

Harvard-Yenching Institute

Office Procedures Handbook

2021-2022

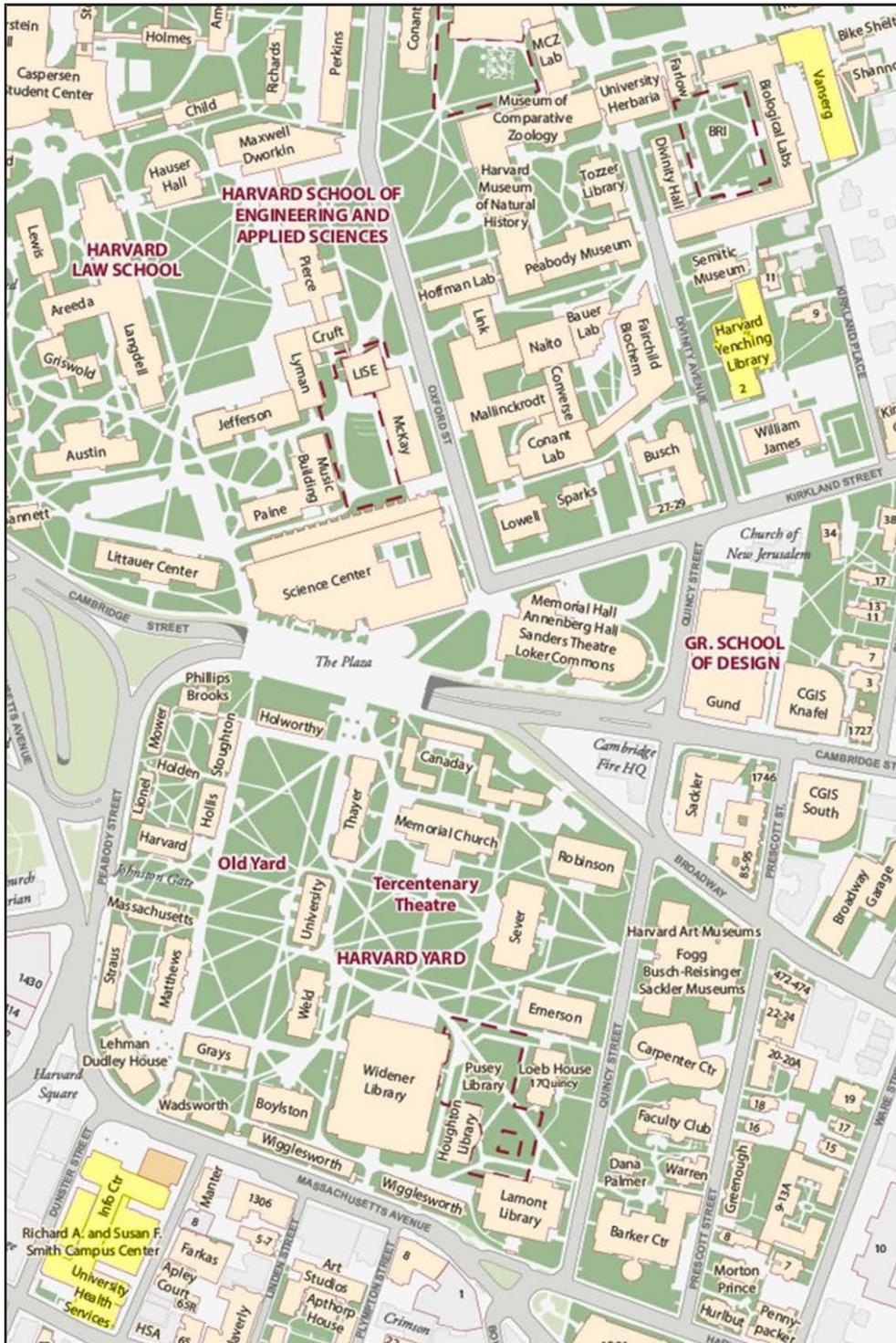


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Harvard University Campus Map

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 Institute office procedures and general information regarding your stay as a Visiting Scholar or a Visiting Fellow. ***Please keep in mind that the following university rules and regulations and HYI office procedures may change as we respond to the evolving circumstances of COVID-19.***

If you are beginning your fellowship remotely, please see the end of this handbook for instructions on how to activate your Harvard ID.

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, Guidelines and Resources 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://adminfindean.fas.harvard.edu/return-campus-resources>

Please don't hesitate to get in touch with HYI staff with any questions and concerns.

Other Useful Links for you to follow **the latest updates on Covid-19:**

- Harvard COVID site <https://www.harvard.edu/coronavirus>
- Harvard FAS COVID site: <https://www.fas.harvard.edu/fas-coronavirus-updates>
- Harvard International Office <https://hio.harvard.edu/coronavirus>

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

- 1. ID card pickup for Visiting Scholars:** You may pick up your Harvard ID at the Smith Campus Center, 1350 Massachusetts Ave, 8th Floor. 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. Visiting Fellows should follow the instructions on the VF info. sheet to get your HUID number and pick up your ID card.
- 2. Social Security Card and Tax Office:**

If you are a visiting scholar you must apply for a social security number (SSN). Currently, the Cambridge office is closed to the public. Here are the instructions from the Harvard International Office:

In order to apply for SSN you will need to mail copies of all required documents along with the SSN application form to the Social Security Administration (SSA) Office near your place or at

10 Causeway St, Boston, MA 02222 (or 10 Fawcett St, Cambridge, MA 02138)

They will then call you to schedule an appointment. Then you bring the original documents to the appointment in the government office. The actual SSN card will arrive in the mail in 2-3 weeks after you visit the SSA office.

Below are the documents you need to mail to SSA:

1. *Copy of passport*
2. *Copy of DS-2019*
3. *Copy of I-94*
4. *Copy of the offer letter*
5. *SSN Application Form* <https://www.ssa.gov/forms/ss-5.pdf>

If you had 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.

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.) If you haven't received this email, please inform Susan.

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 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, 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.**

J visa holders **must** have uninterrupted medical insurance during their stay at Harvard. Please purchase your health plan immediately upon arriving in the US. These are unprecedented times, and everyone should be covered with a health insurance policy upon arrival 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. **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.** The only exception is that permission is not required if you are planning to be absent from December 19, 2021, through January 3, 2022 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.

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 residential address and home phone number (if applicable)
2. Your cell phone number
3. Your Social Security Number
4. Your preferred email address while you are at HYI

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

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
5. A copy of the receipt of your flight ticket for reimbursement

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 policy that individual faculty sets for their courses. If you need help, please let us know. Many faculty happily accept auditors, but during these unusual times, there may be new rules and policies implemented for classes.

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

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 seek to 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 have faced 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 with your wallets and other valuables. When you leave your office, lock your door at all times.

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. 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. 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, 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.)

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.

From here, please obtain your Harvard email address. You will need it for various applications at Harvard. https://key.harvard.edu > Select Manage Your Account & Services > Log in > Activate Office 365 Email.

If you have any problems with this, please contact the Harvard University Information Technology Help:

ithelp@harvard.edu or by calling 617-495-7777. For general information on IT at Harvard, visit:

<http://huit.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, 2021-22”) 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

Access to Vanserg Hall: After August 30, the Institute office doors will be open from 8:30 am – 5:30 pm. After hours, the doors will be locked automatically. Doors are locked on the weekends and holidays.

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.

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 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.) 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 the PeopleSoft at <https://hr.harvard.edu/node/736351> as soon as your local residential address is available.
2. Next go to www.transportation.harvard.edu/commuterchoice/transit, and click "Order Transit Products." You will be redirected to a page "Ordering Your Transit Pass Through Edenred" with instructions on how to order your Massachusetts Bay Transit Authority (MBTA). You will then click on the link which will direct you to the application screen via your Harvard key log-in screen. You will then select the "Let's Get Started" button to order your From that page, select "Place Your Order." You will be redirected to another page which shows the various transportation options: Train, Bus, etc. You select the option you prefer and proceed to the "check out" option. You can purchase your pass using your credit card.
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.

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 child care centers, family child care, after school programs, summer camps, in-home child care providers and public or private schools: <https://hr.harvard.edu/childcare>

Another resource for information regarding schools and childcare is the International Office website: <http://www.hio.harvard.edu/childcare-schooling>

Please note that your town/city residency determines which school your child will attend. For more information, look through the schooling section in the previously linked webpage.

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.

For Affiliates who start your research stay remotely

1. A **Harvard ID number (HUID)** will be assigned to you. You will receive an ID number but not an actual ID card.
 - a. For visiting scholars, your ID number will be active on the first day of your appointment (August 1, 2021).
 - b. For visiting fellows (doctoral candidates), please carefully read through the set of info. sheet James Flaherty shares with you. You will receive an email from the Graduate School of Arts and Sciences (GSAS) with instructions on how to obtain your ID number. If you do not receive an email within 7 to 10 days after accepting your GSAS offer of admission, please email gsas_apphelp@fas.harvard.edu.

2. Obtain your **HarvardKey** <https://key.harvard.edu/>
This is your username and password which connects you electronically to resources at Harvard including full access to the Harvard University Library System and its collections.

3. Sign up for a **Harvard e-mail account**:

Visiting Scholars: Please register for a Harvard email address from the HarvardKey system:
<https://key.harvard.edu> > Select Manage Your Account & Services > Log in > Activate Office 365 Email.

Visiting Fellows: When you claim your HarvardKey your Google Apps For Harvard account will be created for you automatically. For more information see: <http://g.harvard.edu/getting-started/gsas>

4. Activate **two-step verification**: This provides security so that you can remotely access Harvard's systems with your laptop or other device. For instructions, please go to: https://harvard.servicenow.com/ithelp?id=kb_article&sys_id=0e04bf8a37ce72803dc68ff1b3990e66

5. **Ensure that your personal computer is updated and secure.** Find security guidelines at <https://security.harvard.edu/personal-device-security-guides>

If you encounter any difficulties, you can contact the **Harvard University IT services group** at ithelp@harvard.edu for help.

During the normal course of business, we offer shared office spaces to all our affiliates at the start of the academic year. **This year, however, due to Covid restrictions, office assignments will be made in mid- to late-September.** Please contact Francesca and James should you have questions and concerns about office space.

HYI Office Regulations

We really appreciate your kind cooperation in keeping your shared offices as quiet and clean research spaces. In addition to following Harvard University's guideline for office space under the circumstances of COVID-19, we 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. You may remain mask-less only while you are eating. (Please always wear masks in the office.)
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 Suite at Vanserg Hall, nor the common room or offices at 2 Divinity Avenue.
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.

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https://library.harvard.edu/libraries?active_filter=1&library=yenching&weeks=1 to view the building's hours.