



On-line Application Instructions for the Cambridge-MIT Exchange Program (CME)

Thank you for your interest in the Cambridge-MIT Exchange! This year, you will be able to apply on-line for programs through the MIT Horizons website. Please follow the following instructions in order to apply:

1. Go to the MIT Horizons main page at <https://mit-horizons.symplicity.com>.
2. You first need to get a password.
 - If this is your first time using Horizons, or you do not remember your password, click on the link under the log-in that states “What’s my password?”
 - Enter **your MIT e-mail address** and click on “Reset and Mail Password.”
 - Check your MIT e-mail for the password. You are now able to enter the MIT Horizons site and begin your application.
3. After logging in, select “Search Programs”, and you will be taken to a list of programs available at MIT. Select the program you are interested in, by clicking on the name to find out more information, or you can go directly to the “Apply” button.
4. Once you hit “Apply”, **select “Full Year 2011-2012”**. Click “Save and Continue”.
5. Now you can enter your personal statement. You can choose to do this in the online editable field, or you can choose to upload a Word document. Click “Save and Continue”.
6. When prompted, upload your resume or CV. This is a required step, but if you don’t have it now, you can click “Save and Finish Later”.
7. When prompted, you can now enter the name of the faculty member or advisor who you would like to write a letter of reference on your behalf. Note that the letter of reference form will not be available here; you should pick up these forms at the Global Education Office (12-189) or you can download it from the CME web site. **You should enter only one name and submit only one letter of reference.** Ignore “Add Letter”. Please have the faculty member return the letter to 12-189.
8. Press “Save Application”, which will bring you to an overview page. Click “**Submit**” and you will be finished.

CME applications, including the letter of reference, are due on January 15, 2011. If you have any questions about the on-line application, please contact Sarra Shubart at sarra@mit.edu. All the best to you in the application process!