

## DUSP Application Instructions

### 1. Application Information

#### Research Fields

Master in City Planning (MCP) and Master of Science (SM) applicants, should indicate one of the four Program Groups that best fits your interest:

[City Design and Development \(CDD\)](#)

[Environmental Policy Program \(EPP\)](#)

[Housing, Community, and Economic Development \(HCED\)](#)

[International Development Group \(IDG\)](#)

For PhD applicants ONLY:

You may indicate one of the four program groups above or [Urban Information Systems \(UIS\)](#). In the event your research spans two program groups, and you would like your application to be considered by both groups, you should indicate your first and second choice groups at the top of your Statement of Purpose and then discuss the cross-cutting nature of your research and studies in your statement of objectives.

Please note:

Our admission process is such that applicants are reviewed by faculty and students from an individual Program Group. While the Program Group you specify in your application will not bind you once you arrive at MIT, we assume that you have thoughtfully considered why you chose a particular group.

Many of the concerns addressed in the other three Program Groups are also addressed within the IDG Group, but IDG emphasizes planning and development issues in the world's low-income countries. Likewise, the HCED group focuses predominately, but not exclusively, on the United States.

#### Degree Objective

Specify only the program you are currently applying for: MCP, SM or Ph.D.

#### Proposed date of entrance

The Department admits students for September only.

### 2. Letters of Recommendation

As part of the online application, you will be asked to supply the names and contact information for three evaluators. We will not accept more than the required three letters of recommendation. You can request letters from your recommenders at any time during the application process. We recommend that you do this as early as possible. Letters of recommendation must be received by January 3<sup>rd</sup>.

## STEPS:

1. Enter the requested information about your recommenders and save it.
2. Visit 'Letter Status' to request letters from your recommenders.
3. Follow the instructions given to send a request to each evaluator. You control when your recommender receives the prompt and are responsible for making sure they have copies of these instructions. You can also edit recommender information (if they have not submitted a letter) and track letters by visiting the Letter Status page.

TIP: Checking the "WAIVE" box communicates to your recommender that you waive the right to view the recommendation that they write. It is generally considered best practice to waive viewing privileges because the recommendation will hold more weight during the application review if the applicant has waived the right to read it.

If at all possible, all recommendations should be completed using the online method. However, we will accept paper letters in a signed, sealed envelope sent directly to the department. We will not accept unsigned letters.

### 3. Personal Information

Please be sure to provide your correct e-mail address for correspondence. Most correspondence will be via e-mail. A personal web page URL or Skype user name are not required.

### 4. Ethnicity

For U.S. citizens and permanent residents only. Please choose all selections that apply to you. For more information, please see [MITs Policy on Nondiscrimination](#).

### 5. Addresses

Admissions letters will be sent to your mailing address (if different from your permanent address). This address should be where you will be living during the months of March and April and where you want admissions-related correspondence to be sent.

### 6. Colleges/Universities Attended

The Department requires scanned versions of your transcripts (submitted with your online application). Official transcripts from the registrar of each undergraduate and graduate college or university you attended are required for all admitted students. Admission is contingent upon receipt of your official transcripts. Uploaded copies can be a scan of your official transcript or an unofficial grade report.

If you participated in a study abroad experience and your coursework/credits are indicated on your home institution's official transcript, you do not need to list this or send an official transcript from that program. If you attended a community college or university, did not receive a degree there, and transferred credits to another institution from which you received a degree and are submitting an official transcript from that institution, you do not need to list the community college/university or provide an official transcript. Transcripts not in English must be accompanied by a certified translation. If a college or university does not issue transcripts, a certified letter must be provided. It should list courses, grades, degree(s) and date received.

### 7. Test Scores & Experience

This section provides an opportunity to explain your university's grading system or GPA scale. Use this section to explain any aspect of your transcript that you think might need clarification. If you have taken the GRE exam multiple times, you may report the exams in any order, but please report strictly by exam date (do not mix-and-match the section scores within a set).

Official test scores sent directly from the testing service are required in addition to uploaded scores. You may upload your personal copy of the score report or a PDF of any online reporting of the score from the test provider. Please Note: We cannot confirm receipt of your official test scores. If you are admitted and we do not have them on file for verification, we will contact you.

### Resume/CV

In lieu of completing the section regarding honors, publications, experience, etc., the Department requires a resume or CV as part of the application. It must be uploaded and submitted online. Please limit your text to a reasonable length, equivalent to a one to two page resume.

### 8. Financial Statement

Please indicate here if you wish to be considered for financial assistance and do your best to estimate the assured financial resources that will help fund your education. If you indicate you would like to be considered for aid, you will be considered for Research Assistant (RA) positions as well as tuition grants. Financial aid decisions are need and merit based.

If you expect to need federal student loans to help fund your education, you should also complete the FAFSA. More information about loans can be found on the Student Financial Services [website](#). You can also refer to the Financial Aid section on this page for more information.

### For MCP Applicants only:

Each year, the Department names a number of incoming students to participate in the Samuel Tak Lee (STL) Real Estate Entrepreneurship Fellows Program. STL Fellows receive funding towards tuition and a stipend (amounts vary), and are expected to participate in the work of the Samuel Tak Lee MIT Entrepreneurship Lab, which promotes entrepreneurship and social responsibility and focuses on sustainable development, urbanization, data and technology, and affordable housing in the real estate profession worldwide, with a particular focus on China. Graduate fellows are chosen based on need as well as the fit between their interest and expertise and the work of the Lab. If you would like to be considered for STL funding, please read more about the Lab [here](#) and prepare a short statement of your interest and qualifications.

### 9. Statement of Objectives

The statement of objectives should be equal to the length of a 1 to 1.5 page single spaced document and address the following:

Beginning in the space below please give a statement explaining your reasons for wanting to do graduate work in Urban Studies and Planning at MIT. The statement should describe how you think, see and feel about the world and your professional objectives. You should set forth the issues or problems you want to address in the course of your studies, and the setting in which you eventually see yourself working professionally. Your honors, extracurricular activities, teaching and other experiences can be integrated into your Statement of Objectives; telling us how and why what you have done relates to what you propose to study at MIT, and what you plan to do professionally in the future. Do not re-create your CV or resume.

## 10. Supplemental Application Materials (Not Required)

Supplemental materials such as portfolios or writing samples are not required. However in certain instances, described below, applicants may wish to supplement their application with extra documentation.

### Design Portfolio (Not Required)

The submission of a design portfolio online through the application portal is highly recommended but not required of all CDD MCP applicants with a design background. Please Note: Paper portfolios are no longer accepted. Only electronic versions uploaded with the online application will be reviewed.

The portfolio should include evidence of recent creative work: personal, academic and/or professional. Choose what you care about, what you think is representative of your best work, and what is expressive of you. Work done collaboratively should be identified as such and your role in the project defined. We expect the portfolio to be the applicant's own work. Portfolios should have a 30-page maximum and should not exceed 10MB (maximum). The dimensions should be roughly 1275x1650 pixels at 150 dpi and exported for screen viewing. Portfolios should be uploaded as a single PDF file through the online application system.

### Writing Sample (Not Required)

Applicants who wish to submit an outstanding academic or professional writing sample must do so through the online application system. The supplemental material should be uploaded as a single PDF file and should not exceed 5MB (maximum). Only electronic versions uploaded with the online application will be reviewed.