MASTER OF SCIENCE IN REAL ESTATE DEVELOPMENT INSTRUCTIONS FOR ALL APPLICANTS

Please read the following information carefully prior to completing the MIT online graduate application. The online application is available here: https://gradapply.mit.edu/cre

To get started, you must first create a user account and password. This will allow you to start an application and save it multiple times prior to submission. Please record your username and password; we cannot retrieve them for you.

The following information is critical to the preparation and successful submission of your application.

Most of your application requirements can be completed or submitted on-line; however, official transcripts, TOEFL/IELTS scores, and GMAT/GRE scores must also be sent, hard copy OR digitally directly from the testing agency and your previous university/universities, in addition to your digital submissions.

**Please see specific sections below for any updates made in response to COVID-19.

All application materials must be received by January 15th for admission the following fall.

**PLEASE NOTE: ONLINE APPLICATION SITE CLOSES AT 11:59 PM US EST ON JANUARY 15th. YOU WILL NOT BE ABLE TO SUBMIT YOUR APPLICATION AFTER THIS TIME.

Late or incomplete applications will not be considered.

Additional application materials, such as official transcripts, must be sent to the following addresses. Mail not sent to one of these addresses will not reach the Center. The Center is unable to seek out mislabeled materials sent elsewhere at MIT.

**If you must send materials by mail instead of email, they must arrive by January 15, 2021 in order to be considered official. Access to campus buildings is restricted and we are unable to retrieve mail every day; mailed-in admissions materials will be retrieved on January 15, 2021 from campus. We are unable to guarantee another admissions mail retrieval after this date.

All admission decisions are sent in early March. The MSRED Program does not have rolling admissions.
HOW TO COMPLETE THE ONLINE GRADUATE APPLICATION FORM

Please submit only **ONE** copy of the application and materials.

**Application Information, Personal Information, Citizenship and Ethnicity,**

**Contact Information**
Supply requested information.

**Recommendations Section**
Of your three letters of recommendation, it is preferred that two should be from people who know you in a professional capacity, and one should be from a former professor or teacher. If you are unable to provide an academic reference, a third professional recommendation will suffice.

As part of the on-line application, you will be asked to supply the names and contact information for three evaluators.

**Recommendations:**
- Must be submitted in PDF format **only**.
- Written on company, department or university letterhead.
- If letterhead is **not available** to your recommender, once a recommender uploads their PDF, they must also email it to msredadmissions@mit.edu using the same email address as indicated by the applicant in the online application.

**We will not accept or review more than the three required letters of recommendation.** You can request these letters from your recommenders at any time during the application process. We suggest that you do this as early as possible.

**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 the instructions at the end of this document. You may also track letters by visiting the Letter Status page. If at all possible, all recommendations should be completed using the on-line method.

Each of your recommenders will be listed under the on-line letters of recommendation section. Until the status reads “completed” no letters have been submitted. You can also send reminders to your recommenders from this section.

If you choose to change a recommender, simply edit the information in the recommender section to reflect the new name and email, and send a recommendation request through the online system.

**Personal Information**
Supply requested information.

**Race and Ethnicity**
Supply requested information.

**Address**
Supply requested information. All hard-copy correspondence will be sent to your indicated mailing address.
Colleges/Universities Attended
List all colleges and universities attended. Start with the institution at which you completed (or will complete) your undergraduate or bachelor's degree. Use the “Search” buttons to ensure we are able to find your colleges in our database. If you cannot find your college by searching, please enter its name manually. If you have studied at more than 3 colleges or universities, save the form and view this section again to produce more spaces for entry. If you do not see your major listed, please choose the closest major from the list provided.

Entrance Exams (GMAT/GRE and TOEFL/IELTS), Resume, and Other Experience

Due to COVID-19, the MSRED Program Admission Requirements are adjusting for the 2020 – 2021 admissions cycle as follows in regard to GMAT and GRE examinations:

• If you have taken either the GMAT or GRE within the last five years, ensure your scores are received by January 15, 2021.
  o GMAT Code: X5X-W6-19
  o GRE Code: Department Code: 4409, School Code: 3514

• If you have not taken the GMAT or GRE exam within the last five years and live in a location which does not allow you access to take the GMAT or GRE online, please:
  o Highlight your relevant course work from your prior degree(s) that demonstrates your quantitative abilities.
  o Include a letter further outlining your quantitative skill set that may or may not be reflected by your transcript grade. This may include TA, RA, internship or professional work in a quantitative capacity.

• In these extraordinary times, we are allowing all applicants to waive the GMAT or GRE exam, even if you are living in a location from which you are able to access the GMAT or GRE exam online. If you have not taken the GMAT or GRE within the last five years and choose to waive the exam due to the global health crisis please:
  o Highlight your relevant course work from your prior degree(s) that demonstrates your quantitative abilities.
  o Include a letter further outlining your quantitative skill set that may or may not be reflected by your transcript grade. This may include TA, RA, internship or professional work in a quantitative capacity.

Applicants who are able are encouraged to take the GMAT/GRE no later than December 31. Scores MUST arrive by January 15. Taking the exam on or by January 15 will not allow your score to arrive in time and your application will be considered incomplete. On your application, indicate date and score of your GMAT/GRE. Applications are not complete until the Center for Real Estate has received an official copy of your scores from ETS OR your GMAT/GRE waiver request has been approved. Scores and/or waivers must be received by the January 15th deadline. Applicants must also submit a scanned copy of scores along with their online application. Digital scores take at least two weeks to arrive, hard copy scores may take up to one month to receive.

GMAT scores must be current. If your GMAT score is more than five (5) years old on or before the January 15th application deadline you must retake the exam OR submit a waiver
request for approval. Official GMAT scores should be sent by ETS via our code number, X5W6-19. Applicants must also submit a scanned copy along with their application. If the GMAT is taken multiple times, the most recent score should be input in your online application.

GRE scores must be current. If your GRE score is more than five (5) years old on or before January 15th deadline, it must be retaken OR a waiver request submitted. Official GRE scores should be sent by ETS via our code number: 3514, Department code: 4409. Applicants must also submit a scanned copy of scores along with their online application. If the GRE is taken multiple times, the most recent score should be input in your online application.

TOEFL/IELTS
Indicate date and score of your TOEFL or IELTS test. Either IELTS or TOEFL is required of all non-native English speakers. Test scores must be from within the past two years. Applications are not complete until an official copy has been received by the Center from the ETS. Digital scores can take at least two weeks to arrive, hard-copy scores may take up to a month to receive. Applicants must also submit a scanned copy along with their online application.

Due to COVID-19, for students that cannot access the “TOEFL iBT Special Home Edition,” they may sign up for the IELTS Indicator test. This is a remote option for the standard IELTS exam – same test format and scoring format. Reporting processes will work as normal.

IELTS
Minimum score preferred: 7.5

You must request your official test scores be sent directly from the test center where you take the exam. There are no institutional codes. You should request the test scores be sent to:

Attn: MIT MSRED Admissions Coordinator
77 Massachusetts Avenue, 9-343
Cambridge, MA 02139

Last day for IELTS score submission request for arrival by admissions deadline: December 31st.

TOEFL
Test Format Options:
  Internet based - A score of 100 or better is preferred
  Computer based - A score of 250 or better is preferred
  Paper based - A score of 600 or better is preferred
School code is 3514. Please be sure to select the “Graduate Schools” Division option within the 3514 code results.

There is no department-specific code for the TOEFL. Your score will be automatically matched to your application by name.

Last day for TOEFL score submission requests for arrival by admissions deadline: December 31st.
TOEFL/IELTS Waiver Request Process
To request the waiver for the TOEFL or IELTS exams, and applicant must:
- Request the waiver one month in advance of the application deadline. Waiver approval is not guaranteed.
- Submit their history of English language experience, both academic and professional.
- Submit two single-author documents that indicated the applicant’s English language capabilities (article, essay, thesis, etc.)
These materials must be submitted to: msredadmissions@mit.edu by December 15th. Waiver approval is not guaranteed.

TOEFL/IELTS SCORES MUST BE RECEIVED BY JANUARY 15th OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Financial Support
In the “Assured Financial Resources” section, please indicate the sources from which you plan to fund your education at MIT in the “Source” column (self, savings, family, etc.). Under “1st year amount” indicate approximately how much your source will contribute. Under “Start Date”, indicate the semester in which you intend to matriculate. Under “Number of semesters”, indicate how many semesters you anticipate your sources finances will support your education.

In the “Potential/Pending Financial Resources” section, you should indicate any loans/scholarships you intend to apply for. Under “Date of Notification” indicate when you anticipate a response from these potential sources regarding your application for funding. This link: https://mitcre.mit.edu/wp-content/uploads/2016/09/Fellowship-Opportunity/Application-Form-16-17.pdf opens a form that must be completed in order to be considered for any financial aid through the Center. Completed forms and supplemental materials should be sent to: msredfellowships@mit.edu by January 15.

Statement of Objectives
Prepare a Statement of Objectives, which describes your employment history since graduation, your career objectives, and your rationale for applying to the Real Estate program. This is the one area where applicants have an opportunity to tie everything together and “make your case”. Your submission is limited to 1 – 2 pages, either single or double-spaced.

Comments
In the comments section, please indicate how you learned about the Master of Science in Real Estate Development program.

ADDITIONAL REQUIRED MATERIALS NOT COVERED BY THE ONLINE APPLICATION

1. Official Transcript(s): Due to COVID-19 the transcript submission process will be as follows for the 2020 – 2021 cycle:
   - An unofficial transcript may be uploaded by the applicant into the online application. If admitted, an official transcript must be sent directly from your university to MIT. Admission is provisional until an official transcript is received and reviewed. The MSRED Program reserves the right to rescind an offer of admission if discrepancies exist between the unofficial and official transcripts.
If admitted, official transcripts are to be submitted in **sealed and signed envelopes or by e-transcript services directly from your school(s)**; otherwise they will not be considered official. You must also submit a scanned copy along with your on-line application. 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 original transcript, you do not need to list this or send an official transcript from that program.
- If you attend a community college or university, did not receive a degree from that institution, and transferred credits to another institution from which you then 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 written 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.

2. **Resumes**: can either be attached to the online application as a PDF or typed into the space provided.

**Portfolios**

Applicants are able to provide a portfolio or work sample for consideration by the Admissions Committee. Please use the "Upload" button to add your portfolio or work sample. Note: the file size limit is 10MB. Portfolios or work samples may include a traditional architecture or development portfolio, or an RFP, published article, Excel model, or other work sample.

The Master of Science in Real Estate Development is an interdisciplinary program that draws its teaching faculty from the departments of Architecture, Urban Studies and Planning, Civil Engineering, and the Sloan School of Management. A Committee drawn from the teaching faculty administers the program and application process. The School of Architecture and Planning formally awards the degree on the recommendation of the faculty.

Visit our website for up-to-date information on the MSRED program including information on Open Houses, Regional Events, and visiting the Center: [http://mitcre.mit.edu](http://mitcre.mit.edu)

Any questions regarding the application process should be directed to: [msredadmissions@mit.edu](mailto:msredadmissions@mit.edu)
INSTRUCTIONS FOR THE CLOSING THE GAAP PROGRAM

To further the Center for Real Estate’s mission to promote diversity, equity, and inclusion in the real estate industry, the 2020 – 2021 application cycle is the inaugural year of the Center for Real Estate’s Graduate Application Assistance Program (GAAP), called Closing the GAAP. This program will begin on September 1 when the online application opens.

Closing the GAAP is a volunteer-based, student-run program which provides assistance to applicants from communities historically underrepresented in higher education, including students from communities underrepresented in STEM, students with non-traditional academic backgrounds, and students from academic institutions which have not historically sent many students to MIT.

Applicants are paired with a graduate student who can answer questions about the Center for Real Estate and MIT, provide feedback on materials to create a stronger application, and guide applicants through the application process.

If you are currently considering applying to the MSRED Program and would like to participate in Closing the GAAP, fill out the form: https://www.surveymonkey.com/r/HXM96ZV. This will help us match you with a current graduate student to guide you through the application process so that your strengths truly shine through.

Closing the GAAP will accept applications until December 1, 2020, in order to provide assistance before January 15.

Note: Although we strive to give you our best guidance from the perspective of current students, participation will not affect how your application is reviewed by the admissions committee and is not a guarantee of admission. The information you provide as part of your application to the Closing the GAAP Program will not be shared with the admissions committee or any official MIT entity and will be de-identified in any reports to MIT administration. Your privacy is important to us. For further questions, please contact us at msredadmissions@mit.edu
INSTRUCTIONS FOR THOSE PREPARING LETTERS OF RECOMMENDATION

Thank you for agreeing to write a letter of recommendation for an applicant to the Master of Science in Real Estate Development (MSRED) program at the Massachusetts Institute of Technology. Admission to the program is highly competitive, and the curriculum rigorous and demanding. The program integrates training in real estate finance, economics, law, development, management, construction, and design. We seek candidates of superior intellect, achievement, and motivation. In our experience, our best students are those who possess keen minds, a savvy understanding of how to get things done, and a healthy appetite for hard work.

In preparing your letter, please indicate how long and in what capacity you have known the applicant. **We are especially interested in your candid appraisal of the applicant’s intellectual capabilities, personality, character, management ability, and professional promise.** Please feel free to share with us any anecdotes that you believe best illustrate the applicant’s strengths or weaknesses. This helps our Admissions Committee get a better understanding of the applicant’s abilities. We recognize that writing a good letter can be a difficult task, and we appreciate your time and effort.

Once the applicant has completed the recommender section of the graduate application form with the names and email addresses of their chosen recommenders, you will receive an email from MIT Graduate Admissions with instructions on how to fill out the online recommendation form. The online form gives you the option of uploading a letter; please be sure all attachments (PDF format only) are submitted successfully before closing out of the form. Letters should be written on your school, departmental, or company letterhead if at all possible.

If obtaining letterhead is not possible, please also submit your letter (PDF) to: msredadmissions@mit.edu from your professional email address. You will receive a confirmation message if the submission was successful. If you have any questions or concerns, or technical troubles, please email: msredadmissions@mit.edu

Thank you again for your efforts on behalf of this applicant.

The MSRED Admissions Committee