

APPLICATION INSTRUCTIONS

PROCEDURE

Applicants must submit all parts of the Secondary School English Language Program application with a \$40 nonrefundable application fee by May 10, 2002. Students who pay by credit card may apply online (www.siel.harvard.edu). Early application is encouraged because enrollment is limited, and a late-payment fee is charged to all Summer School students whose bills are not paid in full by May 31, 2002. It is the student's responsibility to ensure that all necessary materials reach the program office in sufficient time to be considered. The admissions committee considers students only after all application and supplementary materials have been received. A decision letter usually is sent within a week of that time. Admitted students will be sent housing applications with their admission packets, along with more information about University facilities and policies.

Address questions about the program to the Secondary School English Language Program, 51 Brattle Street, Cambridge, MA 02138-3722 USA; (617) 495-3192; hewitt@hudce.harvard.edu. Additional application forms are available online.

INSTRUCTIONS AND APPLICATION CHECKLIST

When completing application forms, please clearly print all information and write your legal name on every form. Be sure to sign and date those forms that require your signature.

INSTRUCTIONS. Students must complete Form SIEL-A, Form SIEL-I, and Form SIEL-F and submit them with a nonrefundable \$40 application fee by **May 10, 2002** in the envelope provided (if available) to: Student Financial Services, Harvard Summer School, 51 Brattle Street, Cambridge, MA 02138-3722 USA. Forms SIEL-II and SIEL-III may be sent separately, but they must be received by the Summer School in order for your application to be considered. If you are paying by credit card, you may apply online (www.siel.harvard.edu) or fax your forms with credit card authorization to (617) 495-2921. You should call (617) 495-4024 the next business day to confirm fax receipt. Please do not mail your original forms, or fax duplicate copies of the same forms, as this may result in additional credit card charges. The Summer School is not responsible for forms that are lost in transit.

PAYMENT. The nonrefundable \$40 application fee must be submitted with your application materials. The remaining balance of \$6,295 must be paid by May 31 to avoid late fees. If you apply or complete payment after May 31, you will be assessed a \$50 late fee; if you apply or complete payment after June 23, you will be assessed a \$100 late fee. All payments must be in US currency, payable through US banks. Please do not send cash or travelers checks through the mail. Checks must be payable to Harvard Summer School. MasterCard, Visa, American Express, and Discover are accepted, provided that the name on the credit card is that of the student registering, or written permission from the cardholder is enclosed. If you are paying by credit card, please use a card without a daily charge limit. Payment also may be made through interbank wire to the account below. Please do not wire funds after May 26.

FleetBoston, 100 Federal Street, Boston, Massachusetts 02110

HUDCE

Account number 00172448

*

Student name

Student ID number (if available)

* On this line of the wire address, you must indicate which of the following available wire services you have used:
Telex: 4996527BOSTONBSN, or ABA: 011000390, or SWIFT: FNBBUS33

- FORM SIEL-A: Harvard Summer School 2002 Secondary School English Language Program Application Form.** Your US Social Security number (if available) is also your Summer School student ID number. It is required in order for the Summer School to comply with the Taxpayer Relief Act of 1997. If you prefer not to use your Social Security number as your Summer School student identification number, send a written request to the Registrar's Office, 51 Brattle Street, Cambridge, MA 02138-3722, and a different student identification number will be assigned to you. If you have no Social Security number, leave this space blank and a number will be assigned to you.
- FORM SIEL-F: International Student Information and I-20 Application Form.** Submitted by foreign applicants only (not US citizens or US permanent residents). If you need an I-20 for an F-1 student visa, you must answer "Yes" to the question on Form SIEL-F and provide all requested information. If you enter the United States on an F-1 visa, you must remain enrolled full time. Failure to do so will cause you to be considered out of status. Students who are applying for an I-20 Certificate of Eligibility for an F-1 student visa should submit Form SIEL-A and Form SIEL-F as early as possible to ensure receipt of the I-20 before their departure for Harvard.
- FORM SIEL-I: Supplementary Application.** Form SIEL-A, Form SIEL-F, Form SIEL-I, and the \$40 application fee must be sent together.
- FORM SIEL-II: Teacher Report.** Complete the applicant section, then give Form SIEL-II to your current English teacher with a stamped, addressed envelope. Your English teacher should send an essay that you wrote recently and he or she corrected.
- FORM SIEL-III: Counselor Report.** Complete the applicant section, then give Form SIEL-III with a stamped, addressed envelope to your adviser, guidance counselor, or school head to complete. If possible, the form should be completed in English. A transcript of high school grades to date, including the latest available grades for 2001-02, should accompany Form SIEL-III.
- Notification of receipt.** If you wish to know when your teacher and counselor reports have reached the Secondary School English Language Program Office, please attach to each form a self-addressed, stamped postcard with the recommender's name written on it.



HARVARD SUMMER SCHOOL

2002 Secondary School English Language Program

WEB FORM SIEL-F
www.siel.harvard.edu

International Student Information & I-20 Application Form

Submit this form with FORM SIEL-A if you are an international applicant (not a US citizen or a US permanent resident), even if you do not need an F-1 student visa to attend Harvard Summer School. Students whose application materials are received after May 10 may have difficulty obtaining an F-1 visa in time for the start of Summer School.

PLEASE CLEARLY PRINT ALL INFORMATION

LEGAL NAME		
Last (family name)	First	Middle

COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	NATIVE LANGUAGE

DO YOU NEED AN I-20 CERTIFICATE OF ELIGIBILITY FOR AN F-1 STUDENT VISA? **DATE OF BIRTH:** EXAMPLE: [D][E][C] [0][1] [8][6]

No (If no, you may stop here.) Yes (If yes, you must complete the rest of this form.)

Month Day Year

□ □ □ □ □ □ □ □

E-MAIL ADDRESS (SEL)	FAX NUMBER (including area/country code) (FX)

I-20 MAILING ADDRESS (IM)		
Street and number (no P.O. boxes)		
City	State/Province	Zip/Postal code
Country (if not US)	Telephone number (including area/country code)	

Are you **currently** studying full time at another US institution? Yes No

If yes, print school name: _____

If yes, are you studying on an F-1 student visa? Yes No

If yes, will you return as a full-time student to that institution in the fall? Yes No

I-20 admission number: _____

Do you plan to **begin** studies at another US institution in fall 2002? Yes No

Have you been **admitted** to a program of research or study at Harvard for the 2002 fall term? Yes No

If yes, what is the name of the school or program? _____

Have you requested a visa document from that school or department? Yes No

FINANCIAL REQUIREMENTS AND CERTIFICATION OF AVAILABILITY OF FUNDS

Students applying to the four-week Harvard Summer Secondary School English Language Program must have \$7,050–\$8,050 to cover tuition, room and board, medical insurance (if applicable—\$95 purchased in advance through the Summer School), books, and personal expenses. These estimates do not include travel expenses.

I certify that the information above is complete and correct and that I am aware of the costs of the program of study for which I am applying (tuition, fees, living expenses, etc.) and understand that I must have sufficient funds to meet my Harvard Summer School expenses.

Signature _____ Date _____
(if under 18 years of age, parent or guardian must sign)

HARVARD



SUMMER SCHOOL

2002 Secondary School English Language Program

WEB FORM SIEL-I
www.siel.harvard.edu

Supplementary Application

Please type or print. You may use the back of this form or attach an additional sheet if necessary. Please use the envelope provided (if available) to mail this form together with Form SIEL-A, Form SIEL-F, and the \$40 application fee.

1. Applicant's name _____ US Social Security # _____
Last (family name) First Middle Jr., etc. (if available)
2. Applicant's mailing address _____
Street

City State/Province Zip/Postal code Country (if not US)
3. Graduation date _____
Month Year
4. School name _____
CEEB code number (US only)
5. School address _____
Street City State/Province Zip/Postal code Country (if not US)
6. How did you hear about the Secondary School English Language Program?
 Direct mail Counseling office Website
 Other _____
7. What is the most interesting book, apart from those assigned in class, that you have read in the past year? Why?
8. What do you like best about school? What do you like least?
9. If there is any more information you want the Admissions Committee to know, please continue on the back.



HARVARD
SUMMER SCHOOL
 2002 Secondary School English Language Program

WEB FORM SIEL-II
 www.siel.harvard.edu

Teacher Report

TO THE APPLICANT

Please type or print the information below, then give this form to your **current** English teacher with a stamped envelope addressed to Harvard Summer School, Secondary School English Language Program, 51 Brattle Street, Cambridge, MA 02138-3722 USA.

Applicant's name _____
Last (family name) First Middle Jr., etc.

Applicant's mailing address _____
Street City State/Province Zip/Postal code Country (if not US)

School name _____
CEEB code number (US only)

School address _____
Street City State/Province Zip/Postal code Country (if not US)

Under the terms of the Family Educational Rights and Privacy Act, I waive do not waive any right of access to this recommendation.

Applicant's signature _____ US Social Security # _____ Date _____
(if available)

TO THE TEACHER

We are interested in whatever you can tell us that will help us evaluate this student's motivation, intellectual abilities, and personal qualities. Please mention any circumstances in the student's background that may help us evaluate the applicant (e.g., illness or strong family pressure). Please attach an essay that the applicant recently wrote and that you corrected. Please sign the essay to show that you corrected it. If possible, please type or print. Thank you for your help.

Please check the chart below to compare the student with other students in his or her secondary school class.

	Below average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10% this year)	One of the top few I have encountered in my career
Intellectual level						
Verbal ability						
Social maturity						
Moral responsibility						

1. How long have you known the applicant? _____

2. In what subject(s) have you taught him or her? _____

3. What grade did the applicant earn in your course(s)? _____

Signature _____ Date _____

Please print name _____
Prefix (Ms./Mr., etc.) First Last

School telephone number where we can reach you
(including area/country code)



HARVARD SUMMER SCHOOL

2002 Secondary School English Language Program

WEB FORM SIEL-III
www.siel.harvard.edu

Counselor Report

TO THE APPLICANT

Please type or print the information below, then give this form to your guidance counselor, to your adviser, or to your head of school with a stamped envelope addressed to Harvard Summer School, Secondary School English Language Program, 51 Brattle Street, Cambridge, MA 02138-3722 USA.

Applicant's name _____
Last (family name) First Middle Jr., etc.

Applicant's mailing address _____
Street City State/Province Zip/Postal code Country (if not US)

School name _____
CEEB code number (US only)

School address _____
Street City State/Province Zip/Postal code Country (if not US)

Under the terms of the Family Educational Rights and Privacy Act, I waive do not waive any right of access to this recommendation.

Applicant's signature _____ US Social Security # _____ Date _____
(if available)

TO THE COUNSELOR

If possible, please type or print the information requested below, then send with this form a copy of the student's transcript, including grades so far for this year. Please write in English if possible. We cannot consider students until we have these documents. We appreciate your cooperation and thank you for your help.

1. This applicant ranks _____. (Rank in class is helpful to us; if rank cannot be cited, please estimate or give some other indication of how the student has performed relative to classmates.)
 - 1a. How many students are in the applicant's class? _____ Of the class, about ____% plan to attend college.
2. Please check the chart below to compare the student with other students in his or her secondary school class.

	Below average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10% this year)	One of the top few I have encountered in my career
Academic motivation						
Concern for others						
Social maturity						
Intellectual level						
Respect accorded by faculty						

3. Are there any special circumstances in the student's background or home life that would help us better evaluate the applicant?
4. What can you tell us about the student's personal qualities?
5. Has this student incurred serious or repeated disciplinary action, been suspended, or left voluntarily for an extended period of time? Yes No Please explain. If new circumstances alter this student's status at school after you have submitted this form, you should notify us as soon as possible.

Counselor Adviser School Head

Signature _____

Please print name _____
Prefix (Ms./Mr., etc.) First Last School telephone number where we can reach you (including area/country code)