

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

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](#).

Application Deadlines

Fall Semester	May 1
Spring Semester	November 1

Fall semesters begin in September and spring semesters begin in January/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. **Class Selection(s)**
5. **Official Transcripts** (in English) Certified translations required for non-English transcripts
6. **English Language Test Scores (non-native speakers)**

Application Tips:

- 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*)
- 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.

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 should contact MIT Medical 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.

Visas for International Applicants

If you need a visa: You must apply for and be admitted into 36-48 units of credit 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](#).

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

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 1st 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.

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.

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 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 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

Test Scores / Experience

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

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, but a concise statement is appreciated.

Terms and Conditions

MIT employees must indicate agreement in both boxes.

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