MIT Professional Education's Advanced Study Program (ASP)
A non-matriculating, non-degree program

MIT Professional Education
Attn: Advanced Study Program
700 Technology Square, Building NE48-200
Cambridge, MA 02139
USA
advancedstudy@mit.edu

These instructions are for MIT employees only. If you are not an MIT employee, return to our website here.

Read pages 1 and 2 before beginning your application

Application links and instructions begin on page 3

Application Deadlines

Fall Semester	May 1
Spring Semester	November 1

Fall semesters begin in September and spring semesters begin in February.

Application Checklist

The application takes approximately 30 minutes to complete. You will need:

1. **Resume**

2. **One Letter of Recommendation**

3. **Statement of Objectives**

4. **Supervisor approval to enroll in ASP** (direct email to advancedstudy@mit.edu)

5. **Class Selection(s)**

6. **Official Transcripts** (in English) Certified translations required for non-English transcripts

Application Tips:

- **Confirm you are MIT Benefits eligible** before beginning your application.
- **Confirm via the** MIT Subject Listing (Course Catalog) **that your desired classes are offered next semester** before submitting your application. The fall class schedule is released in late April; the spring class scheduled is released in late November. Do not submit your application until the MIT Subject Listing (course catalog) is available for your semester
- **Review the list of restricted classes** on the ASP website (*list is subject to change without notice*).
- **Upload all documents as unencrypted PDFs.** Have your supervisor email their approval to advancedstudy@mit.edu. Their email should include their name, title, and contact information.
- **Allow up to 5 business days for emailed or electronically submitted documents to appear** in your application.
- Applications are reviewed after the application deadline. Applications that have missing supporting materials will not be reviewed until all materials are received, and at the discretion of ASP staff.

MIT's Tuition Assistance Plan

Information about MIT's Tuition Assistance Plan, and how to apply if accepted into the Advanced Study Program (ASP), can be found here. You must be Tuition Assistance Plan benefits-eligible, remain eligible through the end of the semester, and earn a C- or better in order to receive the Tuition Assistance Plan benefit.

If you drop or withdraw from a class, or do not earn the minimum grade, you are responsible for paying the cost of tuition for your class, which will be indicated on the invoice accompanying your acceptance letter. **It is important to understand this stipulation before applying.**

Application Instructions:

The following instructions are supplemental to the online application. **Keep these instructions open as you complete your application.**

Complete all sections thoroughly; incomplete applications will not be considered.

Access the application here: https://gradapply.mit.edu/asp/
ctrl+click on a PC or command+click on a Mac to open link in a new window

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Application Information

Be specific when answering "How did you hear about this program?"

Select "Non-Degree" for your degree objective.

Proposed Classes

Review restricted classes here.

Prior to listing classes, review class descriptions, schedules, and prerequisites in the MIT Subject Listing (Course Catalog). Familiarize yourself with MIT's class & semester symbols.

Enter your top choice(s) in order of preference with correct department, class number(s), class title(s), number of units of credit, and one alternate class choice. Units of credit should be a whole number - add the 3 digits listed in the catalog together. For example, 5-0-7 should be entered as 12.

List any required prerequisites and how you have fulfilled them. That may be through previous coursework at MIT, outside of MIT, or work experience. If using coursework, enter your grade(s) for any prerequisites under "Grade."

"Permission of instructor" is obtained by ASP staff if listed as a prerequisite. Applicants may not contact instructors themselves.

How to calculate the number of units of credit for a class:
In the MIT Subject Listing (Course Catalog), "Units" are listed under the number and title of a class as three numbers separated by dashes. Add these numbers together for the total units of credit. The numbers indicate a subject's time distribution - the first is for recitation & lecture; the second for laboratory, design, or fieldwork; and the third for approximate hours of homework or preparation per week.

Letters of Recommendation

IMPORTANT **This section of the application contains a link to your Letter Status page. You must visit that link via the application website to send the recommendation request(s) to your recommender(s).**

Applications without a letter of recommendation on file 24 hours after the deadline will not be considered.

The letter may be from a supervisor, college professor, or colleague who will provide a candid evaluation of your skills, work ethic, abilities and responsibilities, as well as relationships with supervisors, coworkers, and others. They should confirm how long and in what context they've known you.

One letter is required though up to three are accepted. Letters may be attached to the application portal via the link you email your recommender, or they may be emailed to ASP by the recommender at advancedstudy@mit.edu.

Personal Information

Include as much information as possible.

You **must** select that you are an MIT employee and include your 9-digit MIT ID number.

Race / Ethnicity

This section is optional and for U.S. citizens and U.S. permanent residents only.

Sexual Orientation

This section is optional.

Addresses

Include at least one phone number.

Colleges/Universities Attended

Include any school where you earned a degree, are currently enrolled, or have taken a class that satisfies a prerequisite of the class you're applying to take now through ASP. You may include study abroad schools but they're not required.

Your school must send an official electronic transcript (preferred) to advancedstudy@mit.edu or you or your school may mail/deliver an official, unopened copy of your transcript to:

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Test Scores / Experience

IELTS/TOEFL scores are not required for MIT employees.

Statement of Objectives

This is your opportunity to explain what your goals are for taking the class(es) and how you are qualified. There is no character limit or recommended length, however a concise statement is appreciated.

Terms and Conditions

MIT employees must indicate agreement in both boxes. Be sure you have submitted or requested all necessary documentation. Your supervisor should email advancedstudy@mit.edu with a short note approving your participation, and the message should include their name, title, and contact information.

Submit Application

Before submitting, confirm that:

- You have sent recommendation letter request(s) via the *Letter Status* page
- You have requested official transcripts be sent to the Advanced Study Program
- Your supervisor has sent / will send an email to advancedstudy@mit.edu containing their name, title, and contact information and approving your participation
- Your class choices are offered this semester and, if applying to multiple classes, the times do not conflict with each other