



## Harvard University Extension School

Division of Continuing Education

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-4024 • [www.extension.harvard.edu](http://www.extension.harvard.edu)

# Instructions for Completing the 2009–10 Registration Form

Students who do not register online may register by completing this form and submitting it with the payment form and full payment, including one \$50 nonrefundable registration fee, to Student Financial Services at the above address. You may also drop your forms and payment in the 24-hour registration box at that address. Please print clearly; illegible, incomplete, or unsigned forms may not be processed. Forms received with insufficient or unacceptable payment may be returned. Please do not mail cash; you may make cash payments in person: Monday–Wednesday and Friday, 9 am–5 pm and Thursday, 10:30 am–5 pm.

**DCE ID number:** Your DCE ID is a generated number beginning with the “@” symbol. It has been assigned to you if you have registered previously for courses or taken certain placement tests at the Harvard Extension School or Harvard Summer School. If you are a new student, please leave this section blank and a number will be assigned to you and printed on the registration confirmation that is sent to you by US mail. If you have forgotten your DCE ID number, you may have it e-mailed to you by selecting “I do not know my DCE ID number” at [www.extension.harvard.edu/login/](http://www.extension.harvard.edu/login/).

**Legal name, mailing address, e-mail address, and telephone number:** Your legal name, current mailing address, and a telephone number or e-mail address are required.

Official documentation is required for changes to your name, date of birth, and Social Security number. Please submit changes with documentation on a biographical information change form available online and at 51 Brattle Street. You may change your mailing and e-mail addresses, telephone numbers, and education level via online services, or you may submit them on this form.

**Primary language:** If your primary language is not English, indicate your primary language on this form. You must demonstrate English proficiency (see the Extension School website) if you register for most courses in creative writing (CREA), expository writing (EXPO), journalism (JOUR), management (MGMT), communication in business (COMM), and speech (SPCH).

**Courses and credit status:** Copy all requested course information exactly as it appears in the course description. Specify a credit status for every course from the options listed in the description. You must register for undergraduate or graduate credit in any course for which you wish to earn a grade and credit. If you select noncredit you will not receive a grade or credit. If you do not designate a credit status or if you select an unavailable credit option, you are assigned and charged tuition for an available option that corresponds to your tuition payment. Full-time students (14 credits per term) and those who enroll while on visas must submit proof of immunization (see the Extension School website).

**Student signature and date:** Sign and date the form. If you are under 18 years of age, a parent or guardian also must sign.

**Institute for English Language Programs (IEL):** Before you register for IEL courses, you must take the English language placement test (see the website).

**Payment:** Full payment and completed payment form must be submitted with your registration form for your registration to be processed.



# Harvard University Extension School

Division of Continuing Education

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-4024 • www.extension.harvard.edu

## 2009–10 Registration Form

DCE ID number (if known)									
@									

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

Please clearly print all information.

Has your name, address, or any other information requested below changed since your last registration?  Yes  No If yes, circle the new information and see instructions.

Legal name (as it appears on your passport)		
Last (family name)	First	Middle

Present address			
Street			
City		State/Province	Zip/Postal code
Country (if not US)	Telephone number (including area/country code)	Cell phone number (including area/country code)	
E-mail address (Please provide only one e-mail address.)			

Social Security Number								

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/TIN leave this section blank.

Citizenship
<input type="checkbox"/> (Y) US citizen <input type="checkbox"/> (P) US permanent resident <input type="checkbox"/> (F) International  Will you be attending the Extension School while on a visa? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must provide proof of immunization.

Ethnicity (Voluntary; for 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"/> (2) American Indian or Alaskan native <input type="checkbox"/> (3) Asian <input type="checkbox"/> (4) Native Hawaiian or other Pacific Islander <input type="checkbox"/> (5) White

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

Country of citizenship (if not US)

Primary language (if not English)
See instructions for courses that require proof of English proficiency.

Sex
<input type="checkbox"/> Male <input type="checkbox"/> Female

Date of birth (example: JUN 09 1990)
Month (mm)      Day (dd)      Year (yyyy)

Courses 16 credits is the maximum course load.					
5-digit course reference no. (CRN)	Subject	Subject number	Course title (and section number, if applicable)	Credit status* (UN, GR, NC)	Tuition
		E-			
		E-			
		E-			
		E-			

\* Credit status codes: UN (Undergraduate)  
GR (Graduate)  
NC (Noncredit)

\*\* Late registration begins: August 31 (Fall term 2009)  
January 4 (January session 2010)  
January 24 (Spring term 2010)

Nonrefundable registration fee	\$ 50
Late registration fee**	\$ 50
<b>Total Due (due with Payment Form)</b>	<b>\$</b>

I accept full responsibility for the information submitted on this form and certify that it is complete and accurate. I agree to abide by the policies and procedures published on the Extension School website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If under 18 years of age, parent or guardian also must sign.)*

This form must be submitted with the Payment Form and full payment before your registration can be processed.



# Harvard University Extension School

Division of Continuing Education

51 Brattle Street • Cambridge, Massachusetts 02138-3722 • (617) 495-4024 • www.extension.harvard.edu

## 2009–10 Registration Payment Form

This form must be submitted with the Registration Form before your registration can be processed.

Please clearly print all information.

DCE ID number (if known)	Date of birth (example: JUN 09 1990)
@ <input type="text"/>	<input type="text"/>
<small>(see www.extension.harvard.edu/login if unsure)</small>	<small>Month (MMM) Day (DD) Year (YYYY)</small>

Legal name (as it appears on your passport)		
Last (family name)	First	Middle

Present address (number, street, and apartment number)			
Street			
City		State/Province	Zip/Postal code
Country (if not US)	Telephone number (including area/country code)		Cell phone number (including area/country code)
E-mail address (Please provide only one e-mail address.)			

Payment type (check one):

- Cash    Check\*    Money order\*    Credit card (see below)

\* Please make checks payable to Harvard University.

- I am a Harvard Extension School admitted degree or certificate candidate or Harvard College student with financial aid.

Payment by Credit Card

Authorization
Please be sure to check the authorization box and enter the amount to be charged.
<input type="checkbox"/> I authorize Harvard University to charge my credit card in the amount of \$_____.

Card	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
------	---

Card number	Expiration date (example: JUN 2011)	Security code <sup>†</sup>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Month (MMM) Year (YYYY)</small>	

Cardholder's signature
<input type="text"/>

Cardholder's name (please print)
<input type="text"/>

Cardholder's billing address		
Street		
City	State/Province	Zip/Postal code
Country (if not US)	Cardholder's telephone number (including area/country code)	

<sup>†</sup> The credit card security code is found either on the back of the card, as the last three digits at the end of the credit card number printed on the signature strip, or as a four digit code found above and to the right of the credit card number.

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