

# 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)

**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

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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 January/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. **Supervisor approval to enroll in ASP**
5. **Class Selection(s)**
6. **Official Transcripts** (in English) Certified translations required for non-English transcripts

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## 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 expected to be offered next semester before submitting your application.
  - **For fall classes**, look for the leaf symbol. The fall class schedule is released in late April. Please wait until the official fall course catalog is published in late April and you check the class offering and schedule before submitting your ASP application.
  - **For spring classes**, look for the flower symbol. You're welcome to submit your ASP application anytime by the November 1 deadline. The official spring class schedule will be released in late November *after* the ASP application deadline. At that point you will have the opportunity to check the class offering again and make any *necessary* changes to your class request(s) facilitated by and with the permission of ASP staff.
- **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](mailto: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.

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## 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.**

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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 1<sup>st</sup> choice class at the top of the list) 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.

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

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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 or are currently enrolled. 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

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### ***Test Scores / Experience***

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IELTS/TOEFL scores are not required for MIT employees.

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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, but a concise statement is appreciated.

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### ***Terms and Conditions***

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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](mailto:advancedstudy@mit.edu) with 1-2 sentences approving your participation. The message should include their name, title, and contact information.

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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 supervisor has sent / will send an email to [advancedstudy@mit.edu](mailto: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