

HARVARD-YENCHING INSTITUTE

Office Procedures Handbook



2009

STAFF

We have two offices. The Director's office is located at 2 Divinity 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

Director

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Assistant to the Director

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VANSERG HALL, SUITE 20

Assistant Director for Finance and Administration

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Assistant Director for Academic Programs and Planning

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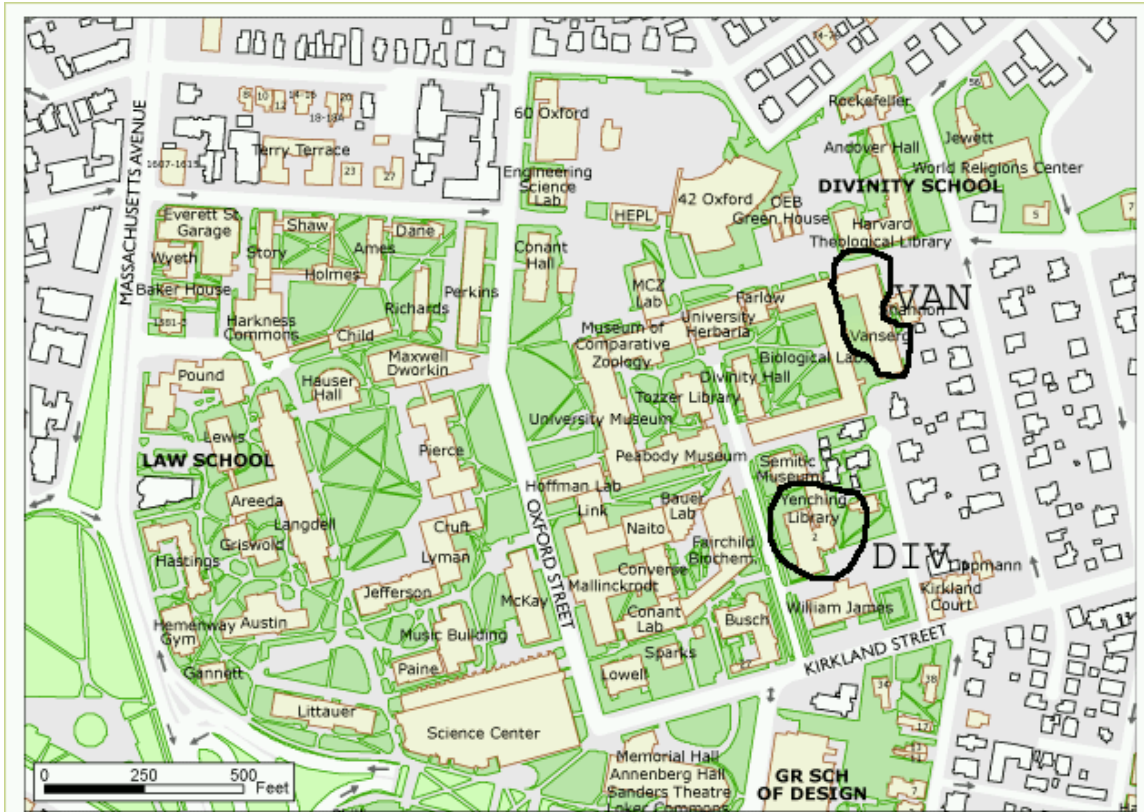
Academic Programs Manager

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Activities Coordinator

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Interactive map available at: www.map.harvard.edu

Welcome to the Harvard-Yenching Institute. Listed below are Institute office procedures and general information. At any time, if you have questions, please do not hesitate to ask for our help.

You must register with the Harvard International Office (HIO)

It is essential that you register at the International Office within 3 days of your arrival. There are strict guidelines which the Harvard International Office must follow and if you do not register, you may be in violation of your U.S. visa.

Beyond visa related matters, the International Office provides services and programs for international visiting scholars and their families. Be sure to sign up for one of their orientation sessions. They can advise you regarding visa matters, short term health insurance, telephone installation, getting a social security card, driver's license, and general day-to-day practical matters. You should seek their advice if you plan to travel outside the U.S.

International Office
Holyoke Center, Room 864;
Tel: 617-495-2789

Office hours during the school year: Monday-Friday, 9 am-3 pm.

Harvard ID card: To get your ID card, go to Holyoke Center, 9th Floor, Room 953, 617-495-3322. Be sure to take a current ID, copy of your appointment form, or passport. They will take your photo and process your Harvard ID card immediately. This ID card gives you access to all University facilities including libraries, the Housing Office, the Faculty Club, and Harvard museums. ID Office hours: Mon - Fri, 9:00 am - 4:45 pm.

FAS E-mail Address: Once you have your Harvard ID number, please request a Personal Identification Number (PIN) from the following webpage:

www.pin.harvard.edu

Once you have your PIN number, you will be able to activate your FAS email address by going to the following website:

<http://www.fas.harvard.edu/fasit/myaccount/>

If you have any problems with this, you can also go to the HELP desk in the basement of the Science Center.

Fellowship Stipends:

If you are receiving a fellowship from the Harvard-Yenching Institute, you may be subject to federal and/or state taxes. You may find that your stipend has been reduced by

14%. The Institute does not adjust stipends based on a scholar's "tax treaty" status – see below. If you have taxes withheld from your stipend, you will be responsible for filing an individual tax return. The Harvard International Office offers free "tax preparation" software. Information will be distributed to all fellowship recipients in the early part of the calendar year for the previous years' taxes.

Tax Office: If you are receiving a stipend or fellowship payment of any kind, you will need to go to the Harvard University Tax Services, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138, to be "classified." The contact person is Alex Markovic (phone: 5-8436, email: Aleksander_markovic@harvard.edu). You will need to bring your passport, DS-2019 and your social security number (see below) in order for the staff to determine whether you are eligible for tax treaty benefits. These benefits may allow scholars from China, Japan and Korea to be exempt from Federal taxes.

Social Security Number (SSN)/Tax Identification Number (TIN): If you are financially supported by the Harvard-Yenching Institute, you must apply for a social security number (NOTE: Visiting Fellows must apply for a TIN). However, you must wait 10 days before applying at the Social Security Office, located at Davis Square, 240 Elm Street, Somerville, MA.

Directions to the Social Security Office: Take the Red Line from Harvard Square outbound two stops to Davis Square. Use the Holland Street exit. Once you are outside the station, turn right and walk a couple of blocks to the Social Security Office Building. Make sure to bring your passport, visa and DS-2019. The Social Security Office is usually quite busy so you may have to wait for a long time. You should receive your social security number within 2-4 weeks of submitting your application.

Medical Insurance: If you are financially supported by, the Institute, we will provide *you* with medical insurance through University Health Services. You can only be enrolled in UHS at the beginning of the Fall and Spring semesters. If you do not arrive during these times, you must buy your own insurance and the Institute will reimburse you. There are several suitable companies recommended by the HIO. The Institute does not provide medical insurance for family members.

Harvard-Yenching Institute Mailing List: In order to ensure that you receive all announcements related to the Institute, please **subscribe** to the Harvard-Yenching Institute mailing by emailing Susan Alpert (ssalpert@fas.harvard.edu). The Institute staff will use this email address to send out any announcements pertinent to the general HYI community. You may also use this mailing list to send out any information or message that you feel would be useful for the general HYI community.

Ordering Business Cards: The Harvard University Mail Communications Center can print business cards for HYI scholars. For additional information on ordering and payment, please visit:
http://www.uos.harvard.edu/transportation/mail_services/business_cards.shtml

Technology Product Center: Members of the Harvard community may purchase computer products at the TPC located in the basement of the Science Center. Harvard University has negotiated with IBM to provide a substantial discount to Harvard affiliates. You can also purchase computers directly from their website:

http://www.uis.harvard.edu/technology_services/

For general information on computing at Harvard: <http://www.fas.harvard.edu/computing/>

You can call for technical assistance at the FAS Computing Help Desk, 617-495-9000.

Office Space: Office space is at a premium at Harvard. We are fortunate to have a number of offices available to visiting researchers here at Harvard-Yenching Institute. A \$25.00 key deposit is required, which will be refunded when the keys are returned.

Vanserg Hall Building doors are locked on the weekends and holidays. The Institute Office will be open from 8:30 – 5:30 pm. After hours, the doors will be locked automatically. In order to enter the Institute offices after hours, you must have a valid Harvard ID. Please make sure with us that your ID number has been validated with Susan Alpert for after hour access to our Program Office.

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.

Copy Machines: The Institute has two copy machines available for your use. There is a limit of 250 copies per month, after which you will be charged \$.10 for each additional copy. You will be responsible for any copies made with your copy code; therefore, it is important that you not share your copy code with anyone, including family members and colleagues. If friends/colleagues are discovered using the copy machine, your copy code will be disabled. Please contact Elaine to get your copy machine code.

Fax Machines: You may receive faxes at the Institute (617-496-7206); however, it is our policy not to permit scholars to send faxes from the office.

Mail: Mail delivery to Vanserg Hall is Monday - Friday by 2:30 p.m. Mail is delivered each day and will be placed in your Institute mailbox. If you have questions about mail, please see Elaine Witham.

Outgoing mail (Campus mail and U.S. mail): Can be dropped in the mail slot in the Vanserg Hall basement next to the soda machine. You also may drop mail directly in the US mailbox on Francis Avenue in front of Vanserg Hall. In Cambridge, post offices are located on Mt. Auburn Street in Harvard Square, Massachusetts Avenue in Central Square, and above Porter Square on Massachusetts Avenue.

Harvard Housing Office: Valid Harvard I.D. cardholders may use the Harvard Housing Office, located at 7 Holyoke St (tel: 617-495-3377). The Housing Office lists available apartments in the area as well as listings for roommates. If you are here to look for

housing before your appointment officially begins, we will give you a copy of your appointment form as verification of your University status.

Library Privileges for Spouses: Spouses of scholars in the Harvard community may apply for borrowing privileges. Call 617-495-4166 for information, or go directly to the Privileges Office in Widener Library, Room 130.

Harvard Faculty Club: The Harvard Faculty Club is open to all Visiting Scholars who wish to join. This facility has two restaurants, private dining rooms, and hotel rooms. You must be a member of the Faculty Club in order to use its facilities. You may register for Membership at the Faculty Club on their website address:

<http://www.hfc.harvard.edu>

The Faculty Club is not designed to handle cash transactions; therefore, you can either be billed for services (you can then make payment by check) or you can provide them with a credit card to which they will bill services.

Athletic Card: To obtain use of facilities (swimming pools, workout equipment, recreation programs, etc.), go to the Murr Center, 65 North Harvard St. (located across the river, next to Blodgett Pool, tel: 495-2211). Or, visit <http://recreation.gocrimson.com/> to purchase an individual membership online.

Parking Office: For up-to-date information about parking, visit their website:

<http://www.uos.harvard.edu/transportation/parking/>

To obtain permits for University parking garages, go directly to:

Parking Office, 46 Blackstone Street, Cambridge (Tel: 617-495-3772)

Escort Service (late evening): 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. This evening service operates from 7 pm - 3 am every night throughout the year. Calls are taken until 2:30 am. Their phone number is 617-495-0400. Rides are on a first-come, first-served basis. Call when you are ready to leave to reserve a ride. If the van is in your area, it will pick you up immediately. They will take you to any destination on the Cambridge campus (all houses, libraries, etc.), across the Charles River to the Business School, or to the T. They also travel up Prospect St. (in Central Square) and past Linnaean St (near Porter Square). (If you are doing work in the Medical Area, Boston, call 617-432-1379.)

Taxi: You may call any cab you wish, however, we suggest calling Ambassador Brattle Cab (617-492-1100). They will probably ask for your pickup address (“e.g., 25 Francis Avenue, Cambridge”), name, telephone number and destination. You should ask/confirm when they will come and you should wait outside your “pickup address” (Note: if you live outside Cambridge, call your local cab company.)

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://hr.hms.harvard.edu/workandfamily/default.htm>

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 (\$35 per year) 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 your:
 - Bulletin Article—a 1-2 page reflection on your stay at the Harvard-Yenching Institute
 - Academic Report—all recipients of fellowship support from the Harvard-Yenching Institute should complete the attached form (see p. 8).
- If you wish for first class mail to be forwarded to you, kindly leave self-addressed labels.

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

Useful Telephone Numbers:

→Harvard Emergency Numbers (24 hours):

- Harvard University Police, 29 Garden Street
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**
Pediatric Clinic 617-495-4171

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

Medical: Do not hesitate to call or go to the University Health Services Clinic (75 Mt. Auburn St.) if you need medical assistance, even if it is for a minor problem. To make an appointment, call 495-2001 (8:00 am -5:00 pm). If it is urgent, go directly to the clinic. For emergency care, evenings after 5 pm and on weekends, call 495-5711. Remember to take your ID card. (If you park under Holyoke Center for a clinic appointment, you can get your ticket validated at the clinic.) If you are not signed up to use the Harvard Health Service, be sure you know your hospital's/doctor's numbers.

**HARVARD-YENCHING INSTITUTE
ACADEMIC REPORT**

My research during my stay at Harvard University has been on the following subject(s):

The following is my report on my pursuit of this subject at Harvard University to date:

If applicable, please list the titles of any courses you may have attended and the names of Harvard Faculty with whom you have consulted:

Signed: _____ Date: _____
Period of Stay: From _____ to _____

Important: Complete and return this form to an HYI staff member before your departure