

MIT DEPARTMENT OF ARCHITECTURE
Summer Registration for MIT Employment

Register online for subject number (check your option):

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](#) and [Doug Le Vie](#) prior to summer registration. RA appointments cannot be processed if:

1. information and/or signatures are missing from this form (email verification from advisor/supervisor can be submitted in lieu of a signature)
2. you have not registered
3. you have not submitted the I-9 form to the [Atlas Services Center](#)

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 #: _____

Location (from where will you be working?): _____

Brief description of project: _____

Project Supervisor's Signature: _____

Supervisor's Address: _____

Phone: _____ Email _____

Signature of Academic Advisor _____

Advisor's Name Printed: _____