

# Harvard-Yenching Institute

Office Procedures Handbook

2022-2023



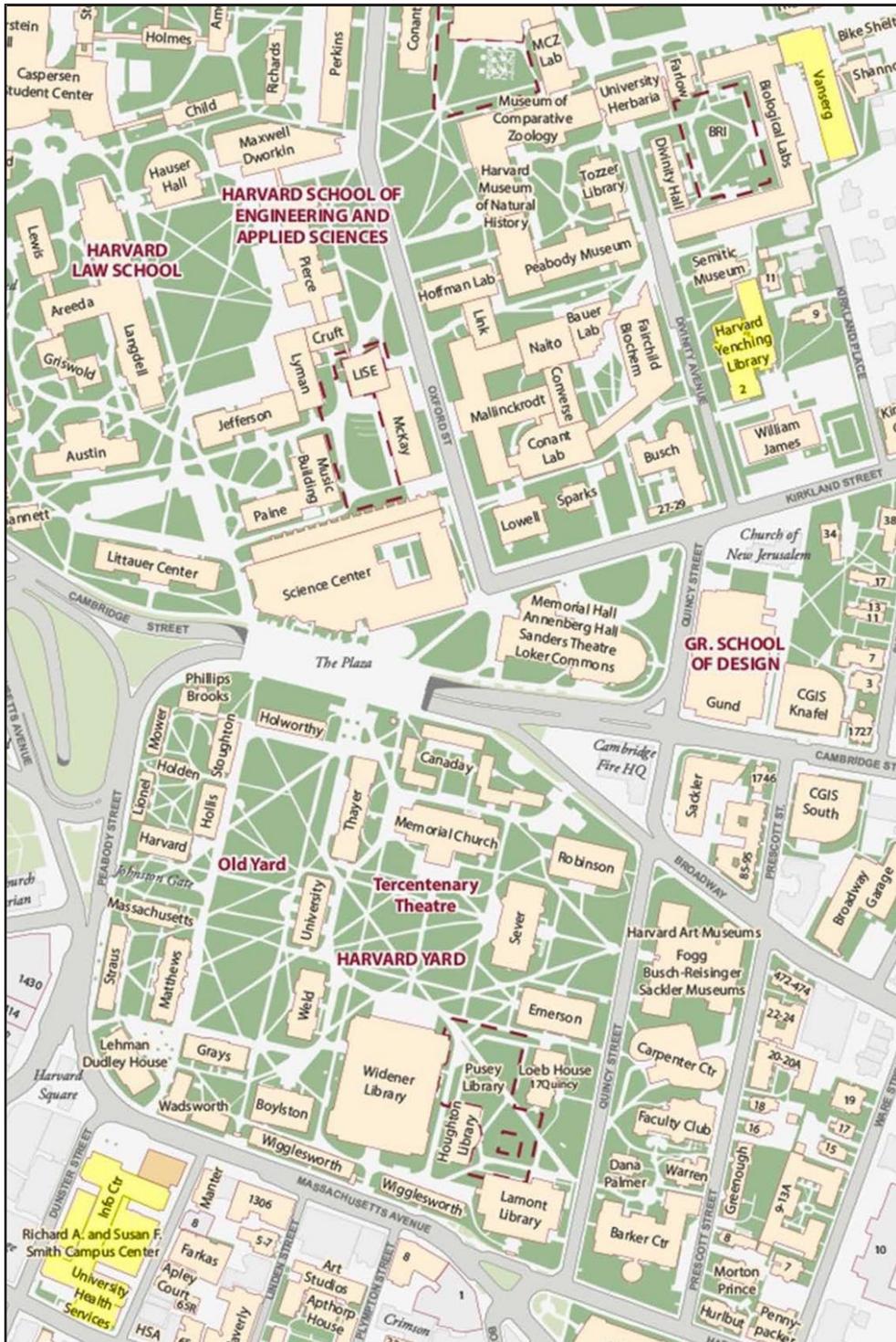
## Table Of Contents

<b>HYI Staff Directory</b>	<b><u>2</u></b>
<b>Campus Map</b>	<b><u>3</u></b>
<b>Harvard University Policy on COVID-19</b>	<b><u>4</u></b>
<b>Registration, ID card, Social Security and Tax</b>	<b><u>4</u></b>
<b>Purchasing health insurance (for Visiting Scholars only)</b>	<b><u>5</u></b>
<b>Travel</b>	<b><u>6</u></b>
<b>Providing your contact information/documentation</b>	<b><u>7</u></b>
<b>Auditing Classes</b>	<b><u>7</u></b>
<b>Safety</b>	<b><u>8</u></b>
<b>Important Telephone Numbers and Emergency Numbers</b>	<b><u>9</u></b>
<b>Institute Office Procedures and General Information</b>	<b><u>10</u></b>
Obtaining a Harvard Email Address	<u>10</u>
Ordering Business Cards	<u>10</u>
Access to Vanserg Hall and 2 Divinity Avenue Building	<u>10</u>
Incoming and Outgoing Mail	<u>10</u>
Harvard Housing Office	<u>11</u>
Library Privileges for Spouses	<u>11</u>
Athletic Card	<u>11</u>
Parking Office	<u>11</u>
Purchasing a discount T Pass (for bus and subway) – Visiting Scholars only	<u>11</u>
Resources for Family/Child Care	<u>12</u>
Harvard Neighbors	<u>12</u>
<b>When Departing from the Institute</b>	<b><u>12</u></b>
<b>Setting up Stipend Direct Deposit</b>	<b><u>13</u></b>
<b>HYI Office Regulations</b>	<b><u>14</u></b>



# Harvard University Campus Map

Interactive Map available at [www.map.harvard.edu](http://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 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>

### **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](mailto:internationaloffice@harvard.edu)

#### **1. ID card pickup**

*Visiting Scholars:* You may pick up your Harvard ID at the Smith Campus Center, 1350 Massachusetts Ave, 8<sup>th</sup> 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:* 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.)

#### **2. Social Security Card and Tax Office:**

If you are a **visiting scholar**, you must have a social security number (SSN). If you do not already have one, you will need to apply for one after you arrive.

In order 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 letter request 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.

You should receive an email from the Harvard Tax Office ([support@online-tax.net](mailto:support@online-tax.net)) requesting that you complete a tax classification survey within thirty days of your appointment start date. You will need to complete this survey and then submit your I-94, DS-2019, passport and social security card (not a photocopy) to the Harvard University Tax Office. If you haven't received this email by the end of August, please inform Susan ([susan\\_scott@harvard.edu](mailto: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 a fellowship of up to \$4,500 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 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](mailto: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 23, 2022, through January 2, 2023, 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

**Once you have a local address, please add it to your 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. 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/>

To view the academic calendar, go to

<https://registrar.fas.harvard.edu/calendars#multi>. Under the section "FAS Multi-Year Academic Calendar" select Fall Semester or Spring Semester.

## 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](mailto: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, **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 (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:**

If you would like to have an "@fas.harvard.edu" email address, please email [ithelp@harvard.edu](mailto:ithelp@harvard.edu). You will need to let them know that 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: <https://huit.harvard.edu/> You can call for technical assistance at 617-495-7777 or by emailing [ithelp@harvard.edu](mailto:ithelp@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:** Vanserg Hall offices are accessible using your Harvard ID card. The building/outside doors are usually open from 7:30 am to 10 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](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 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. For mail delivery, please use this address:

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

**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 <https://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 <https://forms.office.com/Pages/ResponsePage.aspx?id=9CL6b2hFBUGtQy461HJpV3y0FI8QIU5Hj1OrQsPYAtUMjNMSORWUDVOTkU5WkNROFIYskY5SkZPTCQIQCNOPWcu> to apply. 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 HYL'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](http://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.

**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>

**Please note that your town/city residency determines which school your child will attend.** For more information, look through the schooling sections of the above two websites.

**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 James 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 will receive their stipends at the end of each month. Fellows, you will be informed about when you will receive your stipends after you arrive.

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 kind cooperation in keeping your shared offices as quiet and clean research spaces. In addition to following Harvard University's guidelines for 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 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.