



**MIT**  
Massachusetts  
Institute of  
Technology

**Welcome to MIT**

2003-2004  
**Practical Planning Guide  
for New Graduate Students**

- All Essential Forms Included
- A** Graduate Admissions Reply Form & Envelope
  - B** Graduate Loan Application Form
  - C** Financial Certification for International Students
  - D** Single Graduate Student Housing Application
- Or
- E** Family Graduate Student Housing Application

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For additional information, please visit the MIT World Wide Web home page at <<http://web.mit.edu/>>. From this page you can link to departments and offices that have posted information about their functions, programs, faculty, and staff.

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 view of students in Lobby 7;  
 inset: view of Boston across Charles River, from Cambridge.  
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# Welcome

Congratulations on the achievements that led to your admission to the graduate program at MIT! We hope that you will choose to join this vibrant community of scholars and future leaders.

Three essential elements contribute to MIT's excellence as a university—a bright and creative student body, a faculty and environment that encourage intellectual excellence, and a community of faculty and students who, together, can face difficult problems thoughtfully, responsibly, and forthrightly. By contributing your unique talents to MIT, you will be an integral part of a university that, increasingly, confronts the critical issues facing our society.

## Planning

This practical planning guide is a valuable resource for incoming MIT graduate students. It provides information on all aspects of your graduate education, from financial planning to student life. Many of the offices listed can assist you well before you arrive on campus.

In the section on financial planning, you will find information about developing financial plans for tuition, fees, housing, transportation, and various living expenses. This section also includes options for on- and off-campus housing, reviews application and assignment procedures for campus-based housing, lists typical rental costs, and reviews various resources for financial support.

The section on student life offers an overview of services, organizations and programs available to graduate students at MIT. International students will find a special section that addresses many of their needs and interests. At the back of the guide, there is a calendar summarizing major events during the academic year and a directory listing student support offices and the headquarters of academic departments.

## Forms

This package also contains forms that you should complete and return as appropriate.

- Graduate Admissions Reply—with return envelope
- Graduate Loan Application
- Application for Single Graduate Student Housing
- Application for Family Graduate Student Housing
- Financial Certification Form for International Students

## Statements and Registration Material

Please be advised that your student account statement and payment information for the Fall Term will be mailed to you in mid-July. Payment is due the second week of August.

Registration materials for your academic program will be available in the Student Services Center and/or your home department when you arrive on campus. These materials are not mailed in advance.

We hope that you will find this guide to be informative and helpful.

Sincerely,



Charles M. Vest  
President

Isaac M. Colbert  
Dean for  
Graduate Students



Photograph by L. Barry Hetherington

Charles M. Vest



Photograph by Talent Force Connection

Isaac M. Colbert

# Financial Planning

Estimating your expenses and formulating a realistic budget for your first year at MIT is a difficult but important task. A careful assessment of your total resources measured against the cost ranges that follow will go a long way toward making your stay at MIT a successful venture.

This section begins with a table of representative costs, which will give you general estimates of typical expenses. Detailed descriptions of the individual categories in the table appear on the pages to follow.

## Worksheet

All budget estimates are for 2002–2003; tuition and fees for academic year 2003–2004 were not yet established at the time of printing. These will be established no later than mid-March, and will be mailed to you. Tuition and fees for the 2002–2003 academic year were \$28,230. (Tuition and fees for the Sloan Master’s program for the academic year were \$32,470.) Summer tuition was \$9,345.

### Some representative cost ranges

Expenses	Low Range	High Range	Your estimate
Housing (per month, including utilities)	\$ 800	\$1,150	\$
Food (per month)	900	1,750	
Books and Supplies	1,100	1,850	
Hospital insurance (per year). These are actual rates for 2002–2003	480	710	
Dental expenses (per year)	650	915	
Transportation (per year) (use high-range figure if you have a car)	690	970	
Other expenses (per year)	920	1,170	
<b>Total Expenses</b>			\$

Budget worksheet	Resources	Amount
Yourself	Earnings	\$
	Savings	
	Other (fellowship, assistantship, etc.)	
Your spouse	Earnings	
Parents	Support available	
Other family members	Support available	
Other Sources		
<b>Total Resources</b>		\$
<b>Total Expenses</b>		\$
<b>Deficit (Total Resources minus Total Expenses)</b>		\$

After paying tuition and fees, you should plan to have enough money on hand to pay up to three months’ food, rent, heat, and utilities, as well as deposits and emergency money. This budget worksheet will help you with your financial planning. If, after completing this form, you are left with a deficit, you may want to consider loans and employment to supplement your income.

## Housing Application Reference Chart

Building	Type	Room Type	Cost per month*	Mailing Address	Furnished‡
<b>Ashdown House</b>	Dormitory Coed, Single	Doubles Triples	\$472 to \$499	305 Memorial Drive Cambridge, MA 02139	Yes
<b>Green Hall</b>	Dormitory Women, Single	Singles Doubles	\$494 to \$546	350 Memorial Drive Cambridge, MA 02139	Yes
<b>Tang Residence Hall</b>	Apartment Coed, Single	2-bedroom 3-bedroom 4-bedroom	\$450 \$501 \$495	550 Memorial Drive Cambridge, MA 02139	Yes
<b>Edgerton House</b>	Apartment Coed, Single	Efficiency 1-bedroom 2-bedroom 3-bedroom 4-bedroom	\$893 \$1,083 \$667 \$576 \$512	143 Albany Street Cambridge, MA 02139	No
<b>224 Albany (NW30)</b>	Apartment Coed, Single	Efficiency	\$840	224 Albany Street Cambridge, MA 02139	Yes
<b>Sidney-Pacific</b>	Apartment Coed, Single	Efficiency 2-bedroom 2-bedroom (quad)	\$755 \$675 \$520	224 Albany Street Cambridge, MA 02139	Yes
<b>Eastgate</b>	Apartment Family	Small 1-bedroom Large 1-bedroom 2-bedroom	\$956 \$1,029 \$1,227	60 Wadsworth Street Cambridge, MA 02142	No
<b>Westgate</b>	Apartment Family	Efficiency 1-bedroom 2-bedroom	\$830 \$977 \$1,103	540 Memorial Drive Cambridge, MA 02139	No

### ‡ Furnishings:

- 224 Albany apartments include a long double bed, desk, chair, five-drawer bureau/dresser, and two-seat sofa
- Sidney-Pacific apartments include a twin, extra-long bed, desk, chair, five-drawer bureau/dresser, two-drawer chest, wardrobe, bookshelf, and side chair.
- All other **furnished** apartments include a bed (twin, extra-long), desk, bureau/dresser, and living room furniture. Dishes, kitchen utensils, sheets, blankets, and lamps are not provided. **Unfurnished** apartments do not include any furnishings except for a refrigerator, stove, and kitchen cabinets.

\*These rates are for the 2002–2003 year. Rents may be higher for the 2003–2004 year.

## Housing Policy

**Please note:** This section contains important information on both on- and off-campus housing and should be retained for your future reference. Additional house-specific policies may apply, so please read carefully the descriptions of individual houses. The information presented in this publication is accurate to the best of our knowledge but is subject to change without notice.

The system of graduate housing is currently undergoing revisions and improvements. For updated information, please make sure to check <[web.mit.edu/residence/gradhousing](http://web.mit.edu/residence/gradhousing)>.

MIT instituted a policy to prioritize housing for new, entering graduate students. All efforts are made to accommodate as many of the applicants for housing as space is available. In accordance with our policy, we encourage all new graduate students to apply for on-campus housing to take advantage of the security and convenience of on-campus residency. New students will receive a higher percentage of available housing assignments than continuing students.

MIT Residential Life and Student Life Programs do not discriminate against any student applying for on-campus housing on the basis of race, color, gender, sexual orientation, religion, disability, or national or ethnic origin.

On-campus single graduate student housing consists of six buildings: Ashdown House, Edgerton House, Green Hall, Tang Residence Hall, 224 Albany Street (NW30), and Sidney & Pacific. On-campus student family housing consists of Eastgate and Westgate.

**POLICY CHANGE:** Students who have not previously registered as an undergraduate or graduate student at MIT are considered “first-year graduate students.” If you have been previously registered as an undergraduate, graduate, cross-registered or special student at MIT, you will be considered a continuing graduate student and be included on that waiting list.

Within the houses on campus, there are student committees in charge of the various house programs. These committees cover in-house activities, such

as, but not limited to coordinating activities, programming, and administrative relations. Resident participation and input are needed and encouraged. In-house programs are funded through either a house tax paid by residents or through dedicated program funding from the Residential Life Office. Most single student houses have faculty in residence who help students become better acquainted and serve as advisors on matters, both personal and academic. Several of the houses also have graduate coordinators who assume this role.

### Special Needs/Consideration

Students who feel that they should have special medical consideration for campus housing assignments should submit a letter with their application indicating this need and also forward a letter from their physician explaining their condition.

Students with disabilities should forward supporting information to the address for the Graduate and Family Residential Life Office in the section Applications by Mail, Overnight, or Fax (page 5).

## Pet Policy

Pets are not permitted in any graduate campus housing (dogs, cats, birds, mammals, reptiles, etc.).

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**It is important that you carefully consider your choices before you commit to your final housing offer. Transfers between apartments in single student housing are permitted, but there is generally a waiting list. Transfers from one building to another in single student housing are not permitted. Transfer policies in family housing are also very restricted, and in most cases transfers are not possible (see page 8).**

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# On-Campus Housing

## General Information

### Eligibility

Officially admitted or currently registered full-time graduate students are the only eligible applicants for single student housing. Officially admitted or currently registered full-time undergraduate or graduate students are the only eligible applicants for student family housing and can apply if they are married, co-habitating, or if they are single parents with children living with them full-time.

Non-student affiliates, visiting students, and special students may apply but will only be assigned to campus housing when the applications from full-time students have been depleted. If assigned, the length of occupancy is restricted.

### Applications, Deadlines, and Assignments

Housing applications for single graduate housing and graduate-student family housing are included in this package and are available on our web site at <<http://websis.mit.edu/cgi-bin/aghswapp.sh>>.

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**It is important that you submit your application for housing prior to the published deadlines, even if you are unsure that you will be attending MIT. You can request that your application be removed from the waiting list if your plans change.**

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On the appropriate application, number your housing choices in order of preference and return this application to Graduate and Family Residential Life, Room E32-238, before Wednesday, April 30, to participate in the May 1 lottery. The lottery will establish waiting list position for future housing assignments and does not guarantee an on-campus housing assignment. An application received after 5:00 pm (EST) on Wednesday, April 30, will be added chronologically to the end of the lotteried waiting list, which reduces your chances of getting on-campus housing.

### Housing Assignments

The assignment process begins soon after the lottery date and continues through the summer until August 31, as cancellations from current residents occur. On this date (August 31) the waiting list is invalidated and those still interested in occupancy during the academic year (September 1-May 31) must reapply at the start of the Fall Term when a new waiting list is established. Occasionally, vacancies in single graduate housing and student family housing occur during the academic year.

### Notification and Acceptance

When your housing request has been matched with an available apartment or residence hall, you will be contacted by email at the address you provided on your application. If you do not have email, we will either telephone, fax, or mail the offer of housing.

Please note the following conditions regarding a decision to accept or decline your housing offer:

- You have two working days to accept or decline a housing offer.
- Please reply to this offer even if you are going to decline.
- Declining an offer that is your first choice will place your application at the end of the waiting list.
- A lack of response will result in loss of the offered space and removal from the waiting list.
- Once you accept the housing offer, you must confirm this acceptance in writing, including an occupancy date, by email or fax.
- You will be required to sign a housing contract upon your arrival.

### Arrival Date

We will make every effort to accommodate you on the date indicated on your original application for housing. Please make sure this date will allow time for department orientations. Once you accept your housing assignment, requests to postpone occupancy are not permitted. We may be able to accommodate you on an earlier date if the space is available. This will result in a \$50 processing fee.

### Residency and Cancellations

Length of residency for all new students assigned to campus housing is limited, and room charges will begin on the assigned date of occupancy, regardless of the date you actually begin occupancy.

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**In all graduate housing, once an offer for a housing assignment has been made and accepted, it is expected that the resident will arrive as per their assignment. Should you decide to cancel your assignment, you must notify the Graduate and Family Residential Life Office in writing within five business days after the acceptance of the housing offer. Cancellation after the five business days will result in a \$250 fine. If you cancel after five business days and it is after August 1, you will be responsible for one month's rent plus the \$250 fine.**

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All first-year students assigned housing between June 1 and November 30 in single graduate student housing receive a one-year, non-renewable assignment.

All assignments made from the September 15 lottery for both new and continuing students are for one year only. Assignments made between December 1 and May 31 will also be non-renewable, but will expire one year later (for example, 18 months). 224 Albany Street is exempt from this policy because there is no summer housing available in this building. All assignments end June 1.

Non-renewable residents will receive notification at the start of the Spring Term with instructions to enter a "continuing student lottery" held on March 1. This lottery will establish a waiting list position to assign renewable housing on campus that would offer residency as long as registration requirements are met. These processes begin after the May 1



Ashdown House

Almost half of Ashdown's residents are international students and the house reflects their style and interests.

Edgerton House

This apartment-style residence accommodates 190 single graduate men and women.

lottery. For more information on individual housing policies and procedures, please refer to the house-specific sections in this guide.

### Applications by Mail or Overnight Delivery

To ensure that your application is received by our office prior to the deadline, we have an on-line Web application at <<http://websis.mit.edu/cgi-bin/aghswapp.sh>>.

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The system of graduate housing is currently undergoing revisions and improvements. For updated information, please make sure to check <[web.mit.edu/residence/gradhousing](http://web.mit.edu/residence/gradhousing)>.

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Please note the following addresses:  
Regular mail, including US Postal Service  
Priority and Express Mail:

Graduate and Family Residential  
Life Office  
MIT Room E32-238  
77 Massachusetts Avenue  
Cambridge, MA 02139-4307

Special deliveries (Federal Express,  
DHL, etc.):  
Graduate and Family Residential Life  
Office  
28 Carleton Street, Room E32-238  
Cambridge, MA 02142-1324

Refer questions directly to the Graduate  
and Family Residential Life Office,  
E32-238, 617-253-5148.

### Parking

Residential parking is coordinated through the Graduate and Family Residential Life Office. Cost for the current 2002–2003 year is \$433. Rates may be higher for the 2003–2004 academic year. Families will only receive one permit per apartment. Single students are not guaranteed a parking space. Because parking space is limited, we strongly discourage you from bringing a car to the campus.

### Single Graduate Student Housing

There are six single graduate housing complexes, each of which has these amenities: coin-operated laundry that can also be operated with your MIT ID card, in-room connections to the MIT Resnet computer network, and local and campus telephone service. All rooms, except those in Edgerton House, are furnished, but you must provide linens and study lamps. In most cases, equipment such as VCRs, vacuum cleaners, and volleyball nets, are provided for resident use and are located by the desk of the building in which you live. The cost for local telephone service and other utilities is included in your house charge, but residents must contract privately for long-distance service. Monthly room charges will be included in your student account statement.

### Ashdown House

Ashdown House accommodates 420 single graduate men and women and is located at the corner of Massachusetts Avenue and Memorial Drive, directly across from MIT's main classrooms, administrative buildings, the student center, and athletic facilities. It has spacious rooms and group kitchens. This building has been designated as non-smoking.

Ashdown House features coed suites and shared rooms (two or three people in one bedroom). There are some single rooms, but they are reserved for residents with seniority. An in-house lottery is held by the house government for all room assignments. New residents will never be assigned a single room unless it is medically warranted and documented. Although Ashdown House is coed, all rooms are single-sex. There are also rooms specifically modified to accommodate disabled residents. Residents not assigned to a suite that includes a kitchen will share the kitchens located on each floor.

### Space Commitment

Commitment to a space in Ashdown House is from the date of occupancy through the following August 15, and this contract cannot be cancelled. The monthly charge for your room will be included on your Bursar's bill. A house tax of \$4 a month is charged to each resident to support programs. This charge is determined by the house executive committee and billed with your room charge by Student Financial Services.



**Green Hall**

This dorm houses 46 graduate women students in 32 single and seven double rooms.



**Tang Residence Hall**

A 15-minute walk to MIT's main campus, Tang houses 404 single men and women, primarily first-year graduate students.

### Assignment Terms

Please note the following conditions regarding the commitment and length of residence for all students assigned from the May 1 lottery waiting list and assignments made through November 30:

- Financial commitment from the date of occupancy through the following August 15 is required. No cancellations are permitted during this time.

All first-year students assigned housing between June 1 and November 30 in single graduate student housing receive a non-renewable assignment. Eligibility will end August 15 for residents of Ashdown House.

### Student House Fees

Both the room charge and the house tax are reflected on your student account statement.

### Shared Facilities

Common facilities include two television rooms, several lounges, a music practice room with a grand piano, pool tables, and ping-pong tables, space for private parties, equipped exercise room, and a fully equipped darkroom.

### Edgerton House

Opened in 1990, the Harold Edgerton House is located in the northwest section of campus and is a 10-minute walk to the main entrance of MIT. Residents in

Edgerton are a mix of first-year and continuing graduate students. The building has been designated as non-smoking.

Edgerton House provides 2 studio, 17 one-bedroom units (each for one student only), 38 two-bedroom units for two students, 25 three-bedroom units for three students, and 5 four-bedroom duplex units for four students. In the two-, three- and four-bedroom apartments, each resident is assigned their own bedroom and shares the kitchen, bathroom, and living room. Edgerton House is not furnished, but apartments feature wall-to-wall carpeting, central air conditioning, a stove, and a refrigerator.

There are apartments and rooms specifically modified to accommodate disabled residents. Edgerton House is coed, but individual apartments are single-sex.

### Shared Facilities

Common facilities include small lounges on each floor, two larger lounges on the first floor (one is for study, the other is for functions and includes a large-screen television and a stereo system), a music practice room, an enclosed courtyard with barbecue, and an equipped exercise room.

### Assignment Terms

Please note the following conditions regarding the commitment and length of residence for all students assigned from the May 1 lottery waiting list and assignments made through November 30:

- Financial commitment from the date of occupancy through the following August 15 is required. No cancellations are permitted during this time.
- Edgerton House cannot allow anyone to move in between August 15 and August 24 unless authorized by the Graduate and Family Residential Life Office, so your planned occupancy date should be before or after these dates.
- Eligibility for residents of Edgerton House will end on August 15.

### Green Hall

Green Hall is an all-female residence and is located within a short walking distance of classrooms, athletic facilities, and the student center. Single rooms are reserved for residents with seniority. An in-house lottery is held by the house government for all room assignments. The hall's layout of common kitchens and lounges encourages many small, close-knit living groups.

Commitment to a space in Green Hall is from the date of occupancy through the following August 15, and this contract cannot be cancelled. The monthly charge for your room will be included on your student account bill. A house tax of \$2.50 per month is charged to each resident to support programs here.





Sidney & Pacific

Sidney & Pacific opened in fall 2002 and houses 695 students. MIT's newest and largest building, it is an approximately 15-minute walk to MIT's main campus



224 Albany (NW30)

A 15-minute walk to MIT's main campus, NW30 houses 120 single men and women, primarily first-year graduate students.

### Assignment Terms

Please note the following condition regarding the commitment and length of residence for all students assigned from the May 1 lottery waiting list and assignments made through November 30:

- Financial commitment from the date of occupancy through the following August 15 is required. No cancellations are permitted during this time. All first-year students assigned housing between June 1 and November 30 in single graduate student housing receive a non-renewable assignment. Eligibility will end August 15 for residents of Green Hall.

### Tang Residence Hall

Tang Residence Hall, a 24-story tower, is located at the west end of campus with a view of the Charles River, Boston, Cambridge, and the campus. This building has been designated as non-smoking.

Tang offers shared apartments, where each resident is assigned a private bedroom and shares the kitchen, living room and bathroom with an apartment mate(s). Tang features two-bedroom apartments for two students, three-bedroom units for three students, and four-bedroom units for four. Two-bedroom units do not have living rooms. The beds are twin-long. Tang Hall is coed, but individual apartments are single-sex. Residents share two recreation rooms, lounges, an equipped exercise room, a music practice room with a Steinway piano, cookout areas, and storage space. The D suites on floors 2, 3, and 4 have very small entrance areas.

### Space Commitment

Commitment to space in Tang is from the date of occupancy through the following August 15. These contracts cannot be cancelled.

### Assignment Terms

Please note the following conditions regarding the commitment and length of residence for all students assigned from the May 1 lottery waiting list and assignments made through November 30:

- Financial commitment from the date of occupancy through the following August 15 is required. No cancellations are permitted during this time.
- Please note that Tang Residence Hall is not an option for continuing student assignments.
- Tang Residence Hall cannot allow anyone to move in between August 15 and August 24 unless authorized by the Graduate and Family Residentail Life Office, so your planned occupancy date should be before or after these dates.
- Eligibility for residents of Tang will end on August 15.

### 224 Albany Street (NW30)

NW30, also nicknamed "the Warehouse," is the newest addition to single housing. This former warehouse was recently renovated and opened in the fall of 2001. The building is located a block from Edgerton House and is a 15-minute walk to main campus.

NW30 houses 120 first-year male and female graduate students. It is not available to continuing graduate students.

This building has been designated as non-smoking. Residents live in efficiency apartments. Each unit has its own bathroom with toilet and shower, and a kitchen area with sink, small refrigerator, stovetop and oven. There are apartments specifically equipped to handle disabled residents.

Apartments have tile floors and are not carpeted. A double-long bed, desk, and couch are provided. Some of the apartment sizes and arrangements may vary, but most units are 300 square feet, with a living area of 11x14 feet and a bedroom area of 14x10 feet.

### Shared Facilities

There are several lounges for the residents to share. NW30 also has an equipped exercise room, a bicycle storage room, and coin-operated laundry facilities.

### Assignment Terms

Please note the following conditions regarding the commitment and length of residence for all students assigned from the May 1 lottery waiting list and assignments made through November 30:

- Financial commitment from the date of occupancy through June 1 is required. No cancellations are permitted during this time.
- There is no option to stay for the summer. You must vacate by June 1.
- Assignments for students assigned to NW30 in the Spring Term will still expire June 1 of that year.

## Sidney & Pacific 70 Pacific Street (NW86)

This new residence building opened in the fall of 2002 and houses both new and continuing graduate students. A faculty housemaster and associate housemaster are also in residence.

Sidney & Pacific features efficiency, two-bedroom, and quad apartments. The building has been designated as non-smoking.

The building is divided into four wings with a landscaped courtyard between them.

### Shared Facilities

Sidney & Pacific has a number of amenities for residents. Along with several lounges and study rooms, there are two indoor storage rooms for bicycles, a music room, a game room, a fitness center, and a coin-operated laundry. Multi-purpose rooms and common kitchens are also available for receptions and community gatherings.

### Assignment Terms

Please note the following conditions regarding the commitment and length of residence for all students assigned from the May 1 lottery waiting list and assignments made through November 30:

- Financial commitment from the date of occupancy through the following August 15 is required. No cancellations are permitted during this time.
- Sidney & Pacific cannot allow anyone to move in between August 15 and August 24 unless authorized by the Graduate and Family Residential Life Office, so your planned occupancy date should be before or after these dates.
- Eligibility for residents of Sidney & Pacific will end on August 15.

## Family Graduate Student Housing

Family housing is provided in two apartment complexes, Eastgate and Westgate, housing 407 students and their immediate families. The apartments are unfurnished except for a stove, refrigerator, and draperies. As a result, you may want to arrange for overnight accommodation elsewhere until you obtain furniture.

### Eligibility

**Eastgate and Westgate are intended for students and their immediate families only (spouse, partner and/or children) and not for extended family members (parents, siblings, etc), unless the family member is a financial dependent of the student. You are required to submit proof of your family status when you take occupancy, and your family member(s) must reside with you full-time (100 percent of the time).**

Documentation could be a marriage certificate, proof of cohabitation together with picture identification, passports of both student and family member, birth certificates of children, proof of legal custody or guardianship, proof of legal and financial dependency of an adult, or medical proof of pregnancy. Falsification or failure to provide this information will result in the loss of eligibility for on-campus housing. Changes in family status or the number of family members living with you may affect your eligibility and should be reported immediately to the Graduate and Family Residential Life Office.

### Student Family Application and Assignment

#### Housing Assignments, Length of Residency and Notification

For students assigned to family housing from the May 1 lottery waiting list and assignments made through November 30, the following conditions apply:

- Families assigned must commit to financial responsibility from the date of occupancy through the following August 31.
- All first-year students assigned between June 1 and November 30 to student family housing are eligible for housing for two years in the same

apartment (through August 15 of the second year).

- You will receive notification at the start of the Spring Term of the year your eligibility ends with instructions to enter the “continuing student lottery.” This lottery will establish a waiting list position for renewable housing on campus that would offer eligibility as long as registration/family requirements are met.

For students assigned to family housing from December 1 through May 31, the following regulations apply:

- Families assigned must commit to financial responsibility from the date of occupancy through August 31. All students with assignments in this period are eligible for housing until the August 15 of the third year in the same apartment (i.e., 30 months).
- You will receive notification at the start of the Spring Term of the year your eligibility ends with instructions to enter the “continuing student lottery.” This lottery will establish a waiting list position for renewable housing on campus that would offer eligibility as long as registration requirements are met.

### Occupancy, Arrival Date, and Room Charges

You must take occupancy of the apartment with your family within two weeks of the date confirmed as your occupancy date. Accepting an apartment and subletting it to another family or leaving it empty is not permitted. All family members must join the student within 30 days. Charges for your apartment will begin on the assigned date of occupancy regardless of the date you actually move in.

### Transfer Policy

Below is a short summary of the transfer policy. For a copy of the entire policy, which details the exact requirements for transferring, please contact the Graduate and Family Residential Life Office. All transfers costs \$100 to apply and \$100 after the move. Documentation is required.

- Eastgate: Only couples who have a child are eligible to transfer into a corner or two-bedroom apartment. Couples in apartments on the second



**Eastgate**  
Eastgate is a 29-story tower with 197 family apartments.



**Westgate**  
Westgate is a five-building complex with housing for 210 student families.

floor are eligible to transfer to a higher floor after six months. This building has been designated as non-smoking.

- **Westgate:** Couples who live in efficiencies can transfer into a one-bedroom apartment after one year of residency or if they have a child. If two fully registered students live in an efficiency, they may apply to transfer to a one-bedroom apartment after six months of residency. Couples in a one-bedroom apartment may apply for a two-bedroom apartment if they have a child.

**Eastgate and Westgate**

Each of the buildings include the following amenities:

- Coin-operated laundry that can also be operated with your MIT ID card (washers and dishwashers are not permitted in individual apartments).
- Outdoor play area for children and a nursery school.
- Outdoor barbecue area and recreation lounges.
- Connections to the MIT Resnet computer network in each apartment.
- Local and campus telephone service.

The cost for local telephone service and other utilities is included in the rent, but residents must contract privately for long-distance telephone service.

Located at the far east end of the campus, Eastgate is within a 10-minute walk of the Institute’s main buildings. The building contains 94 somewhat smaller one-bedroom apartments (centers), 84 larger one-bedroom apartments (corners), and 19 two-bedroom apartments. The top floor contains community lounge space.

Located at the far west end of the campus, Westgate is a five-building complex with housing for 210 student families. It is a 15-minute walk to the Institute’s main buildings. The building has 90 efficiency/studio apartments and 60 one-bedroom apartments in a 16-story tower. There are also 60 two-bedroom apartments in four three-story buildings surrounding the outdoor playground area.

**Space Commitment**

Commitment to space in these buildings is from the date of occupancy through August 31 of the following year with an option to renew in the same apartment until the following August 15. The con-

tract cannot be cancelled. The monthly charge for your apartment will be included on your student account statement.

**Apartment Options**

Eligibility for the various apartments:

<b>Size of family</b>	<b>Efficiency</b>	<b>One-bedroom</b>	<b>Two-bedroom</b>
Family, no children	•	•	
Family, one child		•	•
Family, 2-3 children			•
Single parent, 1 child	•	•	
Single parent, 2 children		•	•
Single parent, 3-4 children			•
Siblings, both attending MIT same gender	•		

Families with children should also contact the Family Resource Center, MIT Room 16-151, 617-253-1592, for information on local schools and day care The center’s Web address is <<http://www.mit.edu/personnel/www/frc/>>.

## Off-Campus Housing

Locating suitable housing will be one of your first concerns as a new graduate student, particularly if you are bringing your family.

MIT is located in Cambridge along the Charles River, directly across from Boston's Back Bay neighborhood. Because Cambridge is near the center of the metropolitan Boston area, which includes many other cities, towns, universities, and colleges, there is a high demand for rental housing.

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**Since the cost of living here is among the highest in the U.S., it is important that you plan carefully for your expenses before your arrival.**

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### Off-Campus Housing Service

MIT's Off-Campus Housing Service is a referral office to help students locate suitable accommodations. Because access to the office is restricted to affiliates of MIT, newly admitted students should bring their admission letter as verification of their status. Due to the high demand for rental housing in the Boston area, the Off-Campus Housing Service highly recommends that you not make a commitment to housing until you are here and have seen the accommodations. Because the availability of rental units changes constantly, the office cannot provide these listings before your arrival.

The office provides the following services:

- Rental information for houses and apartments
- Available roommate situations
- Lists of rooms for rent in private homes
- Lists of short-term accommodations
- Free telephones for local calls
- Maps of Boston, Cambridge, Arlington, and Somerville
- Information on legal services, public transportation, bus schedules, and route maps
- Furniture resources, both sales and rental
- "Roommate Get-Togethers" (an opportunity for students to meet potential roommates in an informal atmosphere) before the start of the Fall Term

"An MIT Guide to Neighborhoods and the Rental Housing Market" offers information on neighborhoods popular with students, the public transportation system, along with other important information and the steps needed to make an organized and educated search for housing. This document and other information is available on the Web at <http://web.mit.edu/rlslp/och/>.

### Temporary Housing

Do not plan to arrive at MIT without having made advance arrangements for temporary accommodations. It is recommended that students with families arrive before their family to keep initial expenses to a minimum. There are several resources available to assist you in locating a place to stay temporarily:

- The Off-Campus Housing Service has lists of hotels, motels, and guest houses located nearby. Costs range from \$60 to \$350 per night. Reservations should be made well in advance of your arrival.
- On-campus residence hall rooms will be available from June 12 through August 12 with advance reservations estimated at \$25-\$30 per night (incoming-student rate only). This option is for single students, couples without children, and families with children older than age six. Write to Bailey Hewit-Morey, Room E32-200, 77 Massachusetts Avenue, Cambridge, MA 02139-4307; fax 617-258-8163; or email [bailey@mit.edu](mailto:bailey@mit.edu) for further information and reservations.
- In August and September, there are a very limited number of free beds on campus, barracks-style, for emergency arrivals. They are reserved for single students on a first-come, first-served basis.

For further information, or if you have a special housing problem, please contact the MIT Off-Campus Housing Service, Room E32-214, 77 Massachusetts Avenue, Cambridge, MA 02139-4307; telephone 617-253-1493; or email [eleonore@mit.edu](mailto:eleonore@mit.edu) or [general@mit.edu](mailto:general@mit.edu).

## Rentals and Typical Costs

Plan to arrive before your academic schedule to allow one to two weeks to find housing. Families, particularly those with children, should allow extra time, as a number of landowners in the area will not rent to families with children. References verifying your ability to pay the rent, or your history as a tenant, may be required by landowners and real estate agencies. It would be helpful to have something in writing from a former landlord or your bank or sponsor. Also, most rental properties in this area do not allow pets.

Available housing in this area ranges from quite old to new, and the cost will vary depending on its condition, age, and location. Larger apartments with several bedrooms are frequently shared by several students (roommates) to minimize expenses. Apartments are generally unfurnished and many do not have refrigerators. Air conditioning is rare. Furnished apartments usually cost \$100 more per month than unfurnished apartments. Room-and-board arrangements in this area are rare, but there are occasional accommodations offered in exchange for services such as child care, housework, or yard work.

If you are bringing your children, please keep in mind that each city or town maintains its own school system. Educational quality and emphasis varies from town to town and among different schools in the same town. The MIT Family Resource Center can provide further information on schools and is located in Room 16-151, 617-253-1592.

Because individual tastes and needs vary, it is difficult to predict housing expenses exactly, but the following information may assist you in preparing your budget.

## Cost Estimates\*

1-bedroom apartment	\$950-\$1,800 per month
2-bedroom apartment	\$1,400-\$2,500 per month
Roommate situation	\$500-\$900 per month per bedroom
Single house/unfurnished	\$2,000-\$3,500 per month
Single house/furnished	\$2,500-\$4,000 per month
Sleeping room/room in private homes	\$500-\$900 per month

\* Most rentals do **not** include the cost of heat, electricity, telephone, and hot water. These costs vary widely, depending on individual usage, the age of the apartment or house, and the building insulation.

Most rentals require a large advance payment, consisting of the first month's rent, the last month's rent, and a security deposit equal to one month's rent.

**You should be prepared to pay up to three months' rent before occupying an apartment. Newcomers should arrive with sufficient funds (not cash) for the initial expenses. Traveler's checks or checks drawn on a US bank are recommended.**

## Real Estate Agents

Real estate agencies are licensed and governed by the state of Massachusetts. Realtors act on behalf of the landowners and provide a useful service to people unfamiliar with the area by accompanying them to view available rentals. They can customize the procedure to your personal needs, saving time and effort. They also handle sales. This convenience is rarely free; most agencies charge the prospective tenant a fee of up to one month's rent if the unit is found and rented through the realty company. Only licensed agents may collect this fee. To verify a license, go to <<http://www.state.ma.us/reg/boards>>. Be sure to read and understand documents that require your signature before signing them. The MIT Off-Campus Housing Service has a list of agencies that have been helpful to the MIT community in the past. This list is available on our Web site.

It is very important to plan your finances carefully for the high cost of housing in this area. You may think you can save by strictly economizing, but the results can be disappointment, hardship, and frustration.

## Rental Commitments

**Most of the rentals in the Boston area require a one-year lease commitment, generally from September 1 through August 31. This is a contract that commits the tenant to 12 months of rent. These leases cannot be canceled or terminated easily. Occasionally, apartments are offered with no lease and with a month-to-month renewal, called a "tenancy-at-will," but they are in the minority. All agreements between the landowner and tenant should be in writing, carefully read, understood, and signed by both parties. It is your right as a tenant to retain one signed copy of the lease. The MIT Off-Campus Housing Service will review leases and answer general questions about the lease clauses.**

## Furniture and Housewares

Because most rental units are not furnished, it will be necessary for newcomers to buy furniture and household accessories. The MIT Furniture Exchange is a good source for household items at reduced prices. There are a variety of local furniture resources for newcomers in all price ranges. During orientation, check with current graduate students for suggestions on furniture resources.

## Newspapers and Publications

There are three major newspapers and various local newspapers that are additional resources for rental listings.

The Boston Globe  
P.O. Box 2378  
Boston, MA 02107-2378  
617-929-2000  
<<http://www.boston.com/globe>>  
Sunday's edition contains the area's most extensive real estate section.

Boston Herald  
One Herald Square  
Boston, MA 02106  
617-426-3000  
<<http://www.bostonherald.com>>

The Boston Phoenix (weekly)  
126 Brookline Avenue  
Boston, MA 02215  
617-536-5390  
<<http://www.bostonphoenix.com>>

The following publications offer detailed information about the Boston area specifically tailored to newcomers:

Settlin' In  
978-532-5880

An annual magazine published in January with tax and school data as well as information on 200 communities throughout greater Boston. Email the publication at <[settlinin@suburbanpublishing.com](mailto:settlinin@suburbanpublishing.com)>.

The Student Source

An annual booklet published in August and available on campus in September with entertainment information, maps, and discount coupons. Available upon your arrival at various campus locations.

## On-Line Resources

The Off-Campus Housing Service now provides actual rentals on its Web site, but the site is secure and restricted to affiliates of MIT. In order to access this database, you must have your MIT ID number and exist in the MIT system to obtain the security clearance required. *It is recommended that newcomers not try to secure their permanent housing without first carefully viewing the rental unit.* Price is not an indication of quality or acceptability. This program is secure to ensure that only MIT students are viewing rental postings. Your academic department may be able to arrange temporary access to the MIT listing site at <<https://web.mit.edu/rslsp/och/listings/>>.

There are many new Web sites appearing daily that offer available rentals in the Boston area. They are too numerous to list here, and we suggest that you conduct a Web search for "Boston real estate" or "Boston apartment rentals" to ensure that you are connecting with the most current sites. As noted above, it is tempting to secure and contract for your housing prior to your arrival, but we strongly recommend that you wait until you have arrived. Once a contract or lease is signed, it is very difficult to cancel, and most commitments are for a minimum of one year.

12 Other resources and Web sites of interest include:

- <<http://www.bostonapartments.com>>
- Just Rentals at:  
<<http://www.justrentals.com>>
- Apartment guides at:  
<<http://www.aptguides.com>>  
<<http://www.craigslist.com>>
- General Boston information at:  
<<http://www.boston.com>>  
(includes resources for shopping, real estate, local news, and activities in the city)
- Short-term housing at:  
<<http://www.housingoptions.com>>
- Furniture resources at:  
<<http://www.boston.com>>  
<<http://www.cort1.com>>  
<<http://putnamfurniture.com>>

## Food

### MIT Campus Dining

The MIT Office of Campus Dining is dedicated to maintaining a portfolio of value-oriented, competitive service providers. This entrepreneurial approach, using multiple vendors, assures you of a wide variety of quality options and competitive prices.

With major renovations, improvements in, and expansion of the dining system, your dining options at MIT have never been better. With locations spread across campus, you're never far from a good, hearty meal or a quick bite. Many locations have multiple specialty food stations offering a tremendous variety of ethnic foods and other healthy choices. Campus dining offers a diversity of dining environments, including restaurants, dining halls, food courts, convenience stores, coffee shops, pizza delivery, vending machines, and mobile food trucks.

Dining Plans offer an important level of convenience and security on campus. Your meal plan is backed by a professional

staff dedicated to providing you with nutritious dining choices created with only the freshest ingredients. A registered dietitian is also available through MIT Medical for consultation and may assist with special dietary needs or concerns. Vegetarian menu options are available at all dining locations.

Kosher meals are available at MIT Hillel. Dinner is served Monday through Thursday from 5:00 to 7:00 pm and Friday at 7:00 pm. Lunch is available Saturday at 12:30 pm.

For your convenience, you can enroll for a meal plan on line at <<http://web.mit.edu/mitcard/onlinemgmt.html>> with as little as \$100 and add to your Dining Plan as needed in \$100 increments. Any unused plan balance is fully reimbursed, and you are free to cancel at any time.

The MIT Office of Campus Dining is available to students and all MIT community members. We are here to ensure that campus dining is meeting your needs. The office has management oversight for all dining operations, catering, food trucks, and vending. We encourage you to participate actively by making suggestions on how the dining program can better serve you. Please contact our office at 617-253-4375 or visit our Web site at <<http://web.mit.edu/dining>>.

## Medical Care

This is a very quick summary of medical care at MIT. For detailed current information on MIT Medical/Cambridge, MIT Medical/Lexington, the MIT Student Medical Plan and the Extended MIT Hospital Insurance Plan, visit our Web site at <<http://web.mit.edu/medical>>.

### MIT Student Medical Plan

All regular and special students are automatically members of the MIT Student Medical Plan and receive many free services at MIT Medical, including:

- Unlimited care by a personal physician or nurse practitioner
- Care for colds, influenza and gastroenteritis

- Urgent care 24 hours a day, every day of the year
- Office visits in more than 25 medical and surgical specialties
- Physical exams (Students are charged for form and entrance physicals.)
- Gynecological visits and related lab tests
- Office care for illness and injury
- Mental health services
- Stress management consultations
- X-ray and mammography
- Confidential pregnancy testing
- Confidential testing for sexually transmitted diseases
- Health education advice and multimedia resource library
- Flu shots
- Laboratory and other diagnostic testing
- A patient advocate to help resolve concerns
- Alcohol and substance abuse support

There are charges for some other services. For details, check our Web site at <<http://web.mit.edu/medical>>.

Student spouses and children may use MIT Medical by paying for each visit, or by enrolling in the MIT Student Medical Plan to receive the same services students receive free. You must fill out a new family enrollment form each academic year, available at <<http://web.mit.edu/medical/forms/>>.

### Choosing a Personal Physician

Graduate students are encouraged to choose an MIT Medical personal physician to coordinate their health care. If you have an urgent medical need and your personal physician is not available, you can be seen by another physician, nurse practitioner, or physician assistant so that you receive care as soon as possible.

### Appointments, Hours, and Urgent Care

Visits to MIT Medical/Cambridge and MIT Medical/Lexington are by appointment, except for urgent care. Regular appointments are available from 8:30 am to 5:00 pm, Monday through Friday, except for holidays. In Cambridge, some services are available until 7:00 pm on certain days. Urgent medical and

mental health care and advice are available 24 hours a day by calling 617-253-1311. If a patient is too ill to come to MIT Medical without assistance, ask the medical staff to recommend suitable help.

### MIT Student Extended Insurance Plan

Hospital insurance coverage is required for all regular registered students, and special students who are taking 27 or more units. When required, you will automatically be enrolled in and billed for individual membership in the Extended MIT Hospital Insurance Plan. The estimate for individual coverage for 2003-2004 is \$1,035. Check your student account statement each month to be sure your health insurance charges are correct.

If you wish to enroll your spouse (including same-sex spousal equivalents) or children, you must submit an enrollment form each academic year.

### Hospital Insurance Waiver Requests

If you choose not to carry the Extended MIT Hospital Insurance Plan because you prefer your own hospital insurance, be sure it meets Massachusetts state requirements, listed on the Waiver Request. You must also submit a Waiver Request with full insurance information each academic year to reverse the automatic enrollment and billing process.

- If your hospital insurance is from outside the US, you must attach a copy of your insurance policy, describing services and coverage amounts, to your completed Waiver Request.
- If you are a J-1 or F-1 student under MIT visa sponsorship, federal regulations require you to have medical insurance for yourself and any dependents who accompany you to the US. You may request a waiver of the Extended MIT Hospital Insurance only if your policy also meets the federal requirements listed on the back of the Waiver Request.
- If your academic program begins June 1 and ends May 31, do not use the regular Waiver Request—ask your program director for a special Waiver Request form, and return it to your program director.

To avoid finance charges, waiver requests must be received by the MIT Student Health Program in Room E23-308 before August 1, 2003. You must fill out a new Waiver Request each academic year. The 2003-2004 Waiver Request Form is available for download or to complete online at <<http://web.mit.edu/medical/forms>>. Incomplete forms will not be accepted.

### Family Health Coverage

MIT students may purchase the MIT Student Medical Plan and the MIT Student Extended Insurance Plan for spouses (including same-sex spousal equivalents) and/or children. Because the cost of Boston-area health care is very high, it is important that you and your family have adequate health coverage. You must fill out a new family enrollment form each academic year, available at <<http://mit.edu/medical/form>>.

### More Information

For more information, including coverage details, rates, deadlines and enrollment forms, contact MIT Medical:

- Web: <<http://web.mit.edu/medical/student>>
- Email: <[stuplan@med.mit.edu](mailto:stuplan@med.mit.edu)>
- Stop by Room E23-308, or
- Call 617-253-4371.

Detailed information, including rates, will be on the Web by May 1, 2003.

### MBTA Passes

Students without MIT parking permits may apply for monthly MBTA passes, at a significant savings, from the MIT Parking and Transportation Office, Room E32-105. For more information concerning the subsidized program, visit <<http://web.mit.edu/parking/>>.

For information about bus, subway, and commuter rail routes, station locations, and time schedules, telephone the MBTA at 617-222-3200 or visit their Web site at <<http://www.mbta.com>>. Many bookstores sell subway/bus maps or the inexpensive guide, Car Free in Boston.

In September 2001, the MBTA began a pilot program to provide extended-hours service on weekends. “Night Owl” surface bus service parallels subway lines and runs every 30 minutes until 2:30 am on Saturday and Sunday mornings. In addition, service on several major bus routes has also been extended until 2:30 am. Fare on Night Owl buses is \$1. Please consult the MBTA Web site for updates.

## Private Transportation

### Buying and Insuring a Car in Massachusetts

Owning, operating, or renting a car in Boston can put a strain on your budget, costing up to \$1,500 per year. You can get along very well at MIT without a car, and we strongly recommend that you leave your vehicle at home. If you plan to buy a car, however, see the following Web address for more information <<http://www.magnet.state.ma.us/doi/waysave.htm>>. If you do have a car on campus, serious consideration should be given to anti-theft devices.

### Vehicle Registration, Parking on Campus

If you are from out of state and wish to have a vehicle on campus, you should check with the MIT Parking and Transportation Office Web page at <<http://web.mit.edu/parking/>> to see if you can retain your out-of-state registration. State law requires that out-of-state vehicles operated by students be registered with the Registry of Motor Vehicles.

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## Transportation

### Public Transportation

Boston and its surrounding communities are connected by a public transportation system of subways and buses. The Massachusetts Bay Transportation Authority (you’ll hear it referred to as the MBTA or the T) operates between 5:30 am and 1:00 am. Subway fare is \$1 and bus fare is 75¢. There are no free transfers between buses or between the subway and buses.

## Resident Parking Stickers

If you live in Cambridge or Boston you are required to have a resident parking sticker for your vehicle to park on the street. To get a resident parking sticker, your vehicle must be registered in Massachusetts. Please note that parking in and around campus is extremely limited. Commuting students may obtain an MIT parking permit through their department parking coordinator or graduate student administrator for the West Lot, which is located on Vassar Street on the west side of campus. The charge is \$300 per year.

Parking is also available for students living on campus. The charge is \$433 per academic year. Applications for MIT parking permits for graduate residents must be obtained through the Graduate and Family Residential Life Office, Room E32-200. Residents of Ashdown House are assigned space by the Ashdown House executive committee.

## Bicycles

MIT has established a centrally located bicycle compound in the rear of Building 13. It operates on a card-key system (card-keys are available at MIT Police headquarters for a \$5 fee) and is available to any member of the MIT community. Bikes should never be left unlocked, even briefly; consult the police at MIT for recommendations on locking devices.

## Rules

It is the responsibility of all individuals operating bicycles on campus to make themselves familiar with MIT regulations. The operation of inline skates, scooters, skateboards, etc., in buildings is prohibited and will result in a \$25 fine. A lack of knowledge about the rules will not be accepted as grounds for dismissal of citations or enforcement actions. For more information about prohibitions, visit the Web at <http://web.mit.edu/cp/www/seminars.shtml#pub>.

You can register your bicycle with the the police at MIT free of charge by visiting the office in person or by visiting the police Web page at <http://web.mit.edu/cp/www/>.

# Other Expenses

There are many hidden costs associated with a graduate school education, including books, clothing, entertainment, taxes, and for many students, child care. This section offers information and resources to help you plan and budget for these expenses.

## Child Care Services

There are a variety of options for child care in and around Boston:

- Family child care in licensed private homes
- Child care in your home
- Centers or preschools offering a variety of schedules

Some specially licensed centers enroll infants, while others are licensed to care for children beginning at 15 months of age, and others beginning at age 2 years and 9 months. School-age child care programs offer before- and after-school care for children in elementary school. Because child care centers frequently reach full enrollment before or during the summer for the next school year, you are advised to begin looking early.

## Child Care Costs

Like most other services in the Boston area, child care will probably cost twice as much as you are used to paying. Rates vary greatly, depending on the type of care, age of child, program hours, and location. In Cambridge, you may spend anywhere from \$6 to \$9 per hour for centers and family child care, and from \$10 to \$14 per hour for someone to provide child care in your home.

On a monthly basis, the cost of full-time care for infants (birth to 14 months) is likely to be somewhere between \$1,200 and \$1,800; for toddlers (15 months to two years eight months), between \$1,000 and \$1,500; and for preschoolers (over two years nine months), between \$800 and \$1,300.

## MIT Center for Work, Family, and Personal Life

The MIT Center for Work, Family, and Personal Life can help you locate child care to meet your family's needs, either on campus, in other parts of Cambridge, or in surrounding towns. Financial aid for child care is extremely limited, although the center has information on scholarships, sliding fee scales, and tax savings programs, and can refer you to sources for student loans.

The center also can assist with schools, summer camps, playgroups, babysitting, and in handling other family matters associated with relocating. To reach the center, call 617-253-1592, or write to MIT Center for Work, Family, and Personal Life, Room 16-151, MIT, 77 Massachusetts Avenue, Cambridge, MA 02139-4307, or send email to [worklife@mit.edu](mailto:worklife@mit.edu). Visit the center's Web page at <http://web.mit.edu/work-life/>.

## Becoming a Family Child Care Provider or Babysitter

Graduate student spouses living on campus at Eastgate and Westgate can become licensed to provide child care in their homes; foreign spouses must obtain work permission to do this. The Center for Work, Family, and Personal Life offers help to those interested in becoming licensed family child care providers or babysitters, and acts as a link to put MIT parents and caregivers in touch with one another. Individual arrangements are made by the parents and caregivers involved.

## Technology Children's Center

MIT's campus child care centers, Technology Children's Centers (TCC), offer a variety of full- and part-time schedules for children 15 months to five years of age at two locations in family housing, TCC/Eastgate and TCC/Westgate. A third TCC center will open in Building 32 sometime after January 1, 2004, and will include infant care. Program hours are from 8:30 am to 5:45 pm.



Tuitions vary with schedule and age group; for example, the 2002–2003 cost for toddlers is \$760 a month for two full days per week and \$1,350 a month for the five-full-days-per-week program. The cost for preschoolers (2 years and 9 months and older) is \$710 a month for five mornings per week, and \$1,140 a month for five full days per week.

More information about schedules and fees, as well as application forms, is available on the Web at <<http://web.mit.edu/mitchildcare/>>. Contact the director of TCC/Eastgate and TCC/Westgate to schedule a visit, inquire about vacancies, or register your child, by emailing <[tccinfo@mit.edu](mailto:tccinfo@mit.edu)> or by calling 617-253-5907.

## Taxes

Massachusetts has a 5 percent sales tax on all goods excluding food and clothing. Although there is a 5 percent meal tax at other local facilities, the tax does not apply to MIT students eating at MIT Food Services. All graduate students on temporary, non-immigrant US visas should refer to the following summary for information about regulations involving federal and/or state income taxes as well as regulations concerning the use of the US Social Security number system for filing income tax returns. All students receiving a salary (including non-resident alien students) are required by US regulations to obtain a social security number and to report such numbers to their employer.

MIT's interpretation of federal and state income tax laws is summarized as follows:

- Stipend payments made to research assistants and teaching assistants are considered taxable salaries for federal and state purposes.
- Salary stipends of RA's and TA's are subject to withholding of federal and Massachusetts income tax. Non-resident alien students who are eligible for, and claim, applicable tax treaty provisions are not subject to the withholding of these income taxes.
- The stipend portion of fellowships is considered taxable except for any amounts used for tuition, fee, books

and supplies and/or equipment required for courses of instruction.

- The taxable portion of fellowship stipend payments made to US citizens is not subject to withholding of any taxes even though taxable. The taxable portion of fellowship stipend payments made to nonresident alien students is subject to federal income tax withholding of 14 percent unless the student is eligible for, and claims, applicable tax treaty provisions.
- The tuition scholarship that RA's, TA's and graduate fellows receive is not considered taxable income.
- FICA (Social Security and Medicare) taxes are not withheld for students who are enrolled and regularly attending classes.

Graduate students should understand that MIT's interpretation of the tax law is subject to change as clarifications and guidelines are developed by the IRS and the State of Massachusetts. MIT cannot provide tax advice on individual cases, nor can MIT intervene on behalf of individual students in the relationship between taxpayer and any taxing authority.

The Graduate Students Office and the International Students Office sponsor tax workshops every year where students can pick up Massachusetts and federal tax forms and ask MIT representatives specific questions on filing procedures. Held in February and March, these workshops are free and open to the MIT community. Each student has an obligation under the law to seek to maintain an individual understanding of and compliance with the law.

## Clothing and Entertainment

You should come prepared for just about every possible kind of weather since temperatures range between 0°F (-17°C) in the winter and 95°F (35°C) in the summer. Unless you are coming from a warm climate, it is doubtful that you will need to purchase additional clothing.

Boston is a cosmopolitan city with a wide range of entertainment possibilities, including art museums, theater, dance, comedy clubs, and international cuisines.

MIT and nearby campuses offer concerts, plays, lectures, and dances. Tickets for these events are very reasonable.

On-campus movies are sponsored by the Lecture Series Committee (LSC) and are shown every weekend and cost \$2.50 per person. Call the LSC movieline at 617-253-8881 or visit their Web site at <<http://lsc.mit.edu>>. Ticket prices for off-campus movies range from \$5.50 to \$10.00. A good place to relax and unwind and meet other students is the Muddy Charles Pub, located in the Walker Memorial Building and operated by the Graduate Student Council. Another student-run pub is the Thirsty Ear, located in the basement of Ashdown House.

## Books and Supplies

As you already know, textbooks are expensive. The secondhand market for texts is small, so new prices tend to set the standard. Plan on \$500 to \$800 (more if you're an architect), keeping in mind that typing and reproduction costs for your completed thesis will total at least that much.

The MIT Coop, located in Kendall Square, stocks textbooks for all MIT courses as well as other books, supplies, compact discs, stationery, and clothing. The MIT Press is also located in Kendall Square and sells technical and nontechnical books published by a wide variety of authors. Several bookstores in Harvard Square sell new or used books. Quantum Books, near Draper Labs, also has a large selection of technical books.

# Resources for Financial Assistance

MIT makes available financial support to graduate students from a variety of sources and in several different forms—fellowships, scholarships, traineeships, teaching and research assistantships, and the MIT Technology Loan Fund. Most support is granted on the basis of financial need or a combination of merit and need.

Unfortunately, neither the Institute nor the individual department has the financial resources to award funding to all deserving students. Thus, it is important that prospective students explore sources of aid available outside of MIT to secure financing for their graduate programs. The Graduate Students Office can help you understand your choices; see the GSO Web site at <http://web.mit.edu/gso/>.

## Assistantships

MIT employs approximately 700 graduate students each year as part-time or full-time teaching assistants, and about 2,600 graduate students hold appointments as research assistants. The Graduate Students Office follows the guidelines set forth by the Academic Council regarding stipends. Most appointments for teaching and research assistants include a proportional tuition and stipend award for the period of the appointment.

A department may not assign a stipend greater than 15 percent above the guidelines without approval of The Graduate Students Office. Students who receive financial support from other resources (fellowships, scholarships, etc.) may receive supplementary stipends only as teaching or research assistants in accordance with Institute and department guidelines. Questions about these awards should be directed to the department that admitted you.

Salaries of teaching assistants and research assistants are paid at the end of the month and are considered taxable income. Students on visas should be aware of the US income tax regulations applicable to their visa status.

## Teaching Assistant Applications

All MIT teaching assistants who are US citizens or permanent residents are required to complete the Free Application for Federal Student Aid (FAFSA), which is available on line at <http://fafsa.ed.gov/>. MIT's FAFSA code is 002178.

The information will help determine if teaching assistant stipends may be drawn from MIT's current allocation of federal work study funds and to calculate MIT's institutional eligibility for these funds. If you are eligible, you may be asked by Student Financial Service (SFS) to provide additional information.

## Fellowships and Traineeships

Individuals who have been awarded a fellowship or traineeship, either by MIT or by an outside agency, should be aware of the tuition and stipend provisions of the award. Occasionally a student who holds a fellowship or scholarship award may receive a supplementary stipend from MIT. However, the amount of the combined stipend should not exceed the take-home stipend of a full-time research assistant.

## Loans

The academic departments at MIT administer most graduate awards, including fellowships and assistantships. If you need additional funds, you may apply to the SFS for federal, MIT, and alternative loans (education loans through commercial banks).

To apply for any of these loans, complete the MIT Graduate Loan Application (GLA) included in this Practical Planning Guide, and return the application directly to the SFS address on the form. Additionally, US citizens and permanent

residents must also complete the FAFSA online at <http://www.fafsa.ed.gov>. You'll need MIT's federal school code for the FAFSA: 002178.

Federal and MIT loans are need-based, meaning that SFS will calculate your eligibility for these loans based on an analysis of your income and assets that you reported on the GLA and/or FAFSA. If you wish to apply for alternative loans, which are not need-based, you must process your application through SFS. Alternate loan applications require a bank loan application and school certification stating your costs per year and confirming your enrollment.

Once your application is complete, SFS will review your eligibility for the loans and the amounts you requested on the Graduate Loan Applications. This process generally takes a few weeks. You'll be informed when the review is complete in a letter entitled "Financial Aid Statement."

MIT is limited to the loan amount we can approve for you. Your total financial aid for each year cannot exceed the cost of attendance. The cost of attendance has been developed by SFS to reflect your tuition charges, housing and food costs, as well as your books and other education-related expenses. SFS is obligated to review your loan eligibility if your enrollment status changes or if you receive department or external funding after we've determined your loan amounts.

## Federal Loan Programs

As a United States citizen or permanent resident, you may apply for funds from the Perkins Loan and Ford/Stafford Federal Direct Student Loan programs. You can find information about these loans at the United States Department of Education at [http://ed.gov/prog\\_info/SFA/StudentGuide/](http://ed.gov/prog_info/SFA/StudentGuide/).

## Technology Loans

The MIT Technology Loan is available to US citizens, permanent residents of the US, and citizens of Mexico and Canada for the first year of graduate studies. International students from countries other than Mexico or Canada are eligible for the MIT Technology Loan after the first year of graduate study.

If you would like to borrow more funds than are available through federal loan programs and you do not qualify for an alternative loan from a bank, you may request funds from the MIT Technology Loan Fund. The total amount of aid you receive cannot exceed the budget for the MIT program in which you are enrolled. A cosigner who is a U.S. or Canadian citizen or permanent resident is required to qualify for this loan. The Technology Loan has an interest rate of 8 percent and is not subsidized; interest accrues during your enrollment at MIT. You are not required to make payments on an MIT Technology Loan during your enrollment at MIT, or for a nine-month grace period that begins when you are enrolled less than half time. All accrued interest is due at the end of the grace period.

Students who have unresolved defaults on federal loans that make them ineligible for federal aid will not be allowed to borrow from the MIT Technology Loan Fund or from any of the federal loan programs.

### Limits on Borrowing

Students are expected to use borrowing to supplement their other means of financing their MIT educations. Students should not be fully dependent (or nearly so) upon loans in any year. The MIT GLA asks questions about a student's entire plan for financing their education per year. MIT invokes annual and cumulative limits on a student's borrowing, which may not necessarily close the "funding gap" for every student. Budgets, loan maximums, and eligibility are determined by SFS and are based on information about your expected program, expenses, and resources. Loans may be denied by MIT for such reasons as default on previous loans, excessively high expenses, large accumulated debt, or existing but untapped sources of financing other than loans. If you are contemplating a long degree program without significant departmental or external support, you may also be denied an MIT loan.

### Alternative Loans

Alternative loans may be useful if you cannot or choose not to borrow from the Technology Loan. There is a variety of alternative loans from which you can

choose. More information is available on the SFS Web site <<http://web.mit.edu/sfs>>. SFS also keeps informational brochures and applications in Room 11-320, but with the growing number of loan products and the frequency of bank mergers, it is sometimes difficult to know about every type of loan available to graduate students. Additionally, since these are commercial products, MIT cannot recommend one over another; each alternative loan has its own benefits, and you should choose a loan based on whether it meets your borrowing needs. SFS is certainly a good starting point to begin the alternative loan process, but we advise that you do some research of your own. Any questions you encounter as you research such loans can be directed to SFS.

## Loans for International Students

As an international student, you may apply for the MIT Technology Loan to finance your second and subsequent years at MIT. Only Canadian and Mexican students may apply for this loan in the first year of study. Unfortunately we cannot make any exceptions to this policy.

All MIT Technology Loans require a credit-worthy cosigner who must also be a US citizen or permanent resident, or a Canadian citizen or permanent resident. As an international student, you must still meet this cosigner requirement.

## Address Changes

Please keep SFS up to date with your current address so that your award letter will reach you as soon as possible. Corrections can be sent by email to <[websis@mit.edu](mailto:websis@mit.edu)>.

## Employment

You'll find an extensive job selection on campus and in the surrounding Cambridge and Boston areas, and you may be able to meet some of your financial obligations through the wide range of employment opportunities at MIT. On-campus jobs can be found in academic

departments, laboratories, and administrative offices. A diverse range of opportunities exists in these areas, including research, tutoring, office work, community service, lab work, programming, Web design, and Web maintenance.

You can find out about part-time opportunities during the year and full-time summer positions at the Student Employment Office (SEO), located in the Student Services Center (SSC), Room 11-120. The SEO job boards, which are updated regularly, are located outside the SSC. You can also check out job listings online at the SEO Web site, which is updated daily: <<http://web.mit.edu/seo/>>.

Fully-funded graduate students need permission from the Graduate Students Office, Room 3-138, to work at a part-time job on campus.

### On-Campus Employment for International Students

As an international student, you are eligible to work on campus, but you should consult the International Students Office, Room 5-133, before accepting employment.

### Federal Work Study Community Service Program

If you are a US citizen or permanent resident, you may qualify for a Federal Community Service job by completing the Free Application for Federal Student Aid at <<http://www.fafsa.ed.gov/>>. SFS will review your data to see if you qualify, and all data is held in the strictest of confidence. If you are awarded a teaching assistantship, then you are required to complete the FAFSA.

Two special programs fully funded by the Federal Works Study Grant are the America Reads literacy program and the American Counts program. The America Reads literacy program trains MIT students in the concepts of literacy and connects them with grade school children (K-8) who need tutoring to improve their reading and writing skills. The America Counts program focuses on students in grades K-9 and helps them with their math skills.

You can also create your own community service opportunity. If you know of a nonprofit you would like to work with and you have Federal Work Study Eligibility, contact the Student Employment Office

Check the SEO Web site under community service at <http://web.mit.edu/seo/> for more information on this program, or visit the SEO in Room 11-120.

## Payment of Institute Bills

### Student Account Statements

Each month while your student account is active, statements are mailed by Student Financial Services. Although SFS is responsible for sending out bills and collecting payments, the SFS Office does not post the charges on your account. Specific questions about a particular transaction should be directed to the office that posted the charge or credit. The telephone number is printed on your bill next to each transaction.

### Tuition for the Fall and Spring Terms

Tuition is charged in the middle of July and is due in the middle of August. If you are registered for the Summer Term, this bill is mailed to your term address. If you are not registered for the Summer Term, this bill is mailed to your home address. Please contact the SSC, Room 11-120 or call 617-258-8600 if you do not receive a bill by August 1. Tuition for the Spring Term is charged in the middle of December and is due in the middle of January; this bill is mailed to your term address. It is your responsibility to make sure that SFS has your correct address. Address changes should be made on WebSIS.

### Graduate Awards

Graduate awards (RA's, TA's, or Instructor G's) are processed by the academic department granting the award. If an expected award is not reflected on your statement, contact the appropriate academic department. Stipends are also awarded by the academic departments, but are processed through the MIT Payroll Office and are distributed in the form of a monthly paycheck. Questions about stipends should be directed to either your academic department or the Payroll Office. You are responsible for all charges or fees that are not covered by your graduate award.

### Student Account Charges

Account charges must be paid in full each month unless you establish other arrangements. All unpaid balances not deferred by an anticipated award or aid or covered by a payment plan will be considered past due. A late-payment fee of 1.5 percent per month (18 percent annually) is assessed on the outstanding balance of all past-due accounts. Your registration or degree may be held if you have a past due student account or other Institute charge. If a late charge is assessed due to a delay in processing your tuition award, contact your department administrator. You may request reversal of the late charge by sending email to your student account counselor.

### Payment

Payments may be made by mail or in person at the Student Services Center. They should be made in US currency drawn on a US bank. To ensure that your student account is properly credited, always identify payments with your name and MIT ID number.

Checks are made payable to "MIT" and mailed to: Massachusetts Institute of Technology, PO. Box 3972, Boston, MA 02241-3972.

### Wire Transfers

Wire transfers are sent to: State Street Bank and Trust Company, One Enterprise Drive, North Quincy, MA 02171, ABA number 011 000 028, for the Account of MIT 853B, Account #42312967.

Include your full name, MIT ID or social security number, your complete home address, the term for which the payment is intended, and your degree program and department. Payments by credit card or foreign currency are not accepted. Once the wire is sent, contact the MIT Student Services Center <[ssc@mit.edu](mailto:ssc@mit.edu)> to confirm the amount sent, the name of the sending organization, and the date sent.

### Payment Plans

The Bursary Payment Plan (BPP) allows payment in four monthly installments for the Fall and Spring Terms and in three monthly installments for the Summer Term. A finance charge of 0.667 percent per month (8 percent annual rate) is charged on the unpaid balance of your student account.

### Student Services Center

The Student Services Center (SSC) provides students with information and help with academic and financial records. Located on the "infinite corridor" in Room 11-120, it is a centrally located office where you can do the following:

- Make payments to your student account.
- Meet with your Student Account Counselor.
- Order academic transcripts.
- Sign Direct Loan notes.
- Meet with a Financial Aid Representative.

The SSC is open from 9:00 am to 5:00 pm Monday through Friday and 10:00 am to 5:00 pm on Wednesday. For more information, call 617-258-8600 or email <[ssc@mit.edu](mailto:ssc@mit.edu)>. You may also obtain information on the Web at <<http://web.mit.edu/ssc.html>>.

There are several categories of students enrolled at MIT. The distinctions are important because in many cases you may be required to make special arrangements for payment of tuition or fees based upon your student status.

### Special Students

Enrollees in a limited number of courses and not working toward a degree from MIT, must contact the Student Services Center prior to registration day each term for financial clearance.

## Sponsored Students

Enrollees who are supported by an organization, government agency, Ministry of Education, etc., should send their sponsorship documentation to the Student Services Center if payment is dependent upon MIT issuing a bill to the sponsor. MIT prefers to bill sponsors on an academic-year basis (*i.e.*, for both Fall and Spring Terms).

Please visit the SSC prior to the beginning of each term to finalize the process. You are fully responsible for the payment of all charges that your sponsor does not finance or if your sponsor does not make payment.

## Students Living Abroad

Students living abroad (see page 22, International Students) should contact the Student Services Center if a Fall Term bill is not received by the first of August. If you need an estimated bill from MIT to obtain your funds, we will prepare one for you. Students who expect to arrive in the US in the summer should provide the Student Services Center with a temporary address to which your bill may be forwarded. You may also use WebSIS, the MIT on-line information system to check your student account activity or loan status.

## Registration

When you arrive on campus, you should go to the Student Services Center, Room 11-120, to complete pre-registration on paper for your first term. In subsequent terms, you will pre-register on line through WebSIS. Once your pre-registration is processed, your department will provide you with your registration form and guide you through subject selection and completion of registration.

At the Student Services Center, you can pick up a copy of the Registration Instructions and Class Schedule booklet which explains academic procedures and deadlines. You also will receive information on WebSIS, an on-line service that provides you with access to your student record. You will be able to use WebSIS once you have obtained your Athena

user account and MIT digital certificates. As soon as you can enter WebSIS, you should provide emergency contact information, review and update address information, and verify biographic information. It is your responsibility to provide complete and accurate address information and to update it immediately when it changes.

Students are required to pre-register for each Fall and Spring Term (and, in some instances, the Summer Term) until degree requirements have been completed. Each Term your registration form must be approved by your registration officer, signed by you, and returned to the Registrar's Office. When you register at MIT you agree to pay all charges on your student account when due.

## Student Life

### Graduate Student Council

The Graduate Student Council (GSC) is chartered to represent graduate students on all matters pertaining to their welfare and to advocate their concerns to the MIT administration. The GSC is actively involved in promoting: networking amongst graduate students, improved access to career resources, safe and affordable housing options, and a wide range of extracurricular activities.

The GSC is composed of six committees that work to address student needs in a variety of areas. Each committee meets approximately once a month. All graduate students are invited and encouraged to attend both the GSC general council meetings (first Wednesday of every month) and the various committee meetings. Unless otherwise noted, all meetings are held in the GSC lounge (Room 50-220) at 5:30 pm and last about an hour. Dinner is provided.

These GSC committees provide a broad range of services:

- Academic and professional development seminars
- Funding graduate student events

- Publication of the Graduate Student News
- Mentoring programs
- Fall Career Fair
- Airport Shuttle

Each spring, the council elects four officers and selects two co-chairs for each committee. Membership in committees and participation in any of the activities are open to all graduate students.

The GSC is also responsible for nominating graduate students to institute, faculty, and presidential committees concerned with graduate student policy, academic discipline, safety, libraries, student affairs, commencement, and many other aspects of MIT life.

For more information, visit the GSC Web site at <<http://www.gsc.mit.edu>> or call 617-253-2195. To subscribe to GSC announcement messages, please e-mail <[gsc-request@mit.edu](mailto:gsc-request@mit.edu)>. All graduate students are encouraged to take advantage of the resources available through the GSC.

### Orientation Programs

The GSC Orientation Committee convenes every year to plan events designed to welcome new graduate students to MIT at the beginning of the Fall Term. The Orientation Committee plans an extensive program consisting of more than 20 events. These include perennial favorites, such as the Harbor Cruise, Red Sox game, and Camera Safari, as well as new activities like the Graduate Student Volunteer Day and the Dorm Showcase Events.

New students are encouraged to stop by the information booth in Lobby 10 during the week preceding registration day to ask about MIT student life and to receive material describing many MIT services and Boston-area attractions.

Most academic departments schedule their own tours and receptions; check the material you receive from your department's graduate office and contact your graduate administrator for more information. Be sure to check in with your graduate department office when you arrive at MIT.

### Language Conversation Exchange

The Language Conversation Exchange (LCE), sponsored by MIT Medical, finds conversation partners for those interested in practicing a language with a native speaker. Anyone affiliated with MIT is eligible, and the diverse group includes students, staff, visiting scientists, faculty and their spouses and partners.

Members and affiliates of the MIT community find the informal nature and flexibility of the LCE an enjoyable way to share their culture and learn more about someone else's. Partners typically meet once a week for an hour, but decide when, where, and how often they want to meet.

For more information or an application form, call 253-1614 or go to <<http://web.mit.edu/medical/spousesandpartners/lce.htm>>.

## Information for Spouses

Spouses of MIT graduate students may use many MIT facilities and take advantage of numerous club activities. For example, you are eligible for an identification card from the MIT Libraries and an athletic card to enjoy the athletic facilities. Community meetings and social events are announced in Tech Talk, the weekly MIT community newspaper.

### spouses&partners@mit

Sponsored by MIT Medical, spouses&partners@mit is a support and resource network for the husbands, wives, and significant others of MIT students, staff, visiting scholars, and faculty. Many spouses and partners need help in finding friends, learning a new language, and locating the resources they need to get settled. spouses&partners@mit helps newcomers participate fully in MIT activities and the larger community. The group helps newcomers pursue professional, educational, and parenting goals, as well as cultural and volunteer activities. The group's regular activities include weekly meetings (child care provided), an English conversation lunch table, parent-child play groups, and job support meetings. Member-run interest groups include book clubs, cooking groups, and sightseeing trips. A monthly newsletter is sent to all members. Newcomers may be especially interested in the "Newcomers'

Frequently Asked Questions" Web site at <<http://web.mit.edu/medical/spousesandpartners/faq>> or the "MIT Services Helpful to Newcomers" hand-out. For more information call 617-253-1614 or visit the Web site at <<http://web.mit.edu/medical/spousesandpartners>>.

### MIT Women's League

The MIT Women's League and the League's honorary chair, Institute First Lady Rebecca Vest, welcome all women in the MIT community to the League. Organizational offerings range from inexpensive classes in conversational English for international wives to the MIT Student Furniture Exchange. For details, visit the Web site at <<http://web.mit.edu/womensleague/>>. League membership is free, and newcomers may contact the League, Room 10-342, <[wleague@mit.edu](mailto:wleague@mit.edu)>, or 617-253-3656, for information.

### Parenting and Work-Life Programs/ Center for Work, Family, and Personal Life

In addition to helping parents find child care and schools, the MIT Center for Work, Family, and Personal Life offers other services for parents and nonparents. These include workshops about career and personal growth, multicultural parenting, bilingualism, and child development. Individual consultations are also available. The MIT community can also take advantage of the Center's ongoing discussion groups and library of books, on-line resources, and materials. Most programs are free of charge. For more information, call or visit the Center in Room 16-151, telephone 617-253-1592, email <[worklife@mit.edu](mailto:worklife@mit.edu)>, or visit <<http://web.mit.edu/worklife/>>.

## Libraries

The MIT Libraries are here to serve your information needs. The print and multimedia collections include more than 5 million items, with 2.6 million volumes of print material and more than 2.5 million items in the extensive collections of microforms, maps, images, musical scores, sound recordings, and videotapes. The libraries subscribe to 20,000 journals. Electronic holdings, available over the

campus network, include more than 350 on-line databases and cover 4,000 electronic journal subscriptions, as well as 8,000 electronic journals contained in large aggregated full-text databases to which the libraries subscribe. All materials are selected to support the Institute's programs of teaching, learning, and research. The library system includes five divisional libraries and five branch libraries. They include:

- Barker Engineering Library (with a separate, newly built Aeronautics and Astronautics Library).
- Dewey Library (management and social sciences with a separate industrial relations collection).
- Humanities Library (with the Lewis Music Library and Reserve Book Room for Humanities and Science materials).
- Rotch Library (architecture and planning, with a separate Rotch Visual Collection).
- Science Library (with the Lindgren Library for earth, atmospheric, and planetary sciences as well as the Schering-Plough Library for biomedical imaging and the neurosciences).
- Institute Archives and Special Collections (containing materials documenting MIT's history).

The Libraries add new resources and services throughout the year, and they are aggressively building a collection of electronic resources that can be accessed remotely from laboratories, offices, dormitories, and off-campus housing. Staff are available in each location to help with research projects. More information is available at the Web site <<http://libraries.mit.edu>>.

## Athletics/Recreation

Recreational activities for graduate students at MIT fall into four categories:

- Informal
- Physical Education
- Intramural
- Club

Informal recreation includes those activities that do not require a team or class structure (e.g., skating, swimming, lunchtime fitness classes, squash, indoor jogging, or pick-up basketball). Any MIT student

may use the Institute's athletic facilities after having his/her card activated at the du Pont Athletic Center equipment desk.

Physical education classes in a broad range of lifetime activities are open to graduate students, and present an opportunity to learn new sports. For more information, call 617-253-4291.

MIT's large, student-run intramural program, holds competition in about 20 sports each year. For more information, call 617-253-7947.

The club program offers approximately 40 special opportunities for those graduate students who desire competition on an intercollegiate level as well as non-competitive recreation. Club offerings may include archery, badminton, bowling, cricket, fencing, pistol and rifle, table tennis, and martial arts. There are separate clubs for men and women in ice hockey and rugby. There is also a men's soccer and volleyball club, a women's water polo club and crew. For more information, contact Larry Anderson, 617-253-5007.

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## Safety and Access

### Campus Police

In addition to 24-hour, daily police and emergency ambulance service, Campus Police provides the MIT community with many special services.

#### Investigating Crime

The Special Services Division has one primary task: criminal investigations. Investigations are carried out in the same manner as a municipal police department in conducting preliminary and follow-up investigations. The detectives assigned to the division also coordinate and cooperate with other law enforcement agencies in the course of their daily activities.

In addition, the Special Services Division provides students and employees with directions and some procedural assistance

in taking cases, such as consumer cases that require a hearing in small claims court, through the court system.

The sensitive crimes unit falls under the supervision of a detective sergeant. This unit is responsible for investigating sensitive crimes, which include domestic violence, rape, sexual assaults, and sexual harassment. Sensitive crimes also incorporates the threat management unit, a special unit that responds to incidents of workplace violence or fear of violence.

#### Preventing and Avoiding Crime

The crime prevention unit educates the MIT community on preventing and avoiding crime. At the beginning of each school year, the unit distributes an information packet to incoming students and, during the year, hosts a crime-prevention event with officers on hand to answer questions. The unit also gives seminars for student groups and employees about street safety, home security, auto and bicycle theft prevention, and acquaintance rape, and teaches a self-defense program called RAD. To further ensure the safety of the MIT community, the Parking and Transportation Office operates four "Safe Ride" shuttle vans seven days a week, from 6:00 pm until 3:00 am. Service continues until 4:00 am on Friday and Saturday.

#### Safety and Security

The Safety, Security, and Crime Prevention Handbook for MIT, a comprehensive overview of services, Institute safety and security policies and procedures, and campus crime statistics, is available upon request from headquarters, Room W31-215, 77 Massachusetts Avenue, Cambridge, MA 02139-4307, or on the Web at <<http://web.mit.edu/cp/www/>>.

### MIT Card

MIT provides a color-picture identification card service for the community. The MIT Card Office, located in Room E32-117, produces and distributes cards for students and their spouses (upon request). This card provides library privileges and access to TechCash services,

dormitories and apartments, some academic buildings, and parking lots, free of charge. Replacement cards cost \$15 unless stolen, in which case a copy of a police report will be requested to waive the fee.

New graduate students may pick up their MIT card in Room E32-117. International students must check in at the International Students Office before they are eligible for the MIT card. See the section International Students on page 22.

## Access for Students with Disabilities

MIT is committed to giving all students with a disability the opportunity to participate fully in all aspects of academic and social life at MIT. The Institute has a longstanding policy of providing reasonable accommodations and equal access to educational facilities and programs.

MIT considers the specific needs of each student with a disability; this approach allows for an individual response to each student's needs and helps MIT to identify and eliminate barriers to access. Staff in Human Resources, MIT Medical, Adaptive Technology for Information and Computing, and MIT Libraries are resources for information, counseling, and specialized equipment.

A map of MIT, *A Guide to the Facilities for Individuals with Disabilities*, illustrates routes of access throughout the Institute. The guide *Policies and Procedures for MIT Students with Disabilities* offers a comprehensive description of all Institute services available to the student with a disability. For copies of these guides, contact Kathleen Monagle, Program Specialist, Room 5-104, 617-253-1473.

Address questions regarding facilities and services for students with disabilities to Kathleen Monagle at the above address; by email to <[monaglek@mit.edu](mailto:monaglek@mit.edu)>; or at <<http://web.mit.edu/dso/www/>>.

# International Students

## International Students Office (ISO)

Upon arrival, all international students must check in with the ISO, Room 5-133, telephone 617-253-3795, and sign up for an immigration information session.

Besides issuing certificates of eligibility for student visas, the International Students Office offers a variety of services to students from other countries. It assists them in matters of immigration law, transfer of funds from abroad, and communication with sponsoring agencies and home governments. The ISO also sponsors the following activities:

- Hosts to International Students program
- Orientation programs
- Immigration workshops
- Educational, social, and cultural programs, together with 40 international student organizations

In addition, the ISO provides information, on MIT policies and procedures, the programs of spouses&partners@MIT, and international women's events.

## Visa Information

If you are a citizen and permanent resident of a country other than the US, and have been admitted to MIT, you will need the necessary documents to apply for a non-immigrant visa that will allow you to pursue your studies here.

The documents, Form I-20 or Form DS2019, are issued by the ISO. To receive your I-20, Certificate of Eligibility for the F-1 student visa, or the DS2019, Certificate of Eligibility for the J-1 student visa, you need to complete the enclosed financial certification form, attach the required supporting documents, and mail them to the International Students Office, MIT Room 5-133, 77 Massachusetts Avenue, Cambridge, MA 02139-4307 USA.

What is the difference between the F-1 and J-1 student visa?

If your studies will be funded by your family or yourself, you qualify **only** for the F-1 student visa. Most students hold this visa. If your studies are funded by your government, an international student organization, or MIT, you may choose either one of the visas. Both visas require students to be registered full-time when school is in session. Both visas allow students to work on-campus (part-time only) and to apply for permission to work off-campus under certain circumstances. However, the dependents of F-1 students (F-2 spouses and children) are not allowed to work in the US under any circumstances. The dependents of J-1 students (J-2 spouses and children) can apply to immigration for permission to work. J-1 students are also required by federal regulations to purchase health insurance for themselves and the accompanying dependents.

The coverage must include at a minimum:

- Medical benefits of at least \$50,000 per person per accident or illness
- Repatriation of remains in the amount of \$7,500
- Expenses associated with medical evacuation in the amount of \$10,000

Additional Terms require an insurance policy which shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

Finally, J-1 students whose studies are supported by their own governments, or whose governments need the skills that the students will acquire in the US, are subject to the two-year home residency requirement. Consequently, upon completion of the program of study, they are expected to return to their home countries.

## Assistantships and Fellowships

If you have been awarded an assistantship or fellowship from MIT you should note that it may not cover all the required expenses for international graduate students. Therefore, you may need to document further funding from other sources.

Once you arrive in Cambridge you will have settling-in expenses such as buying furniture for your apartment or, if you live off-campus, you may be asked to pay in advance for two or three months of the monthly rental amount. To meet these initial expenses bring traveler's checks with you because stipends from assistantships are paid only at the end of the month after classes begin.

If you are planning to bring dependents (your spouse and/or children) to the US, you need to provide the International Students Office with the names, date(s) of birth, place(s) of birth, and citizenship of your dependents, and you will need to provide documents proving that you have sufficient funds to support them during their stay here. The ISO will then include their names on your Certificate of Eligibility (Form I-20 or DS2019) so that all of you can receive the appropriate visa. If your dependent(s) will join you later—after a few months—let the ISO know because your dependents will need separate forms to enter the US by themselves. Please remember that you need an I-20 or DS2019 form in order to apply for your visa. The ISO can issue you the form you need only after having received the completed financial certification form and the supporting documents. Please contact the ISO by fax, 617-258-5483, if you have any questions.



## Tuition and Payment

Payment of tuition and fees should be made by check in US currency. Students or their financial sponsors should make arrangements to have a check made payable to "MIT" mailed to the Massachusetts Institute of Technology, Student Financial Services, Room 11-120, 77 Massachusetts Avenue, Cambridge, MA 02139-4307. Payment may also be made by wire transfer. Please see the section Wire Transfers on page 18 for bank information.

In all cases, the sending bank or sponsor must include the student's name, home country, home address, the term being paid for, and degree program, to assure prompt and accurate credit.

Students who are admitted late (after July 15) or do not receive a bill, should contact Student Financial Services at 617-258-8600.

Since the transfer of international currency can be a time-consuming process, students should bring enough money in traveler's checks to cover expenses for two weeks.

## Transfer of Funds

The transfer of funds, either to the Institute or to a personal account at a local bank, should be made in US dollars to alleviate delays and adjustments in valuation. It is strongly recommended that students identify a bank in their home city or country that has a corresponding bank in the Boston area to facilitate the direct transfer of funds to a personal account. If this is not possible, a letter of credit or a letter of introduction, written by the home country bank, will be helpful in opening a personal account upon arriving in Boston.

## Medical and Accident Insurance

All international students are required to have health and hospitalization insurance coverage. For more information, please see the section Medical Care of this guide on page 12.

## English Evaluation Test

English is the language of instruction in all subjects within the Institute; all papers and theses must be written in English.

Students whose first language is not English will be required to take the English Evaluation Test (EET) during the week prior to registration day in September and February. This applies even to those students for whom the TOEFL exam (Test of English as a Foreign Language) was waived as an entrance requirement. The test helps students identify their strengths and weaknesses in written and oral English. Results will not affect a student's eligibility for admission at MIT. The Institute offers instruction in English as a second language. For more information about these classes, contact Pamela Grimes in Room 14N-305, at 617-253-9776, or by email <pamela@mit.edu>.

## Nondiscrimination Policy

The Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, religion, disability, age, veteran status, ancestry, national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute-administered programs and activities, but may favor US citizens or residents in admissions and financial aid.\*

The Vice President for Human Resources is designated as the Institute's Equal Opportunity Officer and Title IX Coordinator. Inquiries concerning the Institute's policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to Laura Avakian, Vice President for Human Resources, Room E19-291, 617-253-6512 or to Regina A. Caines, Director of Affirmative Action, Equal Opportunity and Diversity Programs, Room E19-226, 617-258-8718. Inquiries about the laws and about compliance may also be directed to the Assistant Secretary for Civil Rights, US Department of Education.

\* The ROTC programs located on the MIT campus are operated under Department of Defense policies and regulations, and do not comply fully with MIT's policy of nondiscrimination with regard to sexual orientation. On the recommendation of the faculty, MIT is working to develop a modified on-campus ROTC program open to all MIT students.

# Academic Calendar 2003–2004

This planning guide is published prior to finalizing next year's calendar; therefore, only key dates are listed. The complete academic calendar will be available on MIT's web site starting in April 2003. You may pick up a copy at the Student Services Center, Room 11-120, when you arrive on campus. Dates marked with an asterisk \* are approximate, and all dates are subject to change.

## Fall Term 2003

August 28	Graduate Student Orientation Week begins
August 29	International Student Open House
August 30	Welcome Event and Luncheon
September 1	Labor Day—Holiday
September 2	Registration Day—Fall Term
September 3	First Day of Classes—Fall Term
September 14*	Minority Graduate Student Reception
September 21*	Women's Graduate Student Reception
September 22	Student Holiday—no classes
September 30	Last day to waive mandatory health insurance or add family insurance
October 13	Columbus Day—no classes
November 10 and 11	Veterans Day—no classes
November 27 and 28	Thanksgiving Vacation
December 10	Last day of classes
December 15 to 19	Final Exam Period
December 20	Winter Vacation begins
January 5, 2004	Independent Activities Period (IAP) begins
January 19	Martin Luther King, Jr. Day—Holiday
January 30	Independent Activities Period ends

## Spring Term 2004

February 2	Registration Day—Spring Term
February 3	Classes start—Spring Term
February 16	Presidents' Day—Holiday
February 17	Monday schedule of classes to be held
March 22-26	Spring Vacation
April 19 and 20	Patriot's Day—Holiday
May 13	Last day of classes
May 17-21	Final Exam Period
June 4	Commencement
June 7-August 17	Summer Session (including exam period)

## Independent Activities Period (IAP)—2004

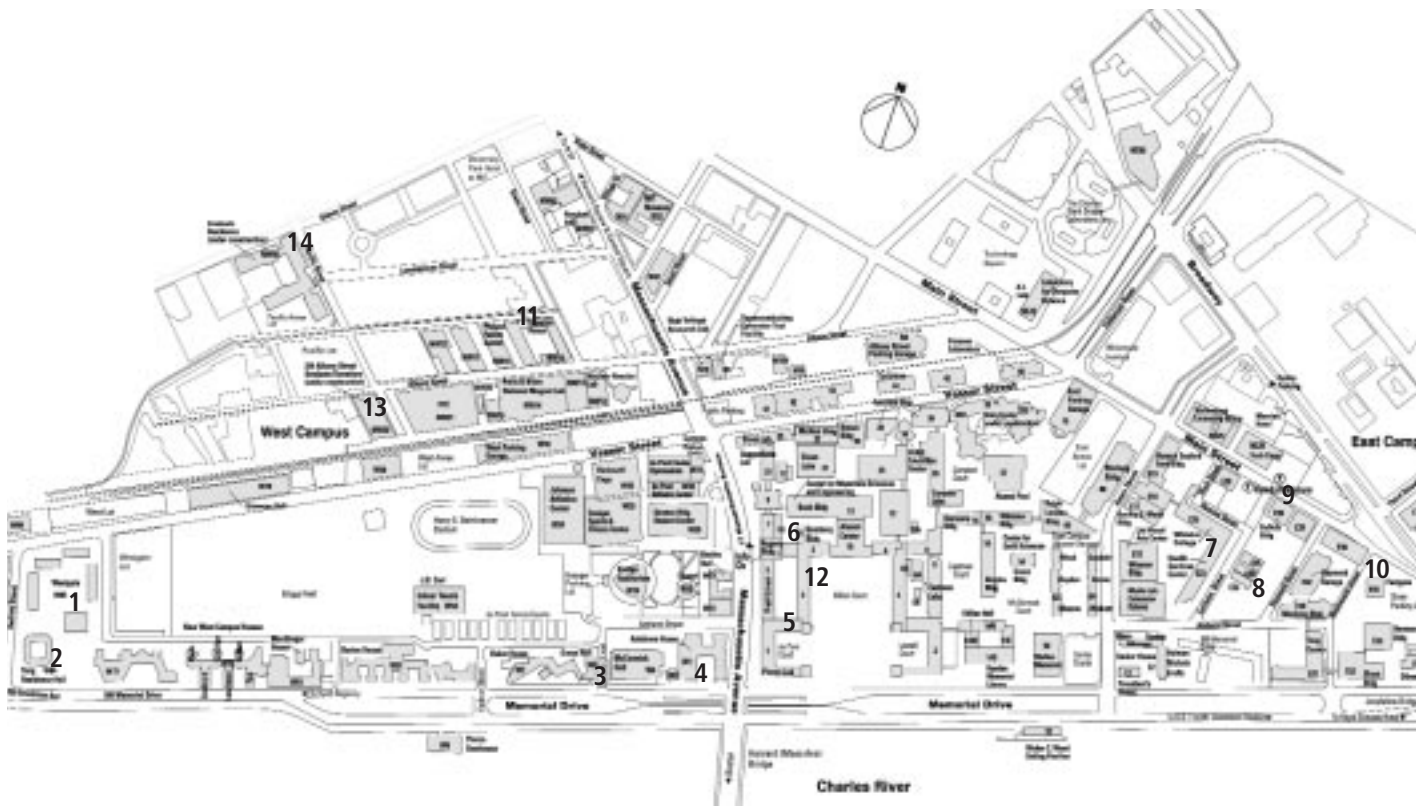
The Fall Term is followed by the Independent Activities Period (IAP), a four-week period in January in which faculty members and students are freed from the rigors of regularly scheduled classes to provide time for flexible teaching and learning, for independent study and research. Students may arrange projects with faculty members, participate in special IAP activities, or pursue interests independently, either on or off campus.

# Directory

Student Support Offices	Building-Room	Telephone	Contact Person (if applicable)
Admissions Office	10-100	617-253-2917	
Athletic Facilities	W35-297W	-2914	Recorded information
Campus Police	W31-215	-1212	
Office of Career Services and Pre-Professional Advising	12-170	-4733	Elizabeth Reed
Center for Work, Family, and Personal Life	16-151	-1592	Kathy Simons
Counseling and Support Services	5-104	-4861	
English as a Second Language	14N-305	-4771	
Graduate Students Office (grants, fellowships, scholarships)	3-138	-4860	Brima Wurie
Graduate Student Council	50-222	-2195	
Host-to-International Students Program	5-133	-4862	Kate Baty
Residential Life, On-Campus	E32-234	-1482	Loretta Hewitt
Residential Life, Off-Campus	E32-214	-4449	Linda Patton
Student Health Insurance	E23-308	-4371	Judy DeGraan
International Students Office (Student Visa Regulations Information)	5-133	-3795	Danielle Guichard-Ashbrook
Campus Dining	W20-507	-4875	
MIT Medical/ Cambridge Information	E23-189	-4481	
MIT Medical/ Lexington	Lincoln V-110	781-981-7080	
24-hour Urgent Care	E23-189	-1311	
Registrar's Office	5-119	617-258-6402	Shirley Thompson, Peter Hayes
Student Financial Services	11-120	617-258-8600	

Department			Contact Person
1. Civil and Environmental Engineering	1-290	617-253-7101	P. Jaillet
2. Mechanical Engineering	3-173	-2201	R. Abeyaratne
3. Materials Science and Engineering	8-309	-3300	S. Suresh
4. Architecture	7-337	-7791	S. Anderson
5. Chemistry	18-393	-1803	S.J. Lippard
6. Electrical Engineering and Computer Science	38-401	-4600	J.V. Guttag
7. Biology	68-132	-4701	R.T. Sauer
8. Physics	6-113	-4801	M. Kastner
9. Brain and Cognitive Sciences	E25-406	-5748	M. Sur
10. Chemical Engineering	66-350	-4561	R. Armstrong
11. Urban Studies and Planning	7-337	-2022	L. Vale
12. Earth, Atmospheric and Planetary Sciences	54-918	-2127	R. Prinn
13. Ocean Engineering	5-228	-4330	H. Schmidt
14. Economics	E52-391	-3361	O. Blanchard
15. Management	E52-473	-2957	R. Schmalensee
16. Aeronautics and Astronautics	33-207	617-258-7537	E. Crawley
17. Political Science	E53-470	-5262	J. Cohen
18. Mathematics	2-236	-4381	D.A. Vogan
22. Nuclear Engineering	24-105	-3801	J. Freidberg
24. Linguistics and Philosophy	E39-245	-4141	A.P. Marantz
BEH Bioengineering and Environmental Health	56-651	-3159	S. Tannenbaum, D. Lauffenburger
ORC Operations Research Center	E40-149A	-3601	P. Mosley
MAS Media Arts and Science	E15-407	-5114	S. Benton
STS Program in Science, Technology, and Society	E51-185	-3452	R. Williams
HST Whitaker College	E25-525	-4317	A. Gast
TPP Technology/Policy Program	E40-215	-7693	D. Hastings
PSW Program in Science Writing	14N-108	-6668	R. Kanigel
CTS Center for Transportation Studies	1-235	617-258-7267	C. Barnhart, Y. Sheffi
ESD Engineering Systems Division	E40-349	-9756	D. Roos
CMS Comparative Media Studies	14N-430	-3599	C. Pomiecko

See also the on-line MIT Directory, Offices and Programs, at <<https://web.mit.edu/communications>>.



The numbers on this map refer to MIT's building numbers. Under this numbering system a single room number serves to completely identify any location on the campus. In a typical room number, such as 7-111, the figure(s) preceding the hyphen give the building number, the first number following the hyphen indicates the floor, and the last two numbers are the room. Thus Room 7-111 is in building 7 on the first floor, Room 7-311 is directly above it, on the third floor.

It is useful to know that buildings on the main campus east of the Great Dome (Building 10) have even numbers and those west of it have odd numbers. Don't expect to find Building 6, for instance, next to Building 5. Buildings west of Massachusetts Avenue are designated W, those north of the Conrail tracks N, those east of Ames Street E, and those north of the railroad and west of Massachusetts Avenue NW.

### Approaches to MIT

**Route I-90:** Get off the Massachusetts Turnpike (Interstate 90) at the Cambridge/Allston exit, following the "Cambridge" signs over the River Street Bridge. Continue to the first large intersection, Central Square, and bear right onto Massachusetts Avenue. One-half mile on the left is the main entrance.

**Routes I 93, I-95, or Southeast Expressway:** Take Storrow Drive/Back Bay exit and follow the "Back Bay" signs along Storrow Drive to exit for Route 2A on the left (Harvard Bridge). As you cross the bridge, you'll be looking at MIT.

**By Taxi:** The fare from Boston's Logan Airport is about \$17.

**By Public Transportation (MBTA):** Go to Park Street by subway and take the Red Line to Kendall Square, which is a short walk to the campus.

- 1 Westgate  
Cambridge, MA 02139 (Building W85)
- 2 Tang Residence Hall  
550 Memorial Drive  
Cambridge, MA 02139 (Building W84)
- 3 Green Hall  
350 Memorial Drive  
Cambridge, MA 02139 (Building W5)
- 4 Ashdown House  
305 Memorial Drive  
Cambridge, MA 02139 (Building W1)
- 5 International Student Office  
Room 5-133  
77 Massachusetts Avenue  
Cambridge, MA 02139
- 6 Student Financial Services  
Room 11-120  
Cambridge, MA 02139
- 7 MIT Medical/ Cambridge  
25 Carleton Street  
Cambridge, MA 02139 (Building E23)
- 8 Graduate and Family Residential Life  
Student Life Programs  
Carleton Street  
Cambridge, MA 02142 (Building E32)

9 MBTA Station at Kendall Square  
("Cambridge Center, MIT")

- 10 Eastgate  
60 Wadsworth Street  
Cambridge, MA 02142 (Building E55)
- 11 Edgerton House  
143 Albany Street  
Cambridge, MA 02139 (Building NW10)
- 12 Graduate Students Office  
Room 3-138  
77 Massachusetts Avenue  
Cambridge, MA 02139
- 13 NW30  
224 Albany Street  
Cambridge, MA 02139
- 14 Sydney and Pacific streets  
70 Pacific Street  
Cambridge, MA 02139

MIT is accredited by the New England Association of Schools and Colleges. The Report of the Office of Career Services and Pre-Professional Advising is available upon request (Room 12-170).

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