

# **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](mailto:advancedstudy@mit.edu)

Read pages 1 and 2 before beginning your application

Application links and instructions begin on page 3

**If you are an MIT employee**, access your application form [here](#).

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### **Application Deadlines**

<b>Fall Semester</b>	May 1
<b>Spring Semester</b>	November 1

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

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### **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. **Class Selection(s)**
5. **Official Transcripts** (in English) Certified translations required for non-English transcripts
6. **English Language Test Scores (non-native speakers)**

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## Application Tips:

- **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 schedule is released in late November.
- Review the list of restricted classes on the [ASP website](#) (*list is subject to change without notice*)
- Obtain approval from your company, organization, or other funding source paying for your education before submitting your application.
- Upload all documents as unencrypted PDFs.
- 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.

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## Medical Care

MIT offers a supplemental Extended Insurance Plan. **This plan is an additional cost that is not included in tuition.** All students registered for 24 units or more are automatically enrolled. Part-time students may enroll by contacting MIT Medical directly.

Students registered for 24 units or more who have their own insurance that may meet Massachusetts' coverage requirements must take [this quiz](#) to determine whether they can waive the mandatory enrollment.

For further information, visit the [Student Health Plan](#) website or contact the Student Health Plan office at 617-253-4371 or [stuplan@med.mit.edu](mailto:stuplan@med.mit.edu).

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## Visas for International Applicants

**If you need a visa:** You must apply for and be admitted into 36-48 units of credit (with additional in-person vs virtual class requirements) to qualify for either an F-1 or J-1 visa. You will need to provide evidence to MIT's [International Students Office](#) of your ability to pay for tuition and accommodations. After you have been accepted, you should apply for a student visa as soon as possible to allow for processing time.

**If you have a visa:** If you are in the U.S. on a work visa, you are limited to one class per semester. If accepted into the Advanced Study Program, you must show your visa credentials to the [MIT International Students Office](#).

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## 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

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

Select “Non-Degree” for your degree objective.

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## Proposed Classes

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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.

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### *Letters of Recommendation*

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**\*\*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](mailto:advancedstudy@mit.edu).

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### *Personal Information*

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Include as much information as possible.

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### *Race / Ethnicity*

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

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### *Sexual Orientation*

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This section is optional.

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### *Addresses*

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Include at least one phone number.

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### *Colleges/Universities Attended*

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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](mailto:advancedstudy@mit.edu) or you or your school may mail/deliver an official, sealed copy of your transcript to:

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

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### *Test Scores / Experience*

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Non-native English speakers: Language exam test results from within the last two years are required.

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### *Statement of Objectives*

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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.

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### *Terms and Conditions*

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MIT employees must indicate agreement in both boxes.

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### *Submit Application*

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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 class choices are offered this semester and, if applying to multiple classes, the times do not conflict with each other