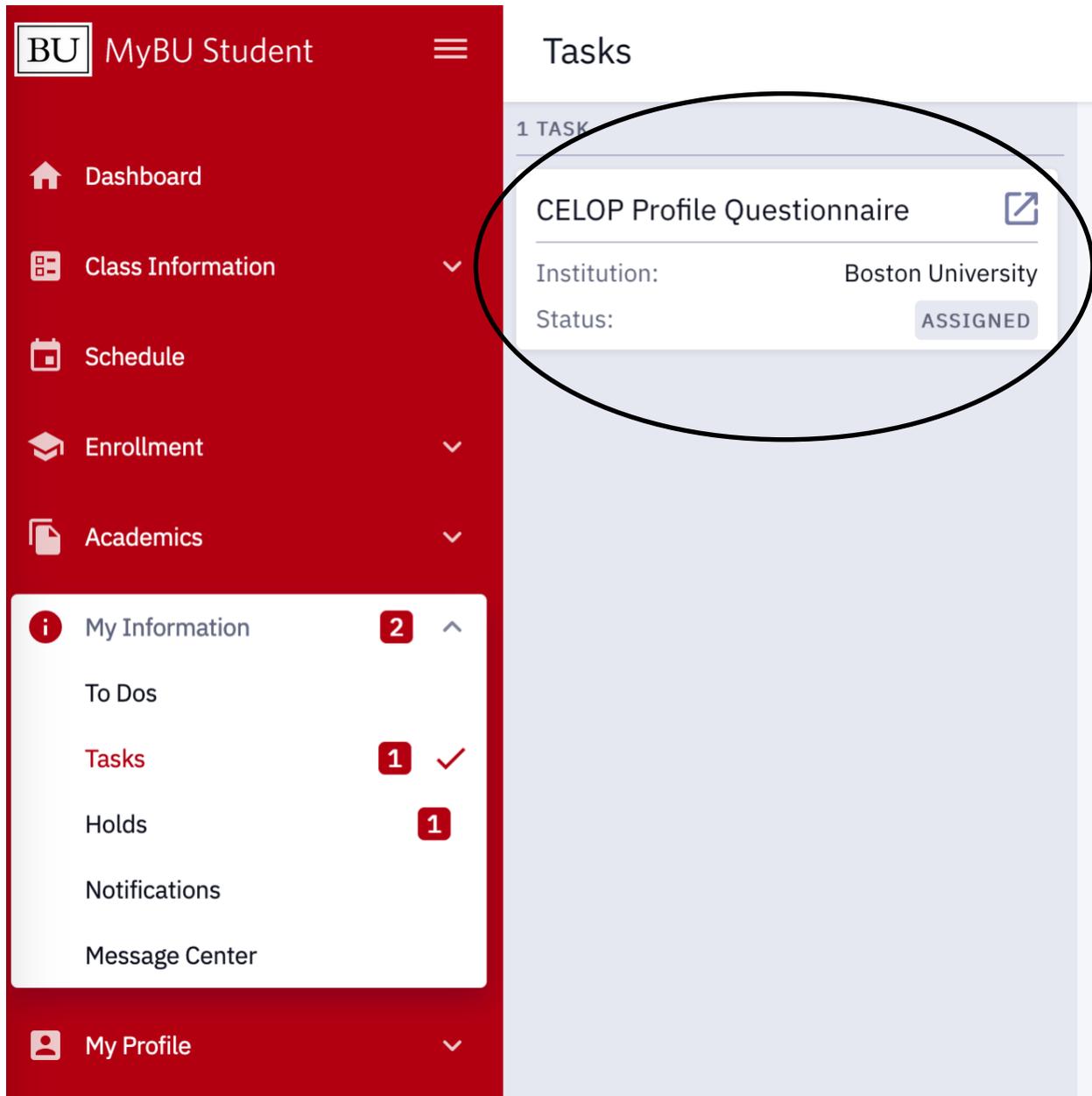
Student Life



After paying the Application Fee, click on the button "Complete the CELOP Profile Questionnaire" to begin the form.



After clicking, you will be taken to a new page in the portal that looks like this. Click on the white box on the right side that says “CELOP Profile Questionnaire.”



Follow the instructions to complete the Questionnaire. **NOTE: The Questionnaire is where you can request BU Housing. Do NOT skip this question! Please indicate if you want to apply for BU Housing or not.** Once you complete all the questions, scroll back up to the top of the page and click on “Save Answers,” then click on the confirmation message:



BU MyBU Student

CELOP Profile Questionnaire

U11527743

1 Introduction Visited

2 Questionnaire In Progress

3 Complete Task Not Started

Step 2 of 3: Questionnaire

Please complete the CELOP Profile Questionnaire below. After you complete the Questionnaire you must scroll back up to the top of the page to save and submit your answers.

Applicant Information

*1. What is your estimated English level? We will use your estimated level to help plan for your classes.

Intermediate

*2. What is your native language?

Spanish

*3. Why are you interested in studying at CELOP? Please select all options that apply.

To complete a degree in the United States

To reach a personal goal

Save Answers

Click on “Next” until you see the final confirmation message:

BU MyBU Student

CELOP Profile Questionnaire

U11527743

1 Introduction Visited

2 Questionnaire In Progress

3 Complete Task Not Started

Step 2 of 3: Questionnaire

Please complete the CELOP Profile Questionnaire below. After you complete the Questionnaire you must scroll back up to the top of the page to save and submit your answers.

Applicant Information

*1. What is your estimated English level? We will use your estimated level to help plan for your classes.

Intermediate

*2. What is your native language?

Spanish

Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.

OK Cancel

Save Answers

BU MyBU Student

CELOP Profile Questionnaire

U11527743

1 Introduction Visited

2 Questionnaire Complete

3 Complete Task Not Started

Step 2 of 3: Questionnaire

Please complete the CELOP Profile Questionnaire below. After you complete the Questionnaire you must scroll back up to the top of the page to save and submit your answers.

Applicant Information

*1. What is your estimated English level? We will use your estimated level to help plan for your classes.

Intermediate

*2. What is your native language?

Spanish

Completed Instructions

Thank you. You have completed the CELOP Profile Questionnaire.

Save Answers



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You have completed the Questionnaire when you see this screen below and click on the “Submit” button in the upper right hand corner of the screen:

The screenshot shows a web interface for the CELOP Profile Questionnaire. At the top left, it says "BU MyBU Student". The main header is "CELOP Profile Questionnaire" with a three-dot menu icon on the right. Below the header, the user ID "U11527743" is displayed. In the top right corner, there are two buttons: "Previous" (with a left arrow) and "Submit" (in a yellow box). On the left side, there is a vertical progress bar with three steps: 1. Introduction (Visited), 2. Questionnaire (Complete), and 3. Complete Task (In Progress, highlighted in green). The main content area is titled "Step 3 of 3: Complete Task" and contains a message: "Thank you for completing the CELOP Profile Questionnaire. Please be advised that there will be a delay from the time you submit your Profile Questionnaire until you can access other systems."