

## **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.

### **Contact Information**

The address on the application should be a mailing address for the period a student is to be away, and is the address to which term bills will be sent. A student who will be traveling may want to use a local or permanent address from which mail can be forwarded if necessary. **Please inform the Registrar's Office of any change of address.** 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.

### **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. For example, if a student expects to complete his or her degree in two years and owes two years of reduced tuition, he or she should choose to be charged reduced tuition. A student should indicate which fees he or she wishes to be charged. 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 (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.

### **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 by the appropriate deadline. Visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu) for information. Call HUHS Member Services with questions (617-495-2008).

### **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.

# APPLICATION FOR TRAVELING SCHOLAR STATUS

(for students who will be away from the Boston area and 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Citizenship:</b> <input type="checkbox"/> United States  <input type="checkbox"/> Other Country: _____ Visa: _____
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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, but NO access to Harvard facilities)

**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 form or the fees will remain on their term bill. Please visit [www.huhs.harvard.edu](http://www.huhs.harvard.edu) for deadlines, details, and forms. Call 617-495-2008 with questions.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>By signing below, the student indicates that he or she has read <u>and</u> understood the instructions on the reverse side.</b>	
Student Signature: _____	Date: _____
Student's Advisor: _____	Date: _____
Director of Graduate Studies: _____	Date: _____
International Office (for international students only): _____	Date: _____
GSAS Dean's Office: _____	Date: _____