



## 2024 Registration Instructions and Checklist

**For faster service, register online with a credit card at [summer.harvard.edu/login](http://summer.harvard.edu/login)**

**If you cannot register online**, you may register on paper. Do not submit multiple copies of the same form. To see your course registration confirmation, log in to MyDCE at [summer.harvard.edu/login](http://summer.harvard.edu/login).

### Instructions

**Minimum Age Policy.** Students who have completed high school and are planning to register for courses in the general Summer School program (7-week, 3-week, or 4-week sessions) must be 16 years old by June 22, 2024 to enroll for noncredit and undergraduate credit; students must be 18 years old by July 1, 2024, to enroll for graduate credit.

**Undergraduates who are under 18 years old** must register on paper and must submit an official letter of enrollment from their home schools confirming degree-seeking status.

**High school students currently completing the 10th, 11th, or 12th grades**, including those graduating this year, must apply to the Secondary School Program (SSP) or the Pre-College Program (PC) and may not use this form (Form A). See [summer.harvard.edu/high-school-programs](http://summer.harvard.edu/high-school-programs) for more information.

**To register** you must complete Form A and submit it to Harvard Summer School via the Document Uploader in your MyDCE account, via email to [registrar@summer.harvard.edu](mailto:registrar@summer.harvard.edu), or deliver to 51 Brattle Street, Cambridge, MA 02138-3722. The Summer School is not responsible for forms lost in transit. Additional registration forms may be downloaded from the Summer School website. When completing registration forms, please clearly print all information and write your full **legal** name on every form. Be sure to sign and date those forms that require your signature. For forms received after May 14, students must make full payment of tuition and fees in their MyDCE account immediately. Students who have not paid in full by May 13 will be dropped from all courses, including waitlists.

**As part of registration**, you must provide your full **legal** name (exactly as printed on your passport or other government-issued photo identification), legal sex, date of birth, email address, and current postal mailing address.

**All critical Summer School announcements**, such as class cancellations, and most faculty communications are sent via email. If you are registered in any online courses, you must maintain an active email address throughout your enrollment. To protect the privacy and security of your student records, you must provide an email address that is unique and not shared with any other person within the Division of Continuing Education student database. Duplicate email addresses will be inactivated.

**You are responsible for maintaining accurate contact information** (email address, postal address, telephone numbers) with the Summer School. You may update contact information online by logging into your MyDCE account.

**Harvard College students** who have withdrawn or are on leave must submit a completed and signed Assistant Dean / Resident Dean form to the FAS Registrar's Office by May 13. Forms may be downloaded from the website (<https://registrar.fas.harvard.edu/forms-petitions>).

**International Students** International students who wish to request an I-20 certificate for the F-1 student visa from the Summer School must meet all requirements and complete the I-20 Certificate Request Form in MyDCE by the deadlines indicated on our website. For visa and I-20 guidelines see <http://www.summer.harvard.edu/adult-college-students/course-registration/international-student-guidelines>.

**Ukrainian Summer Institute applicants** must first submit a separate Ukrainian Summer Institute application, available at <https://huri.harvard.edu/husi/husi-admissions.html>.

## Payment

Full payment is due by May 13. If you do not pay in full by May 13, you risk being dropped from all courses and waitlists. All payments must be in US currency, payable through US banks. The Summer School does not accept cash payments. Payment may be made online at [summer.harvard.edu](https://summer.harvard.edu) with a credit card or e-check. Mastercard, Visa, American Express, and Discover are accepted. Wire payments should be sent no later than April 7 to meet the May 13 deadline for full payment. Checks should be payable to Harvard University. See the website for more information on payment options and policies.

## Registration Form Checklist

- FORM A:** Harvard Summer School 2024 Registration Form. Form A is required unless you register online. Your US Social Security/Taxpayer ID number (if available) is requested for Summer School compliance with the Taxpayer Relief Act of 1997. If you have no US Social Security/Taxpayer ID number, leave that section blank.
- Payment.** Once you receive email confirmation that your registration form has been processed, select “Student Finance Portal” from your MyDCE dashboard to complete payment.



# Harvard Summer School

HARVARD DIVISION OF CONTINUING EDUCATION

## 2024 Registration Form

FORM A  
summer.harvard.edu

PLEASE CLEARLY PRINT ALL INFORMATION

<b>DCE ID NUMBER (if known)</b>	<b>HARVARD ID NUMBER (if known)</b>	<b>PROGRAM</b>
@	OR	<input type="checkbox"/> General program (GP) <input type="checkbox"/> Ukrainian Institute (UI) <input type="checkbox"/> Proctor (PR)

(see summer.harvard.edu/login if unsure)

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

EDUCATION (check highest level as of 6/2024)			
<input type="checkbox"/> (1) Some high school	<input type="checkbox"/> (2) High school diploma	<input type="checkbox"/> (3) Some college	<input type="checkbox"/> (4) Associate degree*
<input type="checkbox"/> (5) Bachelor's degree*	<input type="checkbox"/> (6) Master's degree*	<input type="checkbox"/> (7) Doctorate*	* or equivalent foreign degree

<b>Legal sex</b>	<b>DATE OF BIRTH example: JAN 01 1996</b>																				
<input type="checkbox"/> Male <input type="checkbox"/> Female	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td colspan="3">Month (MMM)</td> <td colspan="2">Day (DD)</td> <td colspan="5">Year (YYYY)</td> </tr> </table>											Month (MMM)			Day (DD)		Year (YYYY)				
Month (MMM)			Day (DD)		Year (YYYY)																

US SOCIAL SECURITY/TAXPAYER ID NUMBER (if available)*

\*Your US Social Security (SSN)/Taxpayer ID Number (TIN) is required to comply with the Taxpayer Relief Act of 1997. If you have no SSN or TIN then leave this section blank and check here:  
 I do not have a SSN or TIN

CITIZENSHIP (check one)
<input type="checkbox"/> (Y) US citizen <input type="checkbox"/> (P) US permanent resident <input type="checkbox"/> (F) International student
Country of citizenship _____
Native language _____
Will you be attending Harvard Summer School on a visa? <input type="checkbox"/> No <input type="checkbox"/> Yes (If "Yes," you also must submit Form IM.)

ETHNIC CODE (voluntary; US citizens and permanent residents only)
Do you consider yourself to be Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No
In addition, please select one or more of the following racial categories to describe yourself:
<input type="checkbox"/> (1) Black or African American <input type="checkbox"/> (4) Native Hawaiian or other Pacific Islander <input type="checkbox"/> (2) American Indian or Alaskan native <input type="checkbox"/> (5) White <input type="checkbox"/> (3) Asian

US MILITARY STATUS
Are you a US Military Veteran or are you currently serving on active duty in the US military, including the Coast Guard, National Guard, or Reserves? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", check one: <input type="checkbox"/> I am a US Military Veteran <input type="checkbox"/> I am currently on active duty in the US Military

PRESENT MAILING ADDRESS (MA)		
Street and number (including apartment number)	Good until: (Month—Day—Year)	
City	State/Province	Zip/Postal code
Country (if not US)	Telephone number (area/country code)	Cell phone number (area/country code)

PERMANENT ADDRESS (if different from present mailing address) (PR)		
Street and number (including apartment number)		
City	State/Province	Zip/Postal code
Country (if not US)	Telephone number (area/country code)	

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

EMAIL ADDRESS (must be student's personal and unique address) (SEL)

EMERGENCY NOTIFICATION INFORMATION (EM)		
Last/Family/Sur name(s)	First/Given name(s)	
Street and number (including apartment number)		
City	State/Province	Zip/Postal code
Country (if not US)	Email Address	Telephone number (area/country code)

Continued on next page.

HARVARD DEGREE CANDIDATES (other than Harvard Extension School)	
<b>School</b> (check one): <input type="checkbox"/> Harvard College <input type="checkbox"/> BUS <input type="checkbox"/> DEN <input type="checkbox"/> DES <input type="checkbox"/> DIV <input type="checkbox"/> EDU <input checked="" type="checkbox"/> GOV   ) <input type="checkbox"/> GSAS <input type="checkbox"/> LAW <input type="checkbox"/> MED <input type="checkbox"/> SPH	<b>Student status</b> (check one): <input type="checkbox"/> (C) Active degree candidate <input type="checkbox"/> (W) Degree candidate withdrawn** <input type="checkbox"/> (L) Degree candidate on leave** New candidate, 2023-2024 <input type="checkbox"/> (G) Graduate, 2022-2023 <input type="checkbox"/> (S) Special student ** Allston Burr Resident Dean form required

STUDENTS FROM OTHER US COLLEGES AND UNIVERSITIES					
School name _____	CEEB code (if known) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

MAXIMUM ENROLLMENT: 8 credits					
CREDIT STATUS: Write one code for each course. Choose from options in course description. (See key*)					
5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)	Credit status* (UN, GR, NC)	Tuition**
		S-			
		S-			
* Credit status codes: UN (Undergraduate) • GR (Graduate) • NC (Noncredit) ** Tuition: 4-credit course = \$3,700. 8-credit course = \$7,400.					<b>Tuition total</b> \$

Required payment due with Form A. Login to your online services account to make payment.			
Received on or before May 13		Received after May 13	
Full tuition payment (each 4-credits = \$3,700)	\$ _____	Full tuition payment (from above)	
Summer School housing fee for your session(s)	\$ _____	<b>Full payment due with forms</b>	<b>\$ _____</b>
<b>Total required minimum payment due with your registration</b> (Full payment of any remaining balance is due by May 13)	<b>\$ _____</b>		

**STUDENT SIGNATURE:** By signing I, the student, agree to the following: I accept full responsibility for all information about me submitted to the Summer School by me or on my behalf. I certify that the information is true and complete. I agree to abide by the policies and procedures detailed on the Summer School website. I understand that the Summer School reserves the right to take disciplinary action against any student whose information is false or who violates Summer School policies and procedures, including canceling the student's registration and requiring the withdrawal of the student.

Harvard Summer School expects students to understand and maintain high standards of academic integrity. It is your responsibility to avoid breaches of academic integrity including plagiarism, copying code, unauthorized use of AI, and inappropriate collaboration or outside assistance. Please review the full academic integrity policy and check your syllabus for more details.

I agree to abide by all academic integrity policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Digital signature not accepted. Document must be signed with a real signature.*

**For any questions regarding payment, please contact Student Financial Services at [studentfinance@extension.harvard.edu](mailto:studentfinance@extension.harvard.edu) or (617) 495-4293**