MIT DEPARTMENT OF ARCHITECTURE
Summer Registration for MIT Employment

Register online for subject number:
• **4.299 – 3 units** – if you are receiving an RA from a supervisor outside of Course 4. Or if the research you are being paid for is unrelated to your thesis research
• **Thesis preparation – 3 units** – if you are receiving an RA from your thesis advisor for research directly related to your thesis and you have not yet submitted an approved thesis proposal. (subject # depends upon your degree program: see Current Pre-Thesis and Thesis Registration information on the Department [Subjects](#) webpage.
• **4.THG Thesis – 3 units** – if you are receiving an RA from your thesis advisor for research directly related to your thesis and you have submitted an approved thesis proposal.

FYI:
• Summer tuition is fully subsidized when registered for any of the above subject numbers.
• Registration is not necessary if you are on hourly payroll
• 4.299 credit will not count towards the degree.

Return completed form to Renée Caso or Doug Le Vie, room 7-337, prior to summer registration. RA appointments cannot be processed if:
1. information and/or signatures are missing from this form
2. you have not registered
3. you have not submitted the I-9 form to the Atlas Services Center on the 1st floor of E17

Date:
Student name:
Student ID#:
Student email address:

Type of RA: ☐ - Full time    ☐ - Half time

Duration: start date ___________    end date ___________

Supervisor’s name (print):
Project account #:

Description of Project:
________________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________________

Project Supervisor’s Signature:  ______________________________________________________

Supervisor’s Address: ____________________________________________________________

Phone: ___________________________    Email ______________________________

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Signature of Academic Advisor__________________________________________________________

Advisor’s Name Printed: ______________________________________________________________

May 2018