



## 2023 Registration Instructions and Checklist

**For faster service, register online with a credit card at [summer.harvard.edu/login](http://summer.harvard.edu/login)**

If you cannot register online, you may register on paper. Do not submit multiple copies of the same form. To see your course registration confirmation, log in to MyDCE at [summer.harvard.edu/login](http://summer.harvard.edu/login).

### 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 16 years old by June 17, 2023 to enroll for noncredit and undergraduate credit; students must be 18 years old by July 1, 2023, 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](http://summer.harvard.edu/high-school-programs) for more information.

**To register** you must complete Form A and submit it to Harvard Summer School via the Document Uploader in your MyDCE account, via email to [registrar@summer.harvard.edu](mailto:registrar@summer.harvard.edu), or deliver to 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. For forms received after May 16, students must make full payment of tuition and fees in their MyDCE account immediately. Students who have not paid in full by May 15 will be dropped from all courses, including waitlists.

**As part of registration**, you must provide your full **legal** name (exactly as printed on your passport or other government-issued photo identification), legal sex, 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. You may update contact information online by logging into your MyDCE account.

**Harvard College students** who have withdrawn or are on leave must submit a completed and signed Assistant Dean / Resident Dean form to the FAS Registrar's Office by May 15. Forms may be downloaded from the website (<https://registrar.fas.harvard.edu/forms-petitions>).

**International Students** 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 MyDCE by the deadlines indicated on our website. 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>.

## Payment

Full payment is due by May 15. If you do not pay in full by May 15, you risk being dropped from all courses and waitlists.

All payments must be in US currency, payable through US banks. The Summer School does not accept cash payments. Payment may be made online at [summer.harvard.edu](https://summer.harvard.edu) with a credit card or e-check. MasterCard, Visa, American Express, and Discover are accepted. Wire payments should be sent no later than April 7 to meet the May 15 deadline for full payment. Checks should be payable to Harvard University. See the website for more information on payment options and policies.

## Registration Form Checklist

- FORM A:** Harvard Summer School 2023 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 B:** Harvard Summer School Community Agreement. Form B is required for all students.
- Payment.** Once you receive email confirmation that your registration form has been processed, select “Student Finance Portal” from your MyDCE dashboard to complete payment.

## Harvard Summer School Community Agreement

In responding to the pandemic, Harvard Summer School is guided by evidence-based public health practices. Because COVID-19 infects individuals by spreading across and within close community networks, it is essential that every one of us in the campus community uphold a shared obligation and commitment to act prudently, safely, and in accordance with public health directives. The community expectations related to COVID-19, outlined below, represent our individual and shared responsibility for safe practices among all members of the Harvard Summer School community.

Harvard Summer School aims to enable student learning and provide a safe place for students to learn and thrive. We recognize the seriousness of the current public health crisis and will work to promote a secure and supportive learning environment for all students.

Note that these expectations may be updated and revised to reflect additional guidance from the city, state, and federal governments if necessary. The University has adopted these expectations to promote the collective well-being of our community, and specifically the students, staff, and faculty during this time period.

- **I will follow University guidance** regarding vaccinations, access to campus, physical distancing, masking, testing and tracing, quarantine and isolation, hygiene, and travel. I understand that I will be required to participate in a University-determined testing cadence if I have any on-campus presence, including attending classes, using campus facilities, or living on campus. I understand that my testing account is for my use only, and that I should only test via that account. Any instances of submitting tests for people not myself under my account or under any other account will be referred to the Dean of Students Office.
- **I will share truthful information with Harvard University Health Services.** I understand that any information that I share with contact tracers is confidential and will only be shared on a need-to-know basis with the appropriate University members.
- **I understand that violation of any COVID-19 protocol will be considered a serious violation and will be addressed by the Dean of Students Office.** I acknowledge that failing to adhere to these expectations may result in the revocation of student privileges, including my ability to access the Harvard campus and to participate in the Harvard Summer School experience.
- **These expectations exist not just for my own health, but also to protect and safeguard the health of those around me,** including Harvard University Dining Services and Facilities personnel and other staff who live or work in our buildings.
- **I acknowledge and accept that these rules and guidelines may change** as life on campus and public health guidance across the country evolve, and as new testing and tracing methods emerge. I agree to abide by any new rules and guidelines promulgated by Harvard for application in the campus setting.
- **I understand that I may be withdrawn from Harvard Summer School** if the University determines that I am unable to meet the expectations of my course(s) and program.

As a Harvard Summer School student, I agree to uphold community expectations related to COVID-19.

Student's Signature: \_\_\_\_\_

Student's Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_



HARVARD DEGREE CANDIDATES (other than Harvard Extension School)	
<b>School</b> (check one): <input type="checkbox"/> Harvard College <input type="checkbox"/> BUS <input type="checkbox"/> DEN <input type="checkbox"/> DES <input type="checkbox"/> DIV <input type="checkbox"/> EDU <input type="checkbox"/> GOV <input type="checkbox"/> GSAS <input type="checkbox"/> LAW <input type="checkbox"/> MED <input type="checkbox"/> SPH	<b>Student status</b> (check one): <input type="checkbox"/> (C) Active degree candidate <input type="checkbox"/> (W) Degree candidate withdrawn** <input type="checkbox"/> (L) Degree candidate on leave** <input type="checkbox"/> (N) New candidate, 2022–2023 <input type="checkbox"/> (G) Graduate, 2021–2022 <input type="checkbox"/> (S) Special student ** Allston Burr Resident Dean form required

STUDENTS FROM OTHER US COLLEGES AND UNIVERSITIES					
School name _____	CEEB code (if known) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

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-			
* <b>Credit status codes:</b> UN (Undergraduate) • GR (Graduate) • NC (Noncredit) ** <b>Tuition:</b> 4-credit course = \$3,600. 8-credit course = \$7,200.					<b>Tuition total</b> \$

Required payment due with Form A. Login to your online services account to make payment.			
Received on or before May 15		Received after May 15	
Full tuition payment (each 4-credits = \$3,600)	\$ _____	Full tuition payment (from above)	
Summer School housing fee for your session(s)	\$ _____	<b>Full payment due with forms</b>	\$ _____
<b>Total required minimum payment due with your registration</b> (Full payment of any remaining balance is due by May 15.)	\$ _____		

**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.*

**For any questions regarding payment, please contact Student Financial Services at [studentfinance@extension.harvard.edu](mailto:studentfinance@extension.harvard.edu) or (617) 495-4293**