



# Application Instructions and Checklist

## Instructions

### Apply early and apply online.

It is the applicant's responsibility to ensure that all necessary parts of the application reach the Secondary School Program Office in sufficient time to be considered. You may apply online with a credit card ([www.siel.harvard.edu](http://www.siel.harvard.edu)); some material must be sent via US Mail or express courier. Material sent by e-mail or fax cannot be accepted. Address application materials to: Harvard Secondary School Program, 51 Brattle Street, Cambridge, MA 02138-3722 USA. Questions? Call us at (617) 495-3192, or e-mail us at [ssp@hudce.harvard.edu](mailto:ssp@hudce.harvard.edu).

### Key admission dates

- Mid-December .....Students may begin applying.
- Mid-February .....SIEL admissions committee begins reviewing complete applications.
- Beginning in mid-February .....Admission decisions are made on a rolling basis. Students are informed of a decision within two weeks of receipt of all application materials (see checklist below).
- April 11 .....Last date for receipt of all application materials.

## Checklist

When completing application forms, please write legibly. Write your full legal name as printed on your government-issued photo ID (such as your passport) on every form, and be sure to sign and date forms that require your signature.

- FORM SIEL-P: Payment: The nonrefundable \$50 application fee must be submitted with your application materials.** All payments must be in US currency, payable through US banks. Please do not send cash or travelers checks through the mail. Make checks payable to Harvard Summer School. MasterCard, Visa, American Express, and Discover are also accepted.
- FORM SIEL-A: Harvard Summer School 2012 Secondary School Intensive English Language Program Application Form.** US Social Security/Taxpayer ID numbers (if available) are requested but not required. They are used for identification purposes and for Summer School compliance with the Taxpayer Relief Act of 1997. If you do not have a Social Security/Taxpayer ID number or have one and prefer not to provide it, leave this space blank. A registration ID number is assigned to all applicants, and a Harvard University ID number and ID card are issued to students at the start of their session.
- FORM SIEL-I: Supplementary Application.** Written response to question 3 should be typed or written legibly on a separate sheet of paper. Form SIEL-I (with attachments), your writing sample (see Form SIEL-I item 6), Form SIEL-A, Form SIEL-P, Form SIEL-F (if necessary), and the application fee should be submitted together.
- FORM SIEL-II: Counselor Report.** Complete the applicant section, then give the form and a stamped, addressed envelope to your advisor, guidance counselor, or school head to complete. A transcript (in English) of high school grades to date, including the latest available grades, should accompany Form SIEL-II.
- FORM SIEL-F: International Applicant Form.** Submit this form if you are not a US citizen or US permanent resident. An F-1 student visa is required of all international students in this program. Fill out Form SIEL-F very carefully, for there are many requirements to be met before an I-20 certificate can be issued by Harvard University. **This is why early application is strongly recommended.**
- International students should make certain their transcripts and references are written in or translated into English.** They must also write a full paragraph in answer to question 3 on Form SIEL-I. International SIEL students must have an F-1 student visa, for they will be full-time students. Keep this in mind when filling out Form SIEL-F.
- All SIEL applicants are required to submit a TOEFL or IELTS score.** For information on the test, refer to the ETS-TOEFL website: [www.toefl.org](http://www.toefl.org). The Harvard Summer School institution code is 8578. Your score on the TOEFL may be reported by submitting a photocopy of your official score sheet.
- Receipt of application materials by SIEL.** By logging in to the SIEL website, applicants can confirm receipt of application materials. Please allow time for the mail to arrive, envelopes to be opened, and your material to be alphabetized, logged in to our database, and placed in your application file. This process will take time. How long it will take depends on the time of year, but it is sure to take from several days up to three weeks. Please be patient. Do not phone or e-mail us asking whether we have received your material, and do not send us your material a second time. Such queries and duplication can lead to delays for all applicants.



# Application Payment Form

PLEASE CLEARLY PRINT ALL INFORMATION

Application will not be considered without the \$50 nonrefundable application fee.

This form must be submitted with the Secondary School Program application before your application can be considered.

<b>DCE STUDENT ID NUMBER</b> (if known)										<b>DATE OF BIRTH</b> (example: JAN   01   1994)																									
@																																			
<i>(see <a href="http://www.summer.harvard.edu/login">www.summer.harvard.edu/login</a> if unsure)</i>										<i>Month (MMM)</i>		<i>Day (DD)</i>		<i>Year (YYYY)</i>																					
<b>STUDENT FULL LEGAL NAME</b> (exactly as printed on your passport or other government-issued photo ID)																																			
Last/Family/Sur name(s)									First/Given name(s)						Middle name(s)																				
<b>STUDENT PRESENT MAILING ADDRESS</b>																																			
Street and number																																			
City						State/Province						Zip/Postal code																							
Country (if other than US)									Local daytime phone number																										
Student's personal and unique e-mail address (SEL)																																			
<table border="1" style="width:100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																			

## Payment of Application Processing Fee

Enclosed is the \$50 nonrefundable application fee.

### Payment type (check one):

- Cash (accepted in person only)  
  Personal check\*  
  Third party check\*  
  Money order\*  
 Credit card (see below)  
  Investment/Trust fund payment

\* Include student's name and date of birth on check. Please make checks payable to Harvard University.

### Payment by Credit Card

<b>AUTHORIZATION.</b> Please be sure to check the authorization box.																	
<input type="checkbox"/> I authorize Harvard University to charge my credit card in the amount of \$50 for the nonrefundable application fee.																	
<b>CARD</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover																	
<b>CARD NUMBER</b>										<b>EXPIRATION DATE</b> (example: JUN 2012)				<b>SECURITY CODE<sup>†</sup></b>			
										<i>Month (MMM)</i>		<i>Year (YYYY)</i>					
<b>CARDHOLDER'S SIGNATURE</b>																	
<b>CARDHOLDER'S NAME</b> (please print)																	
<b>CARDHOLDER'S BILLING ADDRESS</b>																	
Street																	
City						State/Province						Zip/Postal code					
Country (if not US)									Cardholder's telephone number								

<sup>†</sup> The credit card security code is found either on the back of the card, as the last three digits printed on the signature strip, or, for American Express, as a four-digit code found on the front of the card, above and to the right of the credit card number.

I certify that all of the above information is true and complete to the best of my knowledge.																	
Student signature _____														Date _____			



# Application Form

US SOCIAL SECURITY/TAXPAYER ID NUMBER (optional)							

PLEASE CLEARLY PRINT ALL INFORMATION

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
Preferred name		

PRESENT MAILING ADDRESS (MA)			
Street and number		Good until: (Month—Day—Year)	
City	State/Province	Zip/Postal code	
Country (if not US)	Telephone number at this address (area/country code)	Cell phone number (area/country code)	
Fax number (area/country code) (FX)	Student's personal and unique e-mail address (SEL)		
Parent e-mail address (PEL)			

SCHOOL ADDRESS			
School name		CEEB code	
Street and number	City	State/Province	Zip/Postal code

EDUCATION (check highest level as of 6/2012)
<input type="checkbox"/> (1) Some high school <input type="checkbox"/> (2) High school diploma

DATE OF GRADUATION								
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> Month (MMM)    Year (YYYY)								

DATE OF BIRTH (example: JAN   01   1994)								
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> Month (MMM)    Day (DD)    Year (YYYY)								

SEX
<input type="checkbox"/> Male <input type="checkbox"/> Female

CITIZENSHIP (check one)
<input type="checkbox"/> (Y) US citizen <input type="checkbox"/> (P) US permanent resident <input type="checkbox"/> (F) International student (You must include Form SIEL-F with this form.)

ETHNICITY (voluntary; US citizens and permanent residents only)
Do you consider yourself to be Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No  In addition, please select one or more of the following racial categories to describe yourself: <input type="checkbox"/> (1) Black or African American <input type="checkbox"/> (2) American Indian or Alaskan native <input type="checkbox"/> (3) Asian <input type="checkbox"/> (4) Native Hawaiian or other Pacific Islander <input type="checkbox"/> (5) White

<p><b>STUDENT SIGNATURE.</b> By signing I, the student, agree to the following: I accept full responsibility for all information about me submitted to the Summer School by me or on my behalf. I certify that the information is true and complete. I agree to abide by the policies and procedures detailed on the Summer School website. I understand that the Summer School reserves the right to take disciplinary action against any student whose information is false or who violates Summer School policies and procedures, up to and including canceling the student's application or registration and requiring the withdrawal of the student.</p>	
_____ Student signature	_____ Date



## Supplementary Application

Please supply all information requested.

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
Preferred name		

- How did you first hear about the Secondary School Intensive English Language Program?
  - Program website       Search engine       Former SIEL student/friend
  - Online advertisement       Parent or family member       School counselor or teacher
  
- Who decided you would apply to the Secondary School Intensive English Language Program?
  - I did     My parent(s) did     We jointly decided
  
- Why do you want to improve your English this summer? Your response should be a paragraph typed or written legibly on a separate sheet of paper and attached to this form.
  
- Have you ever incurred serious or repeated disciplinary action, or have you been suspended?     Yes     No  
 If yes, please explain on a separate sheet of paper, and attach it to this form.  
  
 If new circumstances alter your status at school after you have submitted this form, please notify us as soon as possible.
  
- How long have you been studying and speaking English?     1 year or less     1–2 years     2–4 years     more than 4 years  
 Do you attend a school in which the primary language of instruction is English?     Yes     No  
 If “Yes,” for how long have you attended such a school?  
 I do not attend such a school     1 year or less     1–2 years     2–4 years     more than 4 years
  
- Writing sample. Please send us a legible photocopy of an essay written by you and graded by one of your teachers. Ideally, the essay you submit will be typed, and the teacher’s comments and grade will be easy to read. Please, no lab notes, poetry, or math sets; the writing sample should be English expository prose.



# Counselor Report

## TO THE APPLICANT

Please type or print the information below, then give this form to your guidance counselor, your advisor, or your school head with a stamped envelope addressed to Harvard Summer School, Secondary School Program, 51 Brattle Street, Cambridge, MA 02138-3722 USA.

APPLICANT'S FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo ID)			
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)	
Preferred name			
APPLICANT'S MAILING ADDRESS			
Street and number			
City	State/Province	Zip/Postal code	
Country (if other than US)			
SCHOOL			
School name		CEEB code number (US only)	
Street and number			
City	State/Province	Zip/Postal code	Country (if other than US)
Under the terms of the Family Educational Rights and Privacy Act, I <input type="checkbox"/> waive <input type="checkbox"/> do not waive any right of access to this recommendation.			
Applicant's signature		US Social Security # (if available)	Date

## TO THE COUNSELOR

If possible, please type or clearly write the information requested below on the other side of this page or on a separate page and attach it to this form, **then send with this form a copy of the student's transcript, including grades so far for this year.** If the applicant attends a school outside the United States, please provide information about course grade distribution. We cannot consider students until we have these documents. We appreciate your cooperation and thank you for your help.

- This applicant ranks \_\_\_\_\_ out of \_\_\_\_\_ students in the applicant's class. Of the class, about \_\_\_\_\_ percent plan to attend college. (Rank in the class is helpful to us. If class rank cannot be cited, please estimate or give some other indication of how the applicant has performed relative to classmates.)
- Expected date of graduation. Applicant will graduate from secondary school and matriculate to college in what year? 20\_\_\_\_.
- Please check the chart below to compare the student with other students in his or her secondary school class.

	<i>Below average</i>	<i>Average</i>	<i>Good (above average)</i>	<i>Very Good (well above average)</i>	<i>Excellent (top 10% this year)</i>	<i>One of the top few I have encountered in my career</i>
<i>Academic motivation</i>						
<i>Concern for others</i>						
<i>Social maturity</i>						
<i>Intellectual level</i>						

- Are there any special circumstances in the student's background or home life that would help us better evaluate the applicant?  
 Yes  No If yes, please explain.
- Has this student incurred serious or repeated disciplinary action, been suspended, or left voluntarily for an extended period of time?  
 Yes  No If yes, please explain.
- What can you tell us about the student's personal qualities?
- Please comment about the student's potential to perform college-level work.  
 Counselor  Advisor  School Head

Signature \_\_\_\_\_ Date \_\_\_\_\_ E-mail address \_\_\_\_\_

Please print name \_\_\_\_\_  
Prefix First Last School telephone number (including area/country code) where we can reach you, and best time to call  
(Ms./Mr., etc.)

If new circumstances alter this student's status at school after you have submitted this form, please notify us as soon as possible.



# International Student Information and I-20 Certificate Request Form

## Instructions

Complete section I and submit this form with Form SIEL-A if you are an international student (not a US citizen or a US permanent resident), even if you do not need an F-1 student visa to attend Harvard Summer School. If you need an I-20 certificate from the Summer School, complete sections I and II. Please keep a copy for your records.

## Section I

To be completed by all international students. Please clearly print all information.

STUDENT FULL LEGAL NAME (exactly as printed on your passport and as it will appear on the I-20 certificate if issued)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

BIRTH/CITIZENSHIP INFORMATION																														
City of birth	Country of birth																													
Date of Birth	Country of citizenship																													
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td colspan="3">Month (MMM)</td> <td colspan="2">Day (DD)</td> <td colspan="4">Year (YYYY)</td> </tr> <tr> <td colspan="10">Example: JAN   01   1994</td> </tr> </table>											Month (MMM)			Day (DD)		Year (YYYY)				Example: JAN   01   1994										Country of permanent residence
Month (MMM)			Day (DD)		Year (YYYY)																									
Example: JAN   01   1994																														

SEX
<input type="checkbox"/> Male <input type="checkbox"/> Female

PRIMARY LANGUAGE

**Do you need an I-20 Certificate of Eligibility for an F-1 student visa, or do you want to transfer from another US school which you are attending on an F-1 student visa and to which you will not be returning in the fall 2012?**

- No (You may stop here.)
- Yes (You must complete the rest of this form and attach a copy of the biographical page of your valid passport and all other required documents.)

## Section II

To be completed by all international students requesting an I-20 certificate.

The Summer School requires 3 to 4 weeks to process an I-20 certificate request. I-20 certificates will not be issued to students who have not met all the requirements (see next page) for an I-20 certificate by May 7, 2012. You must submit all requested information and documentation before your I-20 certificate can be issued. Request the I-20 certificate early enough to ensure that you receive your visa by your departure date.

**Transfer students please note:** Once you meet all I-20 certificate requirements by the May 7 deadline, your Harvard I-20 certificate will be issued after the program completion date specified on your completed Transfer In to Harvard form.

**Harvard I-20 certificate processing fee.** You will be charged a nonrefundable \$150 fee when your Summer School I-20 certificate is issued.

STUDENT'S PERSONAL E-MAIL ADDRESS (SEL) (Required: must be student's personal and unique e-mail address)

I-20 CERTIFICATE MAILING ADDRESS (IM)		
Street and number (no PO boxes)		
City	State/Province	Zip/Postal code
Country	Telephone number (including area/country code)	

INTERNATIONAL (NOT US) ADDRESS IN YOUR COUNTRY OF CITIZENSHIP OR PERMANENT RESIDENCE		
Street and number (no PO boxes)		
City	State/Province	Zip/Postal code
Country	Telephone number (including area/country code)	

LEGAL NAME (as printed on page 1)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

- Are you currently studying full time on an F-1 student visa at another US institution?  Yes  No  
If yes, print school name: \_\_\_\_\_  
Will you return as a full-time student to this institution in the fall?  Yes  No  
If yes, you do not need to request an I-20 certificate from Harvard Summer School.  
If no, you must also complete and return the **Transfer In to Harvard** form (downloadable from the Summer School website) and attach photocopies of pages 1 and 3 of your most recent I-20 certificate to this form, along with all other required documentation.
- Do you plan to begin studies at another US institution in fall 2012?  Yes  No
- Have you been admitted to a program of research or study at Harvard (excluding Extension School) for the 2012 fall term?  Yes  No  
If yes, specify which Harvard school: \_\_\_\_\_  
Have you requested a visa from that school or department?  Yes  No

### Course Restrictions

If you enter the United States on an I-20 certificate from Harvard Summer School, you are required to remain enrolled in the full-time program of study for which your I-20 certificate was issued (8 credits in the seven-week general session or for noncredit in an intensive Institute for English Language (IEL) day program) and to attend classes held on the Harvard campus. Therefore, you may not enroll in any course as a distance education student.

### Financial Requirements

Students registering for the Harvard Summer School seven-week session must have \$12,000 available to cover estimated Summer School expenses. Expenses include full-time tuition, room and board, and health insurance, all of which must be paid to the Summer School (if applicable) by May 21 to avoid housing request cancellation, limited-enrollment class registration cancellation, and late fees. Expenses also include books, local transportation, and personal expenses that are purchased after the student's arrival. These are estimates only and do not include travel expenses. Students should not submit payment to the Summer School based on these estimated amounts; they should submit payment based on the amounts listed on their Summer School bills.

You must make a minimum prepayment of \$1,500 toward your total Summer School charges before your I-20 certificate request can be processed. The payment is refundable according to the course drop/withdrawal deadlines, except for a \$150 nonrefundable I-20 certificate processing fee if your I-20 certificate is issued.

### Student Signature

I certify that the information above is complete and correct, that I understand the costs of the program of study for which I am applying/registering (tuition, fees, living expenses), and that I have sufficient funds to meet my Harvard Summer School expenses. I agree that if I enter the United States on an I-20 certificate from Harvard Summer School, I will remain enrolled in a full-time program of study (8 credits of undergraduate or graduate credit in the seven-week session, or a full-time SIEL day program for noncredit); I will attend classes held on the Harvard campus; and I will not enroll in any course as a distance education student.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_  
*(If younger than 18 years of age, parent or guardian must sign also.)*

### I-20 Certificate Request Document Checklist

- Form SIEL-F
- Photocopy of biographical page of valid passport
- Transfer In to Harvard form (for students transferring from another academic institution in the US)
- Photocopies of pages 1 and 3 of your most recent I-20 certificate (for students transferring from another academic institution)

An I-20 certificate cannot be issued until all of the following conditions are met, and all conditions must be met no later than May 7, 2012:

- You are admitted to the program and you have accepted a place in the program
- Minimum payment of \$1,500 has been received and processed by the Summer School
- All applicable documents have been received and processed by the SSP Office
- The SSP Office has enrolled you in the IEL S-SSP Secondary School Intensive English Language Program course