

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 Tessa Haynes, room 7-337 or thaynes@mit.edu, prior to summer registration. RA appointments cannot be processed if:

1. information and/or signatures are missing from this form (e-signatures are fine)
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 _____

Signature of Academic Advisor _____

Advisor's Name Printed: _____

May 2022