ELIGIBILITY
If you are enrolled at another university and wish to study subjects not offered at your home university, you may apply to MIT as a non-degree undergraduate Special Student. Special Student status is available to individuals who have successfully completed at least one year of full-time study, or the equivalent, at the university level. Secondary school students are not eligible.

***If you hold a bachelor’s degree or higher, and are interested in taking classes as a non-degree student at MIT, you are considered to be at the graduate level, and must apply through MIT’s Advanced Study Program. Please visit their website at http://advancedstudy.mit.edu or contact them at advancedstudy@mit.edu for more information.***

LIMITATIONS
Special students enjoy most of the privileges of matriculating students but do not receive priority for campus housing and are not eligible for MIT financial aid. Admission as a Special Student is valid for only one term and does not imply admission as a degree candidate at a later time. Special Students may reapply for a second term of study, but must maintain satisfactory status. Special Students are limited to a maximum of two academic terms. Although applicants are considered undergraduate special students, the administration and application process is held within the Office of the Dean for Graduate Education. Additional limitations may be in affect if the applicants home university has an established agreement with an MIT program or department, which may include special student agreements or exchange student agreements.

PROCEDURES
A person seeking admission as a non-degree undergraduate Special Student must apply through Special Student Admissions. Completed applications for a given term must be submitted before 11:59PM (Eastern US Time) on the deadline date indicated above. All materials must be submitted online at: https://gradapply.mit.edu/special/apply/

Required materials include:
- Submitted online application, which includes applicant biographic information and $75 application fee (by credit card)
- One letter of recommendation from an appropriate professor, instructor, teacher, or work supervisor
- Planned class schedule, including up to 5 classes to which you are interested in enrolling
- Statement of objective
- Scanned/uploaded copies of your official college transcript(s)
- Self reported results of TOEFL exam and uploaded copy of test report (*International applicants only)

Please keep in mind that there are several registration limitations related to special student enrollment, as such it is important that you keep the following factors in mind when selecting classes.
- Regular MIT degree students will be given preference for registration in classes with limited enrollment
- Special students are not eligible to register for classes listed as thesis, research, UROP, or other subjects for degree candidates only. Do not select any these classes when completing your application.
- Applicants should limit the classes they are interested in taking to a single MIT department.
- Applicants can not apply for Harvard cross-registration classes in the initial application. Enrolled students may apply for one Harvard cross-registration class after arriving on campus. Additional restrictions may apply.
- Enrolled students may not be eligible to take IAP classes depending on their current or future registration status.

Applicants wishing to audit classes, which MIT refers to as Listener Status, are subject to the same regulations and tuition as those taking classes for credit.

Special Student Admissions notifies all applicants of admissions decisions by email. If the applicant is admitted, further instructions about registration and tuition payment requirements will be provided.

QUALIFICATIONS
A person who does not possess an undergraduate degree will be considered an Undergraduate Special Student. Undergraduate Special Students are limited to two terms. Special Student status is a guest status only and not a means to an undergraduate degree at MIT.

Qualifications for admission as a Special Student are not appreciably different from those expected of a regular student. The department to which the student applies will evaluate an applicant’s qualifications for the specific class(es) desired. Prior instructor approval does not ensure admission. If an
individual is applying to take subjects in more than one department, approval of the Registration Officer in each department is required. Final approval is at the discretion of Special Student Admissions. All admitted Special Students must receive satisfactory grades in order to reapply for future terms.

For former MIT students, any course grade you receive as a Special Student will contribute to your cumulative MIT grade-point average. Visiting Students cannot register without changing their status.

FEES
Those applying for special student status must pay a $75 application fee when submitting the online application. Current enrolled special students may request an application fee waiver if applying for a second sequential term as a special student.

Special students pay full tuition which is charged on a per credit rate. An additional student activity fee is also required for enrollment. For information about tuition and fees please visit the Office of the Registrar at: http://web.mit.edu/registrar/reg/costs/specialtuition.html

Special Students are charged a prorated fee for any class dropped after registration day if the resulting change effects the overall number of registered units. A Student Activity fee is required of all Special Students who are not MIT employees, employee dependents, or student dependents.

HEALTH INSURANCE
Massachusetts state law requires Special Students carrying 27 or more units, or Special Students on a J1 visa regardless of the number of units, to have health insurance. Students paying tuition to MIT are automatically enrolled in the Student Extended Insurance Plan, which meets the state health insurance requirement.

Students who have other insurance that meets Massachusetts requirements can ask to waive mandatory enrollment in the MIT Student Extended Insurance Plan. For further information, visit the Student Health Plan website at https://medical.mit.edu/mit-health-plans/student-health-plans, or contact the Student Health Plan office at 617-253-4371 or stuplan@med.mit.edu.

All Special Students must show evidence of required inoculations and submit a Medical Report Form to the MIT Medical Department. Special Students with a chronic medical condition are urged to identify their condition on the Medical Report Form. The Medical Report Form must be submitted to the MIT Medical Department prior to Registration Day. For further information or questions on the Medical Report Form, please visit: https://medical.mit.edu/faqs/medical-report-form or contact medrpt@med.mit.edu.

INTERNATIONAL STUDENTS
A student who is neither a United States citizen nor a United States Permanent Resident is considered an International Student.

The instructions for international students are the same as listed above. In addition to the academic documentation required for admission as a Special Student, international applicants must submit a photocopy of their official TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score. The minimum required scores are 90 on the TOEFL internet-based test and 7 on the IELTS. Some departments may have higher score requirements; please visit the relevant department’s website for further information regarding minimum score requirements. All transcripts must be certified and officially translated into English.

After admission to MIT, applicants must provide evidence of their ability to meet all financial obligations of study at MIT, including tuition and living expenses. Please note that living expenses for married students are substantially higher. The form 1-20 or DS 2019 will not be issued for subject registration of less than 36 units. Most subjects at MIT are either 9 or 12 units each. Full-time tuition will cover 36 units or more.

An international student who holds a student visa at another university or any non-resident visa holder should contact the International Students Office for information on transfer or change of visa status procedures after they received an offer of admission.

MIT EMPLOYEES
Most MIT employees are eligible to apply via the Advanced Study Program, so please review the eligibility requirements carefully. MIT employees may be eligible for reimbursement of one MIT course per term through the Tuition Assistance Plan. Employees must adhere to the same application procedures, deadlines, and qualifications as all Special Students. MIT employees must also obtain the approval of their supervisor by requesting that the supervisor provide a letter of recommendation via the online application. Once they are admitted as a Special Student, employees must submit additional information to the Benefits Office in order to obtain a tuition deferment prior to the start of class. If students successfully complete their course by earning a minimum final grade of C- or better for an undergraduate course or B- or better for a graduate course, and if they remain eligible to participate in the Tuition Assistance Plan through the last day of their course, their student account will be credited with the amount of the tuition (a prorated amount for part-time employees) by an internal transfer of funds. Please note that auditing a course is not permitted under the Tuition Assistance Plan. Further information is provided in the Employee Benefits section of the Human Resources website at: http://hrweb.mit.edu/benefits/tuition-education/tuition-assistance-plan