



HARVARD SUMMER SCHOOL

Study Abroad Programs • 51 Brattle Street, Cambridge, MA 02138-3722 • summerabroad@summer.harvard.edu

Study Abroad Registration Changes Form

General instructions: Use this form to make changes to your credit status (UN or GR credit), to drop your courses for a full or partial tuition refund, or to withdraw from your courses (no tuition refund, course remains on record with a WD grade). The amount of your refund, if any, will be determined according to the deadlines published on the Admitted Students page of the Harvard Summer School website, www.summer.harvard.edu/study-abroad-programs/for-admitted-students. All changes made after the start of a study abroad program require a signature from your study abroad program director/representative.

Note: Students who drop or withdraw from all their courses are removed from their study abroad program.

Print all information requested and have your program director/representative sign and date the form. You must sign and date the bottom of the form as well. Email the completed form to summerabroad@summer.harvard.edu by the appropriate deadline for your program.

If your mailing or email address has changed since course registration, please update the information through your MyDCE account.

DCE ID NUMBER									
@									

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

or

HARVARD ID NUMBER									

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

SPECIFY YOUR STUDY ABROAD PROGRAM	
<input type="checkbox"/> Greece (ol)	<input type="checkbox"/> Prague (cz)
<input type="checkbox"/> Kenya (kn)	<input type="checkbox"/> Sao Paulo (sb)
<input type="checkbox"/> Kyoto (jk)	<input type="checkbox"/> Seoul (kr, kk)
<input type="checkbox"/> Mexico (me)	<input type="checkbox"/> Shanghai (sg)
<input type="checkbox"/> Torino/Trento/Siena (ms)	<input type="checkbox"/> Taiwan (tw)

Credit Status Changes

Copy information from each course as it appears on VIEW COURSE SCHEDULE in your MyDCE account. In the CREDIT STATUS column below, write the code (UN=undergraduate, GR=graduate) for the status to which you are changing.								
5-digit course number					Subject	Subject number	Course title (and section number, if applicable)	Credit status (UN, GR)
3	2	8	4	0	HSCI	S-120	Science, Medicine, and Religion in the Age of Skepticism (<i>example</i>)	UN
						S-		
						S-		

Course Drop or Withdrawal

The amount of your refund, if any, will be determined according to the deadline published on the Admitted Students page (www.summer.harvard.edu/study-abroad/information/admitted-students).	
<input type="checkbox"/> I wish to drop or withdraw from all my courses, and my study abroad program.	
Study abroad program director's/representative's signature _____ Date _____ (Required if change is made after program start)	

Student Signature. I certify that all of the above information is true and complete to the best of my knowledge.
Student signature _____ Date _____

For office use only	
Staff _____	Date _____
Staff _____	Date _____
Reg. Office _____	Date _____