2019 Registration Instructions and Checklist

For faster service, register online with a credit card at summer.harvard.edu/login

If you cannot register online, you may register on paper. Do not submit multiple copies of the same form. Registrations received during the late registration period must include full payment of all tuition and fees, including the additional $200 nonrefundable late registration fee. See specific course descriptions on the Summer School website for late registration deadlines. To see your course registration confirmation, log in to summer.harvard.edu/login, choose “Course Registration and Schedule” from the Student Main Menu, then choose “View Course Schedule.”

Instructions

Minimum Age Policy. Students who have completed high school and are planning to register for courses in the general Summer School program (7-week or 3-week sessions) must be 15 years old by July 1, 2019, to enroll for noncredit and undergraduate credit; students must be 18 years old by July 1, 2019, to enroll for graduate credit.

Undergraduates who are under 18 years old must register on paper and must submit an official letter of enrollment from their home schools confirming degree-seeking status.

High school students currently completing the 10th, 11th, or 12th grades, including those graduating this year, must apply to the Secondary School Program (SSP) or the Pre-College Program (PC) and may not use this form (Form A). See summer.harvard.edu/high-school-programs for more information.

To register you must complete Form A and submit it to Harvard Summer School, 51 Brattle Street, Cambridge, MA 02138-3722. The Summer School is not responsible for forms lost in transit. Additional registration forms may be downloaded from the Summer School website. When completing registration forms, please clearly print all information and write your full legal name on every form. Be sure to sign and date those forms that require your signature. Forms received after May 20 must include full payment of tuition and fees along with Form P (Payment Form). Students who have not paid in full by May 20 will be dropped from all courses, including waitlists, and will no longer be eligible for Summer School housing.

As part of registration, you must provide your full legal name (exactly as printed on your passport or other government-issued photo identification), gender, date of birth, email address, and current postal mailing address.

All critical Summer School announcements, such as class cancellations, and most faculty communications are sent via email. If you are registered in any online courses, you must maintain an active email address throughout your enrollment. To protect the privacy and security of your student records, you must provide an email address that is unique and not shared with any other person within the Division of Continuing Education student database. Duplicate email addresses will be inactivated.

You are responsible for maintaining accurate contact information (email address, postal address, telephone numbers) with the Summer School. If we receive notice that your email address has been rejected by the email host, we will inactivate that email address in our system. Similarly we will inactivate a postal mailing address if mail to that address is returned as not deliverable. You may update contact information online, or by submitting the “Student Change of Address” form downloadable from the Summer School website.

Harvard College students who have withdrawn or are on leave must submit a completed and signed Assistant Dean / Resident Dean form to the Summer School Registrar’s Office by May 20. Forms may be downloaded from the website (https://www.summer.harvard.edu/forms).

Insurance. All students enrolled in Summer School, both US residents and nonresidents, must purchase insurance through the Summer School unless they have insurance that covers major illnesses and accidents within the US. Students who do not indicate on Form A that they have such coverage are enrolled automatically in the Summer School insurance plan and charged a health insurance fee: $200 for the 7-week session; $100 for a 3-week session. Students with other coverage should be sure to have their insurance identification cards with them while attending Summer School.

International students who wish to request an I-20 certificate for the F-1 student visa from the Summer School must meet all requirements and complete the I-20 Certificate Request Form in online services no later than May 6, 2019. For visa and I-20 guidelines see http://www.summer.harvard.edu/adult-college-students/course-registration/international-student-guidelines.

Ukrainian Summer Institute applicants must first submit a separate Ukrainian Summer Institute application, available at https://huri.harvard.edu/husi/husi-admissions.html.

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Payment
Full payment is due May 20. If you register for the first time after May 20, you are assessed a nonrefundable $200 late registration fee. All payments must be in US currency, payable through US banks. The Summer School does not accept cash payments. Checks should be payable to Harvard University. MasterCard, Visa, American Express, and Discover are accepted, provided that the name on the credit card is that of the student registering or written permission from the cardholder is enclosed. If you are paying by credit card, please use a card without a daily charge limit. Payment also may be made online at summer.harvard.edu with a credit card, or through interbank wire. Wire payments should be sent no later than April 12 to meet the May 20 deadline for full payment. See the website for complete wire payment information.

Registration Form Checklist

- **FORM A:** Harvard Summer School 2019 Registration Form. Form A is required unless you register online. Your US Social Security/Taxpayer ID number (if available) is requested for Summer School compliance with the Taxpayer Relief Act of 1997. If you have no US Social Security/Taxpayer ID number, leave that section blank.

- **FORM P:** Registration Payment Form. Complete and submit this form if you are including a payment.

- **FORM IM:** Immunization Certificate. If you attend Harvard Summer School while on any kind of visa or if you will be living in Summer School housing, you must comply with Massachusetts and Harvard University immunization regulations and provide proof of immunization against certain communicable diseases. You must have Form IM (downloadable at summer.harvard.edu) completed and signed by your health-care provider or medical records official and submit it to the Summer School by May 24.

Summer School Housing. If you wish to live in Summer School housing, you must request housing online. For more information, see http://www.summer.harvard.edu/campus-life/housing-dining/housing-request.
Please clearly print all information.

DCE ID number (if known)  OR  Harvard ID number (if known)

Program
- General program (GP)
- Ukrainian Institute (UI)
- Proctor (PR)

Student full legal name (exactly as printed on your passport or other government-issued photo identification)

Last/Family/sur name(s)  First/given name(s)  Middle name(s)

Education (check highest level as of 6/2019)

- (1) Some high school
- (2) High school diploma
- (3) Some college
- (4) Associate degree*
- (5) Bachelor’s degree*
- (6) Master’s degree*
- (7) Doctorate* or equivalent foreign degree

Health insurance. Students enrolled in Summer School, both US residents and nonresidents, are required to purchase insurance through the Summer School unless they have insurance that covers major illnesses and accidents within the US. Students who do not waive the Summer School insurance will be enrolled automatically in the Summer School plan and charged a health insurance fee: $200 for the 7-week session; $100 for a 3-week session. In order to waive the Summer School health insurance coverage check the box below and provide your insurance information.

- I have insurance that covers major illnesses and accidents in the US and I wish to waive the Summer School insurance.
- I am providing my insurance policy information at right.

Primary insurance (If this information is incomplete, you will be enrolled automatically in the Summer School insurance and charged the health insurance fee as described above.)

Carrier

Subscriber name

Policy number

Student’s relationship to policyholder

I certify that I am currently participating in, and will continue to participate in, the above named plan throughout my 2019 Summer School enrollment.

Student signature ___________________________ Date ______________

Parent/guardian signature ___________________________ Date ______________

Gender

- Male
- Female

Date of birth example: 06/12/1996

Month (MM)  Day (DD)  Year (YYYY)

US Social Security/Taxpayer ID Number (if available)*

Citizenship (check one)

- (Y) US citizen
- (P) US permanent resident
- (F) International student

Country of citizenship ___________________________

Native language ___________________________

Will you be attending Harvard Summer School on a visa?  No  Yes

If “Yes,” check one:  I am a US Military Veteran  I am currently serving on active duty in the US Military

Ethnic code (voluntary: US citizens and permanent residents only)

In addition, please select one or more of the following racial categories to describe yourself:

- (1) Black or African American
- (2) American Indian or Alaskan native
- (3) Asian
- (4) Native Hawaiian or other Pacific Islander
- (5) White

Present mailing address (MA)

Street and number (including apartment number) ___________________________

City ___________________________ State/Province ___________________________

Zip/Postal code ___________________________

Telephone number (area/country code) ___________________________

Cell phone number (area/country code) ___________________________

Permanent address (if different from present mailing address) (PR)

Street and number (including apartment number) ___________________________

City ___________________________ State/Province ___________________________

Zip/Postal code ___________________________

Telephone number (area/country code) ___________________________

*Your Social Security (SSN)/Taxpayer ID Number (TIN) is required to comply with the Taxpayer Relief Act of 1997. If you have no SSN or TIN then leave this section blank and check here:

- I do not have a SSN or TIN

Continued on next page.
### STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)

<table>
<thead>
<tr>
<th>Last/Family/Sur name(s)</th>
<th>First/Given name(s)</th>
<th>Middle name(s)</th>
</tr>
</thead>
</table>

### EMAIL ADDRESS (must be student’s personal and unique address) (SEL)

### EMERGENCY NOTIFICATION INFORMATION (EM)

<table>
<thead>
<tr>
<th>Last/Family/Sur name(s)</th>
<th>First/Given name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street and number (including apartment number)</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State/Province</td>
</tr>
<tr>
<td>Country (if not US)</td>
<td>Telephone number (area/country code)</td>
</tr>
</tbody>
</table>

### HARVARD DEGREE CANDIDATES (other than Harvard Extension School)

- Harvard College
- BUS
- DES
- EDU
- GSAS
- MED

<table>
<thead>
<tr>
<th>School (check one):</th>
<th>Student status (check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Harvard College</td>
<td>❑ (C) Active degree candidate</td>
</tr>
<tr>
<td>❑ BUS</td>
<td>❑ (W) Degree candidate withdrawn**</td>
</tr>
<tr>
<td>❑ DES</td>
<td>❑ (L) Degree candidate on leave**</td>
</tr>
<tr>
<td>❑ EDU</td>
<td>❑ (N) New candidate, 2019–2020</td>
</tr>
<tr>
<td>❑ GSAS</td>
<td>❑ (G) Graduate, 2018–2019</td>
</tr>
<tr>
<td>❑ MED</td>
<td>❑ (S) Special student</td>
</tr>
</tbody>
</table>

** Allston Burr Resident Dean form required

### MAXIMUM ENROLLMENT: 8 credits

#### CREDIT STATUS: Write one code for each course. Choose from options in course description. (See key*)

<table>
<thead>
<tr>
<th>5-digit course reference no. (CRN)</th>
<th>Subject</th>
<th>Subject number</th>
<th>Course title (and section number, if applicable)</th>
<th>Credit status*</th>
<th>Tuition**</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Credit status codes: UN (Undergraduate) • GR (Graduate) • NC (Noncredit)
** Tuition: 4-credit course = $3,340. 8-credit course = $6,680.

#### Tuition total

$ _

### Required payment due with Forms A and P

<table>
<thead>
<tr>
<th>Received on or before May 20</th>
<th>Received after May 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit (applied toward total Summer School charges) if requesting a Harvard Summer School I-20 certificate (due by May 6)</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>Full tuition payment (each 4-credits = $3,340)</td>
<td>$</td>
</tr>
<tr>
<td>Health insurance fee (see page 1)</td>
<td>$</td>
</tr>
<tr>
<td>Summer School housing fee for your session(s)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total required minimum payment due with your registration</strong> (Full payment of any remaining balance is due by May 20.)</td>
<td>$</td>
</tr>
</tbody>
</table>

### STUDENT SIGNATURE: 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, including canceling the student’s registration and requiring the withdrawal of the student.

Signature ___________________________ Date ____________

Digital signature not accepted. Document must be signed with a real signature.

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If any required payment is due at the time of registration, Payment Form P must be submitted with this registration form before your registration can be processed.
### 2019 Registration Payment Form

Please clearly print all information.

#### DCE ID Number (if known) OR Harvard ID Number (if known)

(see summer.harvard.edu/login if unsure)

#### Date of Birth

Example: Jan 01 1996

Note: Summer School online services, summer.harvard.edu/login, allows you to make credit card payments online. If online payments cannot be made, please complete this form.

**Full payment is due by May 20.** Students who register for the first time after May 20 will be assessed a $200 nonrefundable late registration fee. Students who have not paid in full by May 20 will be dropped from all courses, including waitlists, and will no longer be eligible for Summer School housing.

#### Student Full Legal Name

Exactly as printed on your passport or other government-issued photo identification

<table>
<thead>
<tr>
<th>Last/Family/Surname(s)</th>
<th>First/Given name(s)</th>
<th>Middle name(s)</th>
</tr>
</thead>
</table>

#### Student Present Mailing Address

Street and number (including apartment number)

<table>
<thead>
<tr>
<th>Street and number</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal code</th>
</tr>
</thead>
</table>

Country (if other than US)

Local daytime phone number

Student’s personal and unique email address (SEL)

#### Payment Type (check one):

- [ ] Personal check*
- [ ] Money order*
- [ ] Credit card (see below)
- [ ] Wire: Amount being wired: $__________ Date wire was sent ____________
- [ ] Investment/Trust fund check*
- [ ] Third-party check*

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

#### Payment by Credit Card

You must complete all of the following sections before your registration can be processed.

**Authorization** You must check the authorization box and enter the amount to be charged.

- [ ] I authorize Harvard University to charge my credit card in the amount of $___________.

#### Card

- [ ] Visa
- [ ] MasterCard
- [ ] American Express
- [ ] Discover

**Card Number**

**Expiration Date** Example: 01/22

<table>
<thead>
<tr>
<th>Month (MMM)</th>
<th>Year (YYYY)</th>
</tr>
</thead>
</table>

**Security Code†**

† 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.

#### Cardholder’s Name (please print)

Cardholder’s Signature

#### Cardholder’s Billing Address

Street

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal code</th>
</tr>
</thead>
</table>

Country (if not US)

Cardholder’s telephone number (including area/country code)

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

Signature ___________________________ Date ____________

Digital signature not accepted. Document must be signed with a real signature.