

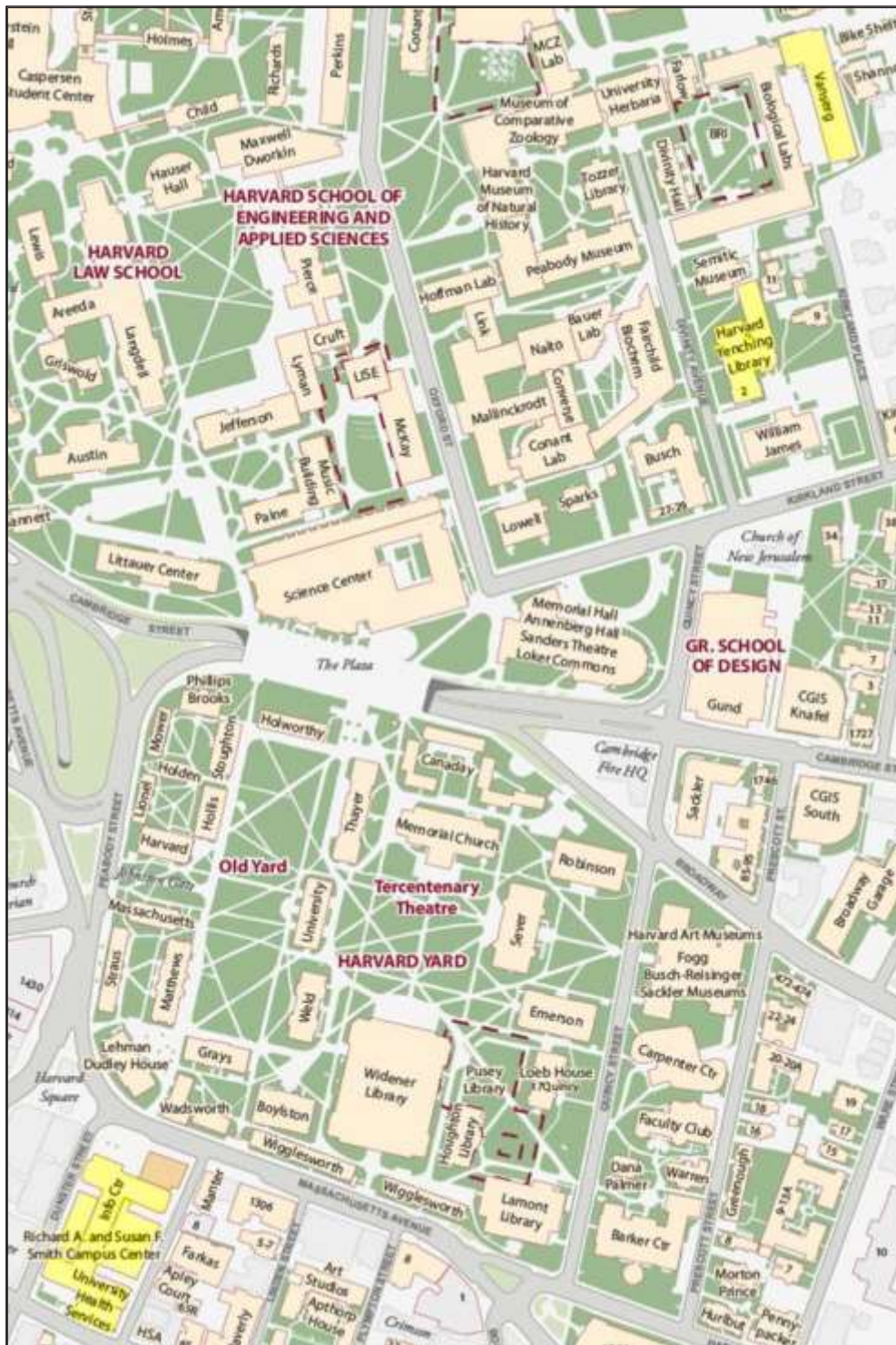
Harvard-Yenching Institute

Office Procedures Handbook
2018-2019



Harvard University

Interactive Map available at www.map.harvard.edu



HYI Programs Office
Vanserg Building 25
Francis Ave.

HYI Director's Office
2 Divinity Ave.

Smith Campus Center (International Office and Campus Service Center) and **University Health Services**

Welcome to the Harvard-Yenching Institute. Listed below are Institute office procedures and general information. Please carefully read through the following important guidelines. This handbook is also available online at: <https://harvard-yenching.org/current>. At any time, if you have questions, please do not hesitate to ask HYI staff for our help.

Registration, ID card, Social Security and Tax

Visiting Fellows (graduate students) only:

Upon arrival, please visit the Special Students and Visiting Fellows Office (Room 350, 3rd Floor, Smith Campus Center, 1350 Massachusetts Avenue). They will handle all registration procedures. The following website has useful info:

<https://handbook.gsas.harvard.edu/visiting-fellow-status>

Visiting Scholars only:

Upon arrival, you will need to take care of the following matters:

- 1. International Office:** Shortly after arriving, you must register with the Harvard International Office. Bring your passport and DS-2019 form with you. The office address is: 1350 Massachusetts Avenue, Smith Campus Center #864. Hours are 9:00 am - 3:00 pm (Monday-Friday).
- 2. ID card:** To obtain your ID card, visit the Campus Service Center, 1350 Massachusetts Ave., Smith Campus Center #807. Hours are 8:00 am to 5:00 pm (Monday-Friday). Bring your passport and HYI Invitation Letter with you.
- 3. Social Security Card and Tax Office:** Within thirty days of your appointment start date, you should receive an email from the Harvard Tax Office (support@online-tax.net) requesting that you complete a tax classification survey. You will need to complete this survey and then submit to the Harvard University Tax Office your I-94, DS-2019, passport and social security card (not a photocopy.). The Harvard University Tax Operations Office is located at 1033 Massachusetts Avenue, 2nd Floor.

If you are a Visiting Scholar, you must apply for a social security number. Please wait ten business days (weekdays) after your arrival to make your application. If you previously had a social security card, but no longer have the original card, you must apply for a duplicate. Even if you know your number, you must have an original card to present to Harvard's Tax Office. To apply for a card or to get a replacement card, visit the Social Security Office:

10 Fawcett Street, Cambridge, MA 02138

To reach the office by public transportation, take bus number 74 or 78. Get off at the stop "Concord Ave & Fawcett St". For more detailed directions please go to

<https://maps.google.com> or www.mbta.com.

Visiting Fellows will be able to apply for an ITIN (Individual Tax Identification Number) with the assistance of the International Office.

Purchasing health insurance (Visiting Scholars only)

Visiting Scholars are responsible for purchasing their own health insurance (HYI will provide you a fellowship of up to \$4,500 for that purpose). Please review the Harvard International Office information on health care: <http://www.hio.harvard.edu/health-care-scholars>. There are suggestions of some health care plans but remember this is an individual decision. Only you know what health plan is best for you. On that same page, you will find information for dependents, too. Please remember that the Institute will provide health insurance for the scholar only. If you need assistance in purchasing your health insurance, please contact Susan Scott (susan_scott@harvard.edu).

J visa holders must have uninterrupted medical insurance during their stay at Harvard. Please purchase your health plan by September 30 and submit a copy of your enrollment form to Susan Scott no later than **October 15**.

Travel:

We ask that you restrict your travel obligations so that you are truly in residence at the Institute. We recognize that international conferences occur during the academic year and that you are likely to be invited to give lectures elsewhere awhile in residence at the HYI. For your own scholarly sake, as well as to fulfil the expectations of the HYI visiting affiliates program, please resist the urge to travel. Permission from the Associate Director is mandatory if you are planning to be absent for more than ten days. Only if all affiliates are truly present in all aspects of the Institute's academic and social life can we build the truly generative and interdisciplinary community in which you can do your best work.

Prior to traveling outside the USA during your research stay at the HYI, you must check in with your Harvard International Office advisor regarding travel restrictions and visa requirements before planning your trip.

Providing your contact information/documentation

Once the following information is available, please send it to Francesca Coppola as soon as possible:

1. Your Harvard University ID number
2. Your residential address and home phone number (if applicable)
3. Your cell phone number
4. Your Social Security Number
5. Your Harvard email address (for information on how to get an email address, see the next page).

Please provide hard copies of the following documents to a HYI staff member:

1. A copy of your passport photo page
2. A copy of your visa stamp
3. A copy of your Social Security card if/when you have one available.
4. A copy of your SEVIS receipt if you have one

Institute Office Procedures and General Information

Once you have your Harvard ID number, please claim a HarvardKey at the following webpage:
<https://key.harvard.edu/>

HarvardKey is your login and password for accessing your Harvard email and most University applications.

Obtaining a Harvard Email Address:

If you would like to have an "@fas.harvard.edu" email address, please email ithelp@harvard.edu and tell them you are a Harvard-Yenching Institute Visiting Scholar, provide them with your HUID number, and explain that you would like to open a FAS account.


If you have any problems with this, you can go to the Help Desk in the basement of the Science Center (for location and hours, see: <http://huit.harvard.edu/hours>).

For general information on IT at Harvard, visit: <http://huit.harvard.edu/>. You can call for technical assistance at 617-495-7777 or by emailing ithelp@harvard.edu.

Ordering Business Cards: There are two options for ordering cards. Option 1 is much cheaper, but the template cannot accept Asian characters or alphabets and only prints on one side of the card. If you would like to customize your card further, please see Option 2.

When ordering cards, **you must include the dates of your affiliation with HYI** (for example "HYI Visiting Scholar, 2018-19") Please note, you will need to cover the expense on your own.

Option 1 – Online template:

1. Go to www.universityprintcenter.com
2. Use the following credentials to log in:
USER: yenchingorder
PASSWORD: welcome17
3. From the top menu, select "Catalog"
4. Click on the "Harvard Yenching" folder
5. Select "customize"
6. Complete the form on the left-hand side. To view the proof, click on the green button with arrows . You may have to click the green button a few times.
7. Once you approve the proof, choose the Quantity to order and select "Add to Cart"
8. Enter your shipping and payment (credit card) information. All orders will be approved by a HYI staff member before shipping.

Option 2 – Customized:

Cost: varies, likely to be more than \$200

Payment by credit card

Contact: Charles Amaru
Account Executive, Flagship Press
camaru@flagshippress.com

Access to Vanserg Hall and 2 Divinity Avenue Building:

The Institute office doors will be open from 8:30 – 5:30 pm. After hours, the doors will be locked automatically. Doors are locked on the weekends and holidays. In order to enter the Institute offices after hours, you must have a valid Harvard ID. Card swipe access To Vanserg Hall will be provided to all our affiliates. 2 Divinity Ave card swipe access will be provided to those with offices located in that building. If you find that your card access is not working, please contact Francesca Coppola for Vanserg Hall and James for 2 Divinity Avenue. As stated on the HYI office regulations attached below, please do not use your office as living space or a storage room.

Security: Please protect your personal property, such as laptop computers, cell phones etc., wherever you may be on campus. Theft of personal belongings is not uncommon in university offices. Lock up or carry with you wallets and other valuables. When you leave your office, lock your door at all times.

Incoming and Outgoing mail: Your mailbox is located in the hall way of Vanserg Hall. Please contact Francesca Coppola if you have questions about incoming mail. Outgoing Campus and U.S. mail can be dropped in the mail slot in the Vanserg Hall basement next to the soda machine. USPS mailboxes are located on Francis Avenue in front of Vanserg Hall and on Divinity Avenue. In Cambridge, post offices are located at 125 Mt. Auburn Street in Harvard Square, 770 Massachusetts Avenue in Central Square, and 1953 Massachusetts Avenue above Porter Square.

Harvard Housing Office: Valid Harvard I.D. cardholders may use the Harvard Housing Office, located at the Campus Service Center, 8th Floor, Smith Campus Center (tel: 617.496.7827). The Housing Office lists available apartments in the area as well as listings for roommates. Visit the Housing Office website at www.huhousing.harvard.edu. Off-campus housing listings are available at: <https://www.harvardhousingoffcampus.com/>

Library Privileges for Spouses: Spouses of scholars in the Harvard community may apply for borrowing privileges. Visit <http://www.hio.harvard.edu/harvard-spouse-resources> for more information. The Privileges Office is located in Widener Library, Room 130 (tel. 617-495-4166)

Athletic Card: To obtain use of facilities (swimming pools, workout equipment, recreation programs, etc.), go to the Malkin Athletic Center Membership Office, 39 Holyoke St. (Tel: 617.496.1585). Or, visit <http://recreation.gocrimson.com/> to purchase membership online.

Parking Office: For up-to-date information about parking, visit their website: <http://www.campuservices.harvard.edu/parking>

To obtain permits for University parking garages, go directly to the Campus Service Center, 8th Floor, Smith Campus Center, 1350 Massachusetts Ave. (Tel: 617.496.7827).

Purchasing a discount T Pass (for bus and subway) – Visiting Scholars only:

- 1) Please make sure to provide your local residential address to Francesca Coppola. She will update your address in the Harvard appointment system as soon as your local address is available. Please note that the system doesn't accept office addresses.
- 2) After we have entered your address into the system, go to www.transportation.harvard.edu/commuterchoice/transit, and click "Order Transit Products." You will be redirected to a log in screen. Using your Harvard Key, log into Wage Works. From that page, select "Place Your Order." You will be redirected to another page. Click "Place Commuter Order" on the left hand side of the screen. Then, select "Commuter Transit," and click "Next" on the top right of the screen. Finally, select MBTA, then "CharlieCard" and follow directions depending on what type of service you would like to purchase.
- 3) Follow the instructions to order your T Pass. **The payment will be directly deducted from your monthly stipend**, and the pass will be mailed to your residential address. The discount program is only available to visiting scholars who are receiving a stipend from the institute. Please let one of the staff members know if you encounter any problems.

Evening Shuttle Service: Harvard Shuttle Service has an escort service in the late evening to enable members of the Harvard community safe travel within the campus or nearby areas late in the evening. During the academic year, the service operates between 7 p.m. and 3:00 a.m., seven days a week. No advance arrangements are needed. However, the last call for a ride must be received by 2:30 a.m. During the summer, the service operates from 7:00 p.m. until 12:00 a.m., and the last call for a ride must be received before 11:30 p.m. For more information, or to request a ride, please call 617-495-0400.
(<http://www.hupd.harvard.edu/transportation>)

Resources for Family / Childcare: Harvard University Office of Work and Family provides information, resources, referrals, educational programs and support to those combining work lives with family concerns. They can provide you with information on child care centers, family child care, after school programs, summer camps, in-home child care providers and public or private schools: <http://childcare.harvard.edu/>
Another resource for information regarding schools and childcare is the International Office website: <http://www.hio.harvard.edu/childcare-schooling>

Harvard Neighbors: A volunteer organization within Harvard promoting friendly connections among members of the University and their families, through a variety of activities and social events. Newcomers are warmly welcomed! Membership is open to all officers of the university and their spouses. The Harvard Neighbors office is located at: Loeb House, 17 Quincy St. Cambridge (in Harvard Yard). Visit them on the web at: <http://www.neighbors.harvard.edu/>

When Departing from the Institute:

Please leave your forwarding address and telephone number with a member of the Institute staff.

Complete and return an Academic Report and a feedback questionnaire to the HYI fellowship program. All recipients of fellowship support from the Harvard-Yenching Institute should complete this report. The report form and feedback questionnaires will be given to you in the spring semester.

You may go to www.usps.gov and request mail forwarding service. You may have your local mail forwarded to the Institute. We will forward all first class mail to your permanent home address. If you wish us to forward your mail to another address, please be sure to leave that information with a staff member.

Please be sure your accounts elsewhere in the University have been settled (especially libraries) before you leave.

Useful Telephone Numbers:

→ **General Emergency (24 hours): 911** (This is the number to dial for fire, local police, and ambulance in any emergency.)

→ **Harvard Emergency Numbers (24 hours):**

Harvard University Police, 1033 Massachusetts Ave., 6th Floor

HU POLICE EMERGENCY **617-495-1212**

HU POLICE NON-EMERGENCY 617-495-1215

University Health Services, 75 Mt. Auburn Street

AFTER HOURS URGENT CARE **617-495-5711**

HYI Office Regulations

We really appreciate your kind cooperation in keeping your shared offices as quiet and clean research spaces. We require your adherence to the following rules:

1. Please do not eat in your office. Not everyone's food choice agrees with others. We have a Common Room in each building where you are free to eat whatever you wish!
2. Do not socialize in your office. Please use the Common Room to meet with your friends and discuss your research. You can also use the smaller seminar room in Vanserg Hall if you need a private space for academic discussion with your friends and colleagues.
3. HYI office space is designated for HYI affiliates only. Please do not allow your family members to use your office. You should meet your family in the Common Room if they wish to visit.
4. Please remember to lock your office door when it is not occupied. Although it may seem like a great idea to leave the office door unlocked for the benefit of your office mates, it is better to lock the door and keep everyone's belongings safe. We are relatively safe here, but there have been thefts in Vanserg Hall as well as other areas on Harvard's campus.
5. **Please do not use your office as living space or a storage room.** Please talk to the HYI staff if you need temporary luggage storage space.
6. Please inform HYI staff if you have any concerns about the office space such as air conditioners not working or windows not closing or any other matter related to your comfort or safety. Also, please let us know when any office equipment is out of order, such as: HYI printers, copy machines, scanners, office landlines, radiators, windows, air conditioners, etc. Don't assume that someone else has reported the problem
7. The refrigerators should be used to store your daily meals/food only. The Common Rooms are not meant to substitute as your personal kitchens. Please clearly label your items since unlabeled items may be tossed, and please remember to dispose of any unused items that you have left in the refrigerators.