

Harvard-Yenching Institute

Office Procedures Handbook

2024-2025



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HYI STAFF Directory

We have two offices. The Director's office is located at 2 Divinity Avenue, and the Program Office is located in Vanserg Hall, Suite 20, 25 Francis Avenue, Cambridge, MA 02138 (Second Floor).

Office hours are Monday through Friday, 9:00 am - 5:00 pm.

2 DIVINITY AVENUE

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Scholars Coordinator and Assistant to the Director

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VANSERG HALL, SUITE 20

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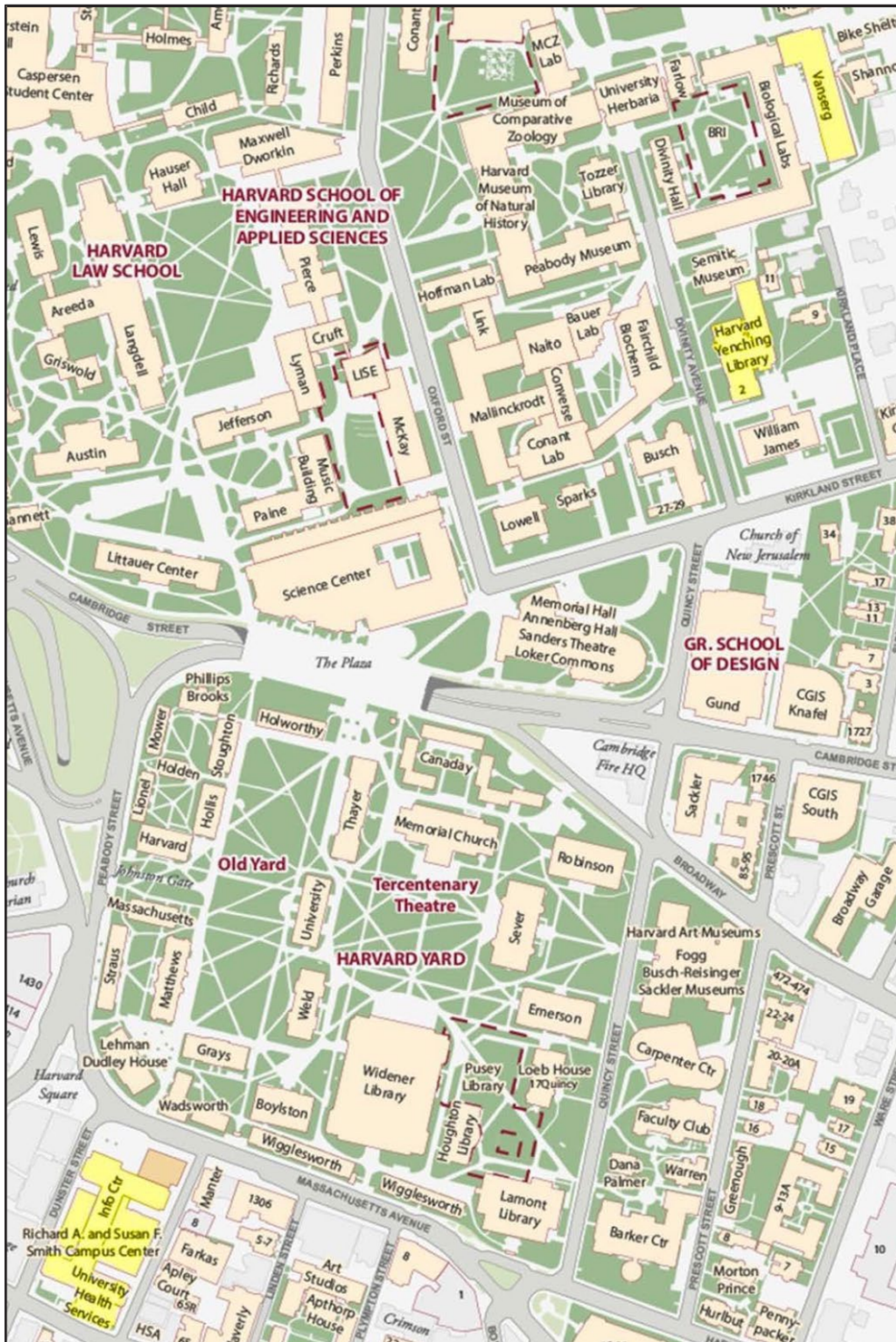
Francesca Coppola

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Harvard University Campus Map

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

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

Harvard University Policy on COVID-19

Please visit the following website and refer to the links for updated information on Harvard University's policy and guidelines on COVID-19.

<https://www.harvard.edu/coronavirus>

HIO Registration, ID card, Social Security and Tax

You must register your arrival with the Harvard International Office (HIO) within 30 days of the start date on your visa document (Form I-20 or DS-2019), otherwise your SEVIS record will become invalid. You will need to download this form:

<https://www.hio.harvard.edu/hio-registration-form> and return it by email to internationaloffice@harvard.edu

ID Card Pickup:

Visiting Scholars: You may pick up your Harvard ID at the Smith Campus Center, 1350 Massachusetts Ave, 8th Floor on August 1, 2024, or after. The Campus Service Center provides in-person services from **9:00am to 4:00pm** Monday through Friday (excluding University Holidays). Bring your passport and HYI Invitation Letter with you. Please let Francesca know when you get your HUID to be given access to the HYI in Vanserg.

Visiting Fellows: Those of you living in GSAS housing **may** receive your HUID upon checking in. If not, please head to the Smith Campus Center (described above.)

Social Security Card and Tax Office:


If you are a **visiting scholar**, you must have a social security number (SSN).

To apply for SSN, you will need to follow the SSN Application Instructions

on the HIO website: <https://www.hio.harvard.edu/social-security-numbers>.

You will need to fill out the [SSN Application Form](#) then gather the required documents, (Detailed on the HIO website,) and visit one of the Social Security Administration offices. The closest SSA offices are located at either **10 Fawcett St, Cambridge, MA 02138**, or **10 Causeway St, Boston, MA 02222**.

If you have a social security card from your previous stay in the US, please bring the original card with you. If you no longer have the original card, you will need to apply for a duplicate. Even if you know your number, you must have an original card to present to Harvard's Tax Office.

Everyone who is not a US citizen will be required to register in Harvard's Sprintax Calculus tax classification system. You should receive an email with a link to complete the online form. When you complete the online form, you will also be asked to upload I-94, DS-2019 or F-1 form, and passport. If you don't receive the link, more information will be forthcoming during orientation. If you have questions about this, please contact Susan (susan_scott@harvard.edu). 

Visiting Fellows should begin taking steps to receive a Social Security Number or an Individual Tax Identification Number (ITIN). This is necessary for United States tax purposes because you will be receiving financial support from the Harvard-Yenching Institute while you are in the United States.

The Harvard International Office is a valuable resource for questions related to acquiring a Social Security Number or ITIN. We encourage you to explore their website to learn more about this process. Because you will be an F-1 visa holder and not planning to work on campus, you might need to apply for an ITIN instead. To learn more about the ITIN application process you should visit the following page on the HIO website (<https://hio.harvard.edu/individual-tax-payer-identification-number-itin>).

Any questions you have related to the above materials may be directed to the [HIO](#).

Purchasing health insurance (for Visiting Scholars only)

Visiting Scholars are responsible for purchasing their own health insurance (HYI will provide you with a fellowship of up to \$5,500 for that purpose). Please review the Harvard International Office information on health care:

<https://www.hio.harvard.edu/health-care-scholars>. **Your insurance plan must meet the J-1 visa requirements.** Please read the requirements carefully. There are suggestions of some health care plans on the HIO site but remember this is an individual decision. Only you can determine what health plan is best for you. On that same webpage, 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, contact Susan (susan.scott@harvard.edu). **IF YOU DO NOT HAVE INSURANCE FROM YOUR HOME COUNTRY, PLEASE PURCHASE HEALTH INSURANCE IMMEDIATELY UPON ARRIVING IN THE US.**

All J visa holders **must** have uninterrupted medical insurance during their **ENTIRE** stay at Harvard. Please purchase your health plan immediately upon arriving in the US.

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 while 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.

To receive an honorarium for a presentation made at other universities, **you must receive advance permission from the Institute.** While there is no limit on the number of such talks at *local* area universities, **the Institute will authorize a maximum of two requests to receive honoraria from universities outside of the Boston area per scholar.** For more information, please refer to the “Visiting Scholars and Fellows Research Funding Guidelines” document which will be distributed during orientation.

Permission from the Associate Director is mandatory if you will be absent from your local residence at any time for a period longer than nine days. Please get permission before planning any trips. The only exception is that permission is not required if you are planning to be absent from December 21, 2024, through January 2, 2025, when the Institute and the University are closed for the winter holidays. However, you must receive permission from the Associate Director if you will be extending your holiday absence either before or after this period. Only if all scholars are fully 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.

After receiving the HYI’s approval, if you are planning to travel outside the USA during your research stay, you must check in with your Harvard International Office advisor regarding travel restrictions and visa requirements **before** booking 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 residential address
2. The phone number you will use in the US
3. Your preferred email address while you are at the HYI

Please schedule a meeting with Francesca Coppola (Visiting Scholars) or James Flaherty (Visiting Fellows/ Training Program), before or during which you should provide PDFs (preferred) or hard copies of the following documents:

1. A copy of your passport photo page
2. A copy of your visa stamp (and, for Visiting Scholars, your DS-2019)
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
5. A copy of the receipt of your flight ticket for reimbursement

Once you have a local address, please add it to your Harvard account. Scholars will do so via PeopleSoft at <https://peoplesoft.hrapps.harvard.edu/> You will need a [HarvardKey](#) to log in. Go to My Self Service > My Personal Details > Addresses and add your Home Address. Fellows, please log into <https://my.harvard.edu/> and update your local address there.

Auditing classes

You may audit classes with the course instructor's permission. If there is a specific course that you are very interested in auditing, please obtain the instructor's permission. You can contact the instructor by email prior to the first meeting of the class, introduce yourself, and share your research interests and the reasons why you would like to take the course. Usually, a big lecture course is more accommodating than a small graduate seminar, but whether or not a course allows an auditor depends on the individual faculty. If you need help contacting faculty, please let us know.

To view the Harvard course catalog, go to <https://my.harvard.edu/> and click "course catalogue."

To view the academic calendar, go to <https://registrar.fas.harvard.edu/calendars> Under the section "FAS Multi-Year Academic Calendar" select Fall Semester or Spring Semester.

Some other course catalogs are:

- [Harvard Law School](#)
- [Harvard Kennedy School](#)
- [Harvard Business School](#)

Safety

Your safety and well-being are of utmost importance to us. Please do not hesitate to contact a HYI staff member at any time if you need help.

Discrimination and Harassment: Although we hope that you will not face anti-Asian racism during your time in the United States, we will provide you with resources in case you encounter a situation where you face discrimination or harassment. We condemn these acts and want to support any of our affiliates who face these issues.

We first and foremost strongly encourage you to reach out to a HYI staff member to help guide you through the resources. The resources available across the university can be overwhelming, and the staff can help. Although you can reach out to any staff member at any time, we suggest contacting Susan Scott, HYI's Assistant Director (susan_scott@harvard.edu).

Harvard's Department of East Asian Languages and Civilizations has created "a compilation of legal, social, and mental health resources for Asian and AAPI (Asian American and Pacific Islander) students [and faculty] who have experienced, or worry that they may experience, COVID-19 related harassment and discrimination." The resources include advice on what to do if you experience harassment. To view the document, visit: <https://ealc.fas.harvard.edu/news/resources-asian-and-aapi-students-experiencing-covid-19-related-harassment>

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 your wallets and other valuables. When you leave your office, **always lock your door**. For further security, the office suite at Vanserg Hall requires an approved HUID to enter.

Evening Shuttle Service: Harvard Shuttle Service has an evening van 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. After Commencement, until classes start, the service operates from 7 PM until 12 AM, last call at 11:30 PM. You can request a ride by using the Harvard Evening Van App ([iPhone](#) | [Android](#)). For more information, please call 617-495-0400 or visit <https://www.hupd.harvard.edu/transportation>.

Harvard University Campus Escort Program (HUCEP): HUCEP teams, who are trained and supervised by the HUPD (Harvard University Police Department), provide walking escorts to students, faculty, and staff during the academic year and cover the Yard, River, and Quad areas. Teams are identified by their brightly colored vests, labeled HUCEP. Escorts respond to calls for service through the HUCEP hotline 617-384-8237. The hours of operation are 10:30 p.m. - 3:00 a.m., Thursday through Saturday.

Important telephone numbers:

General Emergency (24 hours):

911 (This is the number to dial for fire, local police, and ambulance in any emergency.)

988 (This is the number to call for a mental health crisis.)

Harvard Emergency Numbers (24 hours):

University (HU) 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

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:

Visiting Fellows: You will automatically receive a “g.harvard.edu” email address after registering your HUID.

Visiting Scholars: The HarvardKey process should direct you to the website you need to access the activation of a Harvard e-mail account for you. If you are not presented with this option right away when you sign up for your HarvardKey, you should be able to select an option on the <https://key.harvard.edu/> page that allows you to activate your Harvard e-mail account.

As you are in the Faculty of Arts and Sciences (FAS) division at Harvard, your email extension will read “@fas.harvard.edu”

You may also set up a Harvard gmail account with extension @g.harvard.edu

Ordering Business Cards: Please contact Francesca or James for instructions on how to order business cards.

Access to Vanserg Hall and 2 Divinity Avenue Building:

Access to Vanserg Hall: The HYI Vanserg Hall suite of offices are accessible using your Harvard ID card. **If you do not have a card upon arrival (or forget your card) please use the doorbell outside of the Suite 20 doors.** The building/outside doors are usually open from 7:30 am to 10:00 pm. However, if the outer doors are locked, you may use your Harvard ID to enter the building.

Access to 2 Divinity Avenue: the exterior doors of 2 Divinity Avenue are unlocked during the Harvard-Yenching Library's open hours. As their schedule varies during the semester, visit: https://library.harvard.edu/libraries?active_filter=1&library=yenching&weeks=1 to view the building's hours. Those with offices in 2 Divinity will be able to access the building 24/7 with their HUID.

Incoming and Outgoing mail: Your mailbox is in the hallway in 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. 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. For mail delivery, please use this address:

Your Name
c/o Harvard-Yenching Institute
25 Francis Avenue, Suite 20
Cambridge, MA 02138

Library Access for Spouses: Spouses of scholars in the Harvard community may apply for borrowing privileges. Visit <https://forms.office.com/Pages/ResponsePage.aspx?id=9CL6b2hFBUGtQy461HJpV3y0FI8QIU5Hj1OrQJsPYAtUMjNMS0RWUDVOTkU5WkNROFIYskY5SkZPTCQIQCN0PWcu> to apply. The Access Office is in Widener Library, Room 130 (tel. 617-495-4166)

Athletic Card: To obtain use of facilities (swimming pools, workout equipment, recreation programs, etc.) visit <https://recreation.gocrimson.com/index.aspx> to purchase membership online.

Parking Office: For up-to-date information about parking, visit their website: <https://www.transportation.harvard.edu/parking>. Daily and monthly parking permits are available. For more information, visit <https://www.transportation.harvard.edu/parking/permits-rates>. The closest parking garage to HYI's offices is the 52 Oxford St. garage.

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

1. You will need to update your address in PeopleSoft at <https://peoplesoft.hrapps.harvard.edu/> as soon as your local residential address is available. (Go to My Self Service > My Personal Details > Addresses.)
2. Next, go to www.transportation.harvard.edu/commuterchoice/transit, and click "Order Transit Products." After logging in via your HarvardKey, you will be redirected to a new page. Select "Place an Order." You will be redirected to another page which shows the various transportation options: Train, Bus, etc. Pay special attention when selecting the type of pass you want as there are many different pass type options. Select the option you prefer and proceed to "checkout". Make sure everything is correct before checking out.
3. Follow the instructions to order your ppass. **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.

Resources for Family/Child Care: 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 childcare centers, family childcare, after school programs, summer camps, and in-home childcare providers and public or private schools: <https://hr.harvard.edu/childcare>

Another resource for information regarding schools and childcare is the International Office website: <https://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 affiliates 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: <https://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 the Feedback Survey that Francesca will send you at the end of the spring semester. All recipients of fellowship support from the Harvard-Yenching Institute must complete this report.
- You may go to <https://www.usps.com/> 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.

Setting up Stipend Direct Deposit

All scholars and fellows will receive their stipends at the end of each month. Please sign up to receive your stipends via Direct Deposit. Otherwise, you will receive paper checks which may be lost or delayed.

Once you have opened an American bank account, visit Peoplesoft:

<https://peoplesoft.hrapps.harvard.edu>. You will need a HarvardKey to log in.

Click on My Self Service > My Pay > Direct Deposit and click on the + sign to add an account.

The “nickname” should be a simple label of the account for your reference, such as “(bank name) checking account.” Follow the instructions (refer to the blue “i” button if needed) and insert the Transit Number/Bank ID and Account numbers where required. If you want your full Stipend to go into one account, select “Percent” under “Deposit Type,” and type “100” next to “Amount or Percent.” You can alter the percentages if you wish to split your stipend between multiple accounts.

HYI Office Regulations

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

1. Please do not eat in your office. You may eat in the Common Room in each building.
2. Do not socialize in your office. Please use the Common Room to meet informally with your HYI colleagues. You may also use the smaller seminar room in Vanserg Hall if you need a private space for academic discussion with your colleagues in a small group. Please schedule meetings in the seminar room with Francesca.
3. HYI office is designated for HYI affiliates only. This means **no family members, friends, or other guests may enter** the HYI offices. Please use the Common Rooms instead if you have guests.
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 recent thefts in Vanserg Hall as well as other areas on Harvard's campus.
5. **Please do not use your office as a 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 broken 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 for 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.
8. For safety reasons, please keep the office telephone plugged in so that, in the event of an emergency, you can dial "911" which will automatically send your location to emergency services.