

APPLICATION FOR TRAVELING SCHOLAR STATUS INSTRUCTIONS

Application Deadline

Applications for traveling scholar status are due by **August 1** for the fall term or academic year and by **January 1** for the spring term. A student filing after these dates is charged a late registration fee of \$50.00 plus an additional \$5 for each week late. **Applications for traveling scholar status will not be approved if a student has an outstanding term bill from a previous term or if a loan from the University is delinquent by more than 90 days.** A student who fails to register is liable for a lapse-of-candidacy fee of \$250. A student who wants to discontinue his or her degree candidacy should file a withdrawal notice with the GSAS Dean's Office.

Health Insurance Coverage

A student registered as a traveling scholar **WILL** be charged for the Harvard Blue Cross Blue Shield (BCBS) and Student Health Fee (SHF). If a traveling scholar does not want BCBS and/or the SHF benefits, he or she **MUST** fill out a waiver form online for each by September 30 for the fall or February 28 for the spring, or the fees will remain on the term bill. Visit www.huhs.harvard.edu/waiver for information. Call UHS Member Services with questions (617-495-2008).

Tuition Payments

The tuition requirements for the PhD are two years of full tuition and two years of reduced tuition. A traveling scholar may elect to delay payment of tuition, and instead pay the active file fee or the facilities fee, for up to two years prior to the completion of the tuition requirements. Grants are ordinarily given for resident status only and do not normally cover the Active File Fee. Please contact your financial aid officer regarding your grant and choosing an appropriate tuition option (617-495-5396).

Once an application has been approved, there is a \$30 fee for any change later requested in the charges for a term.

Contact Information

While the **address** on the application should be a **mailing address** for the period a student is to be away, it is important to also indicate **where the student will be spending the term** for GSAS use in locating students in emergency situations. A student should provide an e-mail address that will be monitored regularly on the application; if there is any problem processing the application, the GSAS Dean's Office will e-mail the student.

International Students

Immigration regulations require that a F-1 or J-1 visa holder must maintain full-time enrollment status while in the United States. A F-1 or J-1 student who is considering applying for traveling scholar status must speak to an advisor in the Harvard International Office (Holyoke Center 864, 617-495-2789) before submitting an application.

SOS Travel Assistance Program Information

GSAS strongly recommends that all Traveling Scholars obtain an international SOS membership card which provides 24 hour worldwide emergency medical and evacuation assistance for Harvard's employees and students traveling on University related activities.

For additional information visit http://vpf-web.harvard.edu/rmas/4_insurance/IntnlSOS.html

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(for students who will be away from the Boston area, engaged primarily in their degree work)

Last Name: _____ First Name: _____ Harvard ID: _____

Department: _____ G-Year: _____ Degree Program: _____ Anticipated date of degree: _____

E-mail*: _____ Telephone Number: _____

**Please provide an e-mail address that you will check often; if there is a problem processing your application you will be contacted via e-mail.*

Address: _____

Citizenship:

United States

Other Country: _____
Visa: _____

Please check off the term(s) you wish to register as a Traveling Scholar: **Fall** **Spring** Acad. Year: _____

Please make *one* tuition selection below. If you have any questions, contact your Financial Aid Officer (617-495-5396).

Full or Reduced Tuition (please confirm with your Financial Aid Officer that grant will cover tuition)

Facilities Fee (access to Harvard facilities, e-resources, and HOLLIS catalog)

Active File Fee (access to e-resources and HOLLIS catalog)

Health Insurance Coverage: Registered Traveling Scholars have both Blue Cross Blue Shield and University Health Services insurance coverage; fees **will be** charged to the student's term bill. If students do **NOT** want BCBS and/or UHS insurance coverage, they **MUST** submit an online waiver for each or the fees will remain on their term bill. The deadline for waiving health insurance is September 30 for the fall and February 28 for the spring. Please visit www.huhs.harvard.edu/waiver for details and forms. Call 617-495-2008 with questions.

Why are you requesting Traveling Scholar status (specific goals – research, writing, collecting data)? **(REQUIRED)**

Please indicate where (**city and country**) you will be and when:

Were you registered as a Traveling Scholar during the last academic year? Yes No

➤ If you answered "yes" to the question above, you **must** fill in an explanation below (attach a separate sheet if necessary)

What were your activities as a Traveling Scholar? (i.e. research, writing, collecting data)

By signing below, the student indicates that he or she has read and understood the instructions on the previous page.

Student Signature: _____ Date: _____

Student's Advisor: _____ Date: _____

Director of Graduate Studies: _____ Date: _____

International Office (for international students only): _____ Date: _____

GSAS Dean's Office: _____ Date: _____