Information for Sponsors and Students:

The Massachusetts Institute of Technology will accept requests for sponsored billing from sponsors provided the following requirements are met:

- Completed Sponsor Billing Authorization Form and Sponsor Financial Agreement is received from the sponsor – refer to criteria outlined below
- Completed Student Acknowledgment Form is received from the student

All documents must be sent to Student Financial Services by email to sfs@mit.edu or by fax to 617.648.9968.

Sponsor Financial Agreement requirements – written letter must:

- Be printed on company letterhead and addressed to the contact listed below
- Include the student’s name and MIT ID number
- Include the start and end date of the sponsorship
- List all fees covered by the contract
- List the maximum amount that will be covered, if applicable
- Include any special billing instructions
- Include the complete billing address of the sponsor organization, including a primary contact name, email address, telephone, and fax number.
- Be signed by an authorized official

Both the sponsor and student understand that by participating in sponsored billing, payment is due to MIT within 30 days. When the invoice is generated to the sponsor, MIT places a credit on the student’s account and transfers the liability for that credit to the sponsor. If the sponsor does not pay timely, the credit is removed from the student’s account and the student assumes full responsibility for any balance due. The student’s account is subject to a Registration Hold and/or Degree Hold and a mandatory Hold Fee if payment is delayed.

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<tr>
<th>Payments Made By Check</th>
<th>Payment Made by Wire Must Be Sent In U.S. Dollars</th>
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| Massachusetts Institute of Technology  
77 Massachusetts Avenue, 11-120  
Cambridge, MA  02139  
ATTN: Sponsor Billing | Wire transfer advice must include:  
- Wire Payment ABA routing number: 026 009 593  
- SWIFT: BOFAUS3N  
- DDA Account Number: 004632424694  
- Beneficiary: MIT Incoming Wire  
- ADD YOUR SPONSOR NAME/STUDENT NAME/MIT ID  
- ATTN: Sponsor Billing  
Bank of America NA  
100 Federal Street  
Boston, MA  02110 |

A roster that includes the student’s name(s), MIT ID number(s), and invoice number(s) should be sent with payment.