



CampusMBA Transcript Update Form

CampusMBA is consistently striving to keep our students' and candidates' information accurate and up-to-date. The information in the CampusMBA Professional Development Transcript reflects all of the information we currently have for each student and program candidate. Please use this form to add any additional information that may be missing from your transcript, or changes that need to be reflected.

Please fax completed forms to the CampusMBA Registrar at (202) 280-1047

Name: _____ Title: _____

Company: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Education History

The following Education items are listed under "Other Requirements Met" on the transcript:

College/University Degree: BA or BS – 15 points; related graduate degree, MBA, JD, etc – 10 points each

Name of College/University	Degree	Year Graduated
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Real Estate Related Designation(s): MBA Designations (ARO, ARU, CMT) – 10 points; CampusMBA Faculty Fellow – 3 points, Master Fellow – 5 points; Non-MBA Designations (CFA, CCIM, MAI, CRE, CMP, SIOR, CIPS, CRI) – 10 points Please attach copies of certificate(s).

Designation	Awarded by	Year
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Designation	Awarded by	Year
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Education History (cont'd)

State & Local or Other Educational Activities: Eligible courses (approved at 15 hours of course time, completion of a written exam with a passing grade) earn 5 points. Please attach supporting documentation

Course Title	Location	Date Completed

CampusMBA Web and Print Based Courses: listed under "Distance Learning Courses" on the transcript. Each course earns 5 points. Please attach copies of certificate(s).

Course Title	Date Completed

Classroom Based Courses: (listed as such on transcript) These courses include any MBA Residential or Commercial Real Estate Finance Seminars, the School of Mortgage Banking (SOMB) and Loan Origination University. Points are awarded from 5 points to 15 points, varying for each course or seminar.

Name of Course or Seminar	Location	Year

Industry Participation

Participation points (listed in the "Other Requirements Met" section of the transcript) are awarded for attending industry related conferences, committee involvement, and various other activities, depending on the level of involvement. Conference participation is awarded as 1 point per day of conference; committee participation points are awarded 5 points per year of service.

MBA, State or Local Governance Participation: 5 points per year

Officer (list title)	Year
Committee Chair/Vice Chair/Active Member (List Committee)	Year
Member – Board of Directors/COMBOG/RESBOG	Year

Industry Participation (cont'd)

MBA, State, Local or Other Industry Convention and Conference Participation: 1 point per day of convention or conference

Name of Convention or Conference	Year(s) of Attendance
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Professional Experience

Experience points are assessed on a Member Firm or Non-member Firm basis (5 points per year employment with a MBA Member Firm, 3 points per year employment with a Non-member firm). Professional experience is listed in the "Other Requirements Met" section of your transcript; please review and make any additions, deletions or corrections below. Please attach a copy of your current resume, if available.

Company Name	Location (City, State)	Dates
Company Name	Location (City, State)	Dates
Company Name	Location (City, State)	Dates
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I acknowledge that the information provided in this document is true, correct and complete to the fullest extent of my knowledge, and that MBA staff may verify any of the items listed therein.

Signature of Applicant _____ **Date** _____