2017 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 at the Summer School before May 15 must include a minimum payment of the $50 nonrefundable registration fee and the required $200 deposit. Registrations received on May 15 must include full payment of all tuition and fees to avoid the additional $200 nonrefundable late payment fee. 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, login 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, 2017 to enroll for noncredit and undergraduate credit; students must be 18 years old by July 1, 2017 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 Form P and submit them with a nonrefundable $50 registration fee and required $200 deposit to Harvard Summer School, 51 Brattle Street, Cambridge, MA 02138-3722. Form F (required if you are not a US citizen or permanent resident) must be completed online. 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 15 must include full payment of tuition and fees including the $200 nonrefundable late fee.

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, e-mail address, and current postal mailing address.

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

You are responsible for maintaining accurate contact information (e-mail address, postal address, telephone numbers) with the Summer School. If we receive notice that your e-mail address has been rejected by the e-mail host, we will inactivate that e-mail 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 15. Forms may be downloaded from the website or requested by calling (617) 998-8469.

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 (DCE ID number and PIN required) no later than May 1, 2017. For visa and I-20 guidelines see summer.harvard.edu/summer-courses/course-registration/international-student-guidelines.

Ukrainian Summer Institute applicants must first submit a separate Ukrainian Summer Institute application, available at huri.harvard.edu/husi/husi-admissions.html. Students accepted into the 2017 Harvard Ukrainian Summer Institute will receive instructions from the Harvard Summer School about how to complete registration, complete I-20 requirements, request housing, complete immunization requirements, and make any required payments online.

Continued on next page.
Payment

The nonrefundable $50 registration fee, the required $200 deposit, and the completed payment form must be submitted with your registration form. The remaining balance must be paid by May 15. If you register or complete payment after May 15, you are assessed a nonrefundable $200 late 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 13 to meet the May 15 deadline for full payment. See the website for complete wire payment information.

Registration Form Checklist

- **FORM A:** Harvard Summer School 2017 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.** This form must be completed and submitted with your required minimum payment and Form A for your registration to be processed.

- **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 completed and signed by your health-care provider or medical records official and submit it to the Summer School by May 19.

**Summer School Housing.** If you wish to live in Summer School housing, you must request housing online. Housing is limited and available on a first-come first-served basis. Housing will be assigned to eligible students who submit full payment of tuition, housing, and all other fees by the May 15 housing request deadline (or before that date if all spaces are filled earlier). If you do not meet all requirements by May 15 (or before that date if all spaces are filled earlier), you will not be eligible for housing and your request will be canceled by the Summer School. If you cancel your housing request by May 15, you will receive a full refund of your housing charges; after May 15, the amount refunded depends on the date of cancelation (see website for details).
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)

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

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)

Last/Family/Surname(s) First/Given name(s) Middle name(s)

EDUCATION (check highest level as of 6/2017)

☐ (1) Some high school  ☐ (2) High school diploma  ☐ (3) Some college
☐ (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 2017 Summer School enrollment.

Student signature ____________________________ Date __________

Parent/Guardian signature ____________________________ Date __________

GENDER

☐ Male  ☐ Female

DATE OF BIRTH example: [MM][DD][YYYY]

Month (MMM) Day (DD) Year (YYYY)

US SOCIAL SECURITY/TAXPAYER ID NUMBER (if available)*

- - - - - -

*Your US 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

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,” you also must submit Form IM.)

ETHNIC CODE (voluntary; US citizens and permanent residents only)

Do you consider yourself to be Hispanic/Latino?  ☐ Yes  ☐ No

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

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

Are you a US Military Veteran or are you currently serving on active duty in the US military, including the Coast Guard, National Guard, or Reserves?  ☐ Yes  ☐ No

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

PRESENT MAILING ADDRESS (MA)

Street and number (including apartment number) ____________________________ Good until: (Month—Day—Year)

City ____________________________ State/Province ____________________________ Zip/Postal code ____________________________

Country (if not US) ____________________________ Telephone 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 ____________________________

Country (if not US) ____________________________ Telephone number (area/country code) ____________________________

Continued on next page.
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)

E-MAIL ADDRESS (must be student’s personal and unique address) (SEL)

EMERGENCY NOTIFICATION INFORMATION (EM)

Last/Family/Sur name(s)  First/Given name(s)

Street and number (including apartment number)

City

State/Province

Zip/Postal code

Country (if not US)

Telephone number (area/country code)

HARVARD DEGREE CANDIDATES (other than Harvard Extension School)

School (check one):

❑ Harvard College

❑ BUS DEN

❑ DES DIV

❑ EDU GOV

❑ GSAS LAW

❑ MED SPH

Student status (check one):

❑ (C) Active degree candidate

❑ (W) Degree candidate withdrawn**

❑ (L) Degree candidate on leave**

❑ (N) New candidate, 2017–18

❑ Graduate, 2016–17

❑ Special student

** Allston Burr Resident Dean form required

School name

CEEB code (if known)

MAXIMUM ENROLLMENT: 8 credits

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

5-digit course reference no. (CRN)  Subject  Subject number  Course title (and section number, if applicable)  Credit status* (UN, GR, NC)  Tuition**

S-

S-

* Credit status codes: UN (Undergraduate) • GR (Graduate) • NC (Noncredit)

** Tuition: 4-credit course = $3,050.  8-credit course = $6,100.

Tuition total $

Required payment due with Forms A and P

Received before May 15  Received on May 15  Received after May 15

Nonrefundable registration fee $ 50  Nonrefundable registration fee $ 50  Nonrefundable registration fee $ 50

Deposit (applied toward total Summer School charges) $ 1,500  Full tuition payment (each 4-credits = $3,050) $  Health insurance fee (see page 1) $

if requesting a Harvard Summer School I-20 certificate (due by May 1)

if not requesting a Harvard Summer School I-20 certificate $ 200  Full tuition payment (from above) $  Health insurance fee (see page 1) $

Total required minimum payment due with your registration (Full payment of any remaining balance is due by May 15.) $  Total required payment due with forms $  Full payment due with forms $

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.

Required payment (see above) and Payment Form P must be submitted with this registration form before your registration can be processed.
### 2017 Registration Payment Form

**PLEASE CLEARLY PRINT ALL INFORMATION**

**DCE ID NUMBER** (if known)

<table>
<thead>
<tr>
<th>@</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(see summer.harvard.edu/login if unsure)</td>
<td></td>
</tr>
</tbody>
</table>

**DATE OF BIRTH** example: 05 01 1996

<table>
<thead>
<tr>
<th>Month (MMM)</th>
<th>Day (DD)</th>
<th>Year (YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT PRESENT MAILING ADDRESS**

<table>
<thead>
<tr>
<th>Street and number (including apartment number)</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal code</th>
<th>Country (if other than US)</th>
<th>Local daytime phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student’s personal and unique e-mail address (SEL)**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Payment type** (check one):

- Personal check*  
- Money order*  
- Credit card (see below)  
- 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**  

<table>
<thead>
<tr>
<th>Visa</th>
<th>MasterCard</th>
<th>American Express</th>
<th>Discover</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CARD NUMBER**

<p>| | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**EXPIRATION DATE** example: 05 2020

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

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**CARDHOLDER’S SIGNATURE**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**CARDHOLDER’S BILLING ADDRESS**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal code</th>
<th>Country (if not US)</th>
<th>Cardholder’s telephone number (including area/country code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.