

# Orientation Guide for Visiting Scholars **2018-2019**



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## After Arrival

Welcome to the Minda de Gunzburg Center for European Studies! We are delighted that you will join our Visiting Scholars Program and hope that this experience will be most beneficial to you. Please take a moment to review the following steps visitors should take upon arrival.

### **Harvard ID, HarvardKey and Email**

#### **HARVARD ID**

Your Harvard ID card (HUID) will give you access to Harvard facilities, including Busch Hall and the libraries. You may pick up your ID card from the Campus Services office located on the 8<sup>th</sup> floor (Room 807) of the Smith Campus Center at 1350 Massachusetts Avenue in Harvard Square, open 8:00 a.m. – 5:00 p.m. on Mon-Fri.

#### **HARVARD KEY**

After you have collected your HUID, you will be able to obtain your HarvardKey. This is your secure login credential that gives you access to the University applications and services using a login name and password. It allows you to access many protected online resources, for example the library's electronic collections. To claim your HarvardKey, start by visiting [key.harvard.edu](http://key.harvard.edu) and click on the Claim Your HarvardKey link. More detailed instructions are available at <http://reference.iam.harvard.edu/claim-guide-new-users>.

In order to better protect your information and Harvard's IT systems, the University is requiring all community members to activate two-step verification on their HarvardKey account. Two-step verification is a security mechanism that uses a second device (commonly your mobile phone but it can also be a landline/non-smartphone) to verify your identity when you log in to HarvardKey-protected applications or resources. More information can be found at this link: <http://huit.harvard.edu/twostep>, and our IT team will be happy to answer any questions.

#### **INTERNET**

You will need your HUID and HarvardKey to register your device(s) for wireless network access here: <http://wifi.harvard.edu/harvard-secure.html>. Please contact the CES IT team for any assistance (dial extension 54307).

#### **EMAIL**

During the process of obtaining your HarvardKey, you will be prompted to choose a login name from a list of options. Be sure to choose carefully — your HarvardKey login name is in the form of an email address, and the login name you pick will also be used as your official, permanent Harvard email address. To complete the set-up process for your email account, please contact the CES IT Department. You will then be able to access your mail at [www.outlook.com/harvard.edu](http://www.outlook.com/harvard.edu). The CES IT Department can also assist you with configuring any mail clients such as Outlook or Apple Mail.

### **Harvard International Office (HIO)**

#### **REGISTER**

International visitors traveling on any US visa, regardless of the issuing institution, **must register with the Harvard International Office within 15**

**days of arrival** to the United States, bringing their passport and all visa documents. The HIO is located on the 8<sup>th</sup> floor (Room 864) of the Smith Campus Center at 1350 Massachusetts Avenue in Harvard Square. No appointments are necessary.

Please note that throughout their stay, international visitors are **required to inform CES of any travel plans outside the greater Boston area.**

**PRINT I-94**

The U.S. Customs and Border Protection has created an online, electronic I-94 form. You should print it out via [www.cbp.gov/i94](http://www.cbp.gov/i94) whenever you re-enter the United States and must have it with you when you travel outside Boston.

**HIO ORIENTATION**

After registering, we encourage you to participate in one of the HIO's orientation sessions to help you settle into life at Harvard. Group orientation sessions will be available in August and September. No appointment is necessary to attend, and they are open to both scholars and their families. Please check the orientation schedule online at: <http://www.hio.harvard.edu/registration-orientation>.

Starting in October, individual orientation sessions will be offered by HIO staff member, Zarrin Foster. These sessions are available by appointment only using the online scheduler: <http://www.hio.harvard.edu/make-appointment>.

***Visiting Scholar Program Fee***

While CES does not charge an application fee, all accepted Visiting Scholars are assessed a \$500 processing fee per semester, or per four-month period, if dates of residence are outside of normal term times, with a maximum of \$1,000 per academic year. Visiting scholar program fees should be submitted to CES Accounting Assistant, Filomena Cabral, as soon as possible in office 103. All checks should be made out in US dollars to Harvard University.

***Social Security Number (SSN)***

The U.S. Government restricts the issuance of new Social Security Numbers (SSN) to individuals who are employed. However, SSN's have come to be used for many other purposes such as opening a bank account, buying a cell phone or obtaining a credit card.

To apply for a SSN you must have been in the U.S. for **at least ten days** and you may do so only after the effective date of your visa document. You will need to go to a local Social Security office for a personal interview:

<u>Cambridge (Closest Office)</u> First Floor, 10 Fawcett Street Cambridge, MA 02138	<u>Boston</u> 10 Causeway St., Room 148 Boston, MA 02222
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Bring a completed Application for a Social Security Card (SS-5) form available here: <http://www.ssa.gov/forms/ss-5.pdf>. J-1 Scholars must have the original and photocopies of:

- Your Passport (copy of only photo page)
- J-1 visa page with red entry stamp
- Your Form DS-2019

We suggest that you contact the Social Security office in advance to ensure you have all the documentation you need before your appointment.

**In early September, representatives from the Social Security Administration also come to campus to process SSN applications.** Please check the HIO's website for details at the beginning of the fall semester.

### ***Meet CES Executive Director***

Once you are settled in, we would like to schedule an appointment for each visitor to meet with CES Executive Director, Elaine Papoulias, for half an hour. Elaine is very helpful in explaining how best to navigate the university as a researcher and can point out many valuable resources. Meetings are scheduled through Elaine's assistant, Laura ([laurafalloon@fas.harvard.edu](mailto:laurafalloon@fas.harvard.edu)).

### ***Bank Accounts & Credit Cards***



[www.bankofamerica.com](http://www.bankofamerica.com)



[www.citibank.com](http://www.citibank.com)



[www.tdbank.com](http://www.tdbank.com)



[www.cambridgesavings.com](http://www.cambridgesavings.com)



[www.huecu.org](http://www.huecu.org)



[www.cambridgetrust.com](http://www.cambridgetrust.com)

#### **How to Choose a Bank?**

- Consider the location of branch offices and automatic teller machines (ATMs). **Some banks with branches in Harvard Square are listed above.**
- Ask about monthly fees, fees for writing checks, minimum required balance, etc. Much of this information is now available online.
- Check that banking hours are compatible with your schedule.
- See if the bank you use at home has any partnerships with banks in the US.

#### **How to Open a Bank Account?**

- Speak to a customer services representative at the bank.
- Bring two forms of identification: a visa document (DS-2019) and a passport.
- You will need a local address to open an account.
- A U.S. SSN is not necessary but recommended to have when opening an account.

### Checking/Savings Accounts

Checking accounts are for writing checks to pay bills. These accounts usually do not accumulate interest. Most banks offer online banking, allowing you to pay bills over the Internet. Savings accounts accumulate interest monthly or quarterly on their savings. You cannot write checks using a savings account.

### Credit Cards

Typically, you would not be able to get a credit card without a Social Security Number. However, if you open an account at the Harvard Credit Union, you should be eligible for a credit card with limited credit even if you do not have a Social Security Number.

### **Telephone Services**

#### Cellular/Mobile Phones

When purchasing a cellular/mobile phone, you are normally asked for a Social Security Number. If you do not have one, you will be asked to pay a security deposit. Alternatively, if you already have an unlocked phone, you can purchase a prepaid phone card at one of these stores in Harvard Square:

<u>T-Mobile</u> 1438 Massachusetts Ave	<u>Verizon Wireless</u> 95 Mt Auburn Street	<u>AT&amp;T</u> 32 John F. Kennedy Street
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For cheaper international calls, you may want to consider University Mobile (<http://www.universitymobile.me>) – a service customized for U.S.-based international scholars, which is ordered online. You can use your own phone (if unlocked) or buy a new one, purchase an Ultra SIM Card online, and they will ship it to you.



Cellular LD is a company offering Prepaid International Long Distance from your cell phone. Cellular LD requires clients to have a cellphone and does NOT act as or replace a U.S. wireless plan—monthly allotment rules still apply. However, dialing the access number makes international calls cheaper. To sign up, go to: <http://www.cellularld.com/harvard/>.

### Landline

When arranging for land-line telephone service in your apartment, two plans will have to be purchased – a local plan and a long distance plan. When you request local telephone service from a telephone company, you will be asked to choose a long-distance service from the many available. For a comparison of the costs of several services, you may consult these websites: <http://lowermybills.phonedog.com/long-distance/default.aspx> or [www.saveonphone.com/](http://www.saveonphone.com/).

### Phone/Calling Card

You may also want to consider using a phone card instead of a long-distance service. A good choice for finding an appropriate card is <http://www.zaptel.com>. You will be provided with choices of phone cards which have the best rates for calling your home country. Phone cards are also available at various locations around Harvard Square.

### Telephone

It is your responsibility to provide a telephone if you want to have a landline telephone service. Inexpensive models may be purchased in stores around Harvard Square.

### ***Health Insurance***

Unfortunately, as a Visiting Scholar you are not eligible for the University benefits program and must find an appropriate health insurance plan. This insurance could be a foreign-based plan or a plan based in the United States.

**Massachusetts law requires all Massachusetts residents to have health insurance. In addition, all visitors on J-1 visas and their J-2 dependents are required by US regulations to have health insurance that meets certain standards.** Please consult the Harvard International Office's website for more information on health insurance plans that satisfy the requirements for J visa holders: <http://www.hio.harvard.edu/health-care-scholars> and <http://www.hio.harvard.edu/j-visa-regulations-regarding-health-insurance-requirements>. If your health insurance plan in your home country provides coverage while you are in the United States that meets the J health insurance requirements, you may not need any additional insurance. If you are not already covered through your home employer, you are required to secure insurance shortly after your arrival to the US. In the meantime, you are advised to purchase travel insurance for the beginning of your stay until you secure your regular health insurance.

There are a few options available to scholars to secure health insurance in the US. One option for Visiting Scholars is the International Scholar Health Insurance Plan for J-1 visa holders (ISHIP). Another good resource to consult is the Massachusetts Health Connector's website: <https://mahealthconnector.optum.com/individual/#>, which is a searchable database for private health insurance.

**Once you are enrolled in a health insurance plan, it is highly advisable to choose a physician before you or a family member becomes ill.** Most plans require you to choose a primary health care provider (a doctor who will manage your overall care and refer you to specialists when needed). It is important to find a physician who accepts new patients and your insurance plan. For helpful advice on choosing a physician and/or pediatrician, please review the HIO's information on medical practice in the US: <http://www.hio.harvard.edu/medical-practice-us>.



**We also strongly advise scholars to bring their children's full immunization records and complete any required vaccinations prior to arrival in the U.S.** Keep in mind that in general, in order to register a child in daycare or school parents will be asked to provide current immunization records.

## ***Shopping***

When you first arrive in the US, you will likely need to purchase some household products, especially if you have rented an unfurnished apartment. Nearby stores and shopping malls where you may find such items include:

- Target (180 Somerville Ave, Somerville and 550 Arsenal St, Watertown). The second-largest discount retailer in the US. You may also order online and have items delivered to your home.
- CambridgeSide Galleria (located at 100 Cambridgeside Pl, Cambridge). This is an urban shopping center with over 100 stores and restaurants.
- Arsenal and Watertown Shopping Malls (both in Watertown). They include stores such as Home Depot, Target, Marshalls, and Best Buy.
- CVS Pharmacy (with several locations nearby in Harvard Square and Porter Square).

Popular grocery stores in the area include:

- Star Market (Porter Square, Cambridge and 699 Mt Auburn St, Cambridge). Large supermarket close to public transport; it also has a deli section and salad bar.
- Market Basket (400 Somerville Ave, Somerville). Market Basket has very reasonable prices and you can find some specialty European products.
- Trader Joe's (211 Alewife Brook Pkwy, Cambridge and 748 Memorial Dr, Cambridge). Trader Joe's has some well-priced, often organic, goodies.
- Whole Foods (45 Beacon St, Somerville and Fresh Pond Mall, 200 Alewife Brook Pkwy, Cambridge). Whole Foods is relatively expensive but offers a large selection of organic items.
- Stop & Shop (105 Alewife Brook Pkwy, Somerville). Stop & Shop also has a grocery service where you go online and submit a shopping list and they deliver your groceries to your home.
- Farmers' Markets. During the harvesting season there are many local farmers' markets, including one at the Harvard Science Center Plaza very close to CES.
- Cardullo's (6 Brattle Street in Harvard Square). Relatively expensive but offers gourmet foods and many European products.



## *Academic Opportunities at Harvard*

### ***Visiting Scholars Seminar***

Visitors are expected to attend the weekly Visiting Scholars Brown Bag Lunch Seminar, which is chaired by Arthur Goldhammer ([art.goldhammer@gmail.com](mailto:art.goldhammer@gmail.com)). Our seminar takes place on Wednesdays during the semester in the Hoffmann Room from 12:15-1:45 p.m.

**Visitors should be prepared to attend every week.**

The seminar's aim is to serve as a platform for the exchange of ideas on works in progress and to preview new and innovative European scholarship in the social sciences. Visitors should present their work in a form accessible to scholars working in fields other than their own.

### ***Other CES Event Series***

CES hosts a robust series of seminars, panel discussions and lectures by some of Europe's top public leaders and scholars. All events are open to the general public and aim to:

- Highlight specific themes relevant to contemporary Europe and create a space for substantive discussions and debate on those themes with CES members and invited guests speakers.
- Bring policy experts and scholars from a variety of disciplinary perspectives to present ongoing research, exchange ideas, and analyze recent developments.
- Educate and engage students and members of the Harvard community on current issues concerning European history, politics, economy and society.

### **The August Zaleski Memorial Lecture in Modern Polish History**

This annual lecture was established at Harvard almost 30 years ago in honor of the great twentieth-century Polish economist, diplomat, and politician. Now under the auspices of the Center, the Zaleski Lecture hosts a distinguished academic or policymaker to speak on themes related to modern Poland.

*Chair: Grzegorz Ekiert*

### **Southern Europe in the EU**

The economic crisis in the Eurozone has revealed new fissures between debtor and creditor states in the EU and has led to talk of center-periphery dynamics. This event series explores perspectives from the Southern European debtor countries, including Italy, Spain and Portugal, relevant to current debates about the future of Europe. It considers the political, social and economic consequences of the Eurozone crisis, including high unemployment, a dramatic crisis of legitimacy, and the rise of new forms of populism.

*Co-Chairs: Sofia Perez, Sebastian Royo, Serenella Sferza, Jose Manuel Martinez Sierra*

### **Colonialism and Mediterranean Europe**

This event series seeks to showcase and discuss new research on colonial encounters—both past and present—in the Mediterranean and, more generally, the Middle East and North Africa (MENA). The aim is to foster interdisciplinary discussion among historians, economists, sociologists, and political scientists who specialize on Europe and the MENA region to better understand the nature of colonial practices and their legacies. The event series will push scholars to take a more comparative and discerning approach when addressing the often traumatic—but hardly universal and potentially nuanced—impact that colonial encounters have had on state formation and economic development.

*Co-Chairs and Coordinator: Melani Cammett, Kristin Fabbe, Efe Murat Balıkcıoğlu*

### **Contemporary Europe**

Many of the issues confronting Europe today are not confined to any single nation-state but are transnational in scope. While many European countries face questions of security, immigration, and rising nationalism, each nation's response differs. This interdisciplinary series focuses primarily on these transnational issues in the post-1945 period.

*Co-Chairs: Julian Bourg, James Cronin, Thomas Dodman, Laura Frader, Arthur Goldhammer, Devin Pendas, Muriel Rouyer*

### **Director's Seminar**

This flagship seminar series, chaired by the CES director, highlights cutting-edge topics that often reflect breaking news and current issues affecting Europe with a year-long cycle of lectures and panel discussions. Subjects are examined from a range of disciplinary perspectives and the series brings together faculty and scholars from Harvard and other institutions as well as politicians and practitioners of public policy.

*Chair: Grzegorz Ekiert*

### **European Economic Policy Forum**

This forum convenes leading academics, senior experts and policy makers to analyze contemporary and emerging European economic policy issues and effective responses. The aim is to facilitate and deepen understanding of European and Eurozone economies and to generate ideas for confronting European economic policy challenges.

*Co-Chairs: Hans-Helmut Kotz, Dante Roscini*

### **European Election Monitor**

This series is aimed at highlighting and analyzing elections in various European states, specifically: assessing potential election outcomes and impacts, countries' past and present political conditions, the dynamics of political parties and party systems, public opinion, and the relationship between politics and the media.

*Co-Chairs: Mark Franklin, Elaine Papoulias, Daniel Smith, Daniel Ziblatt*

### **The European Union**

This event series examines the politics of the European Union from theoretical, empirical and interdisciplinary perspectives. It studies the theoretical foundations of the European project in light of the problems exposed by the ongoing crisis on the continent and addresses salient EU policy issues.

*Co-Chairs: Hannah Callaway, Karl Kaiser, Nicolas Prevelakis, Vivien Schmidt*

### **EU Law and Government**

This event series focuses on the legal dimension of the study of European integration. Serving as a bridge between HLS and CES, it brings legal expertise to the Center to address the EU's novel architecture and sui generis institutional dynamics. Our aim is to produce synergies with other areas of study such as economics, political science or history.

*Co-Chairs: David Kennedy, Jose Manuel Martinez Sierra*

### **Gaetano Salvemini Colloquium in Italian History and Culture**

Named in honor of the Italian anti-fascist historian Gaetano Salvemini, who spent much of his career as a professor in the Harvard department of history. This annual lecture is co-sponsored with the Consulate General of Italy in Boston and aims to foster a spirit of intellectual and scholarly inquiry into Italian history within the Harvard community and beyond.

*Co-Chairs: Renato Camurri, Charles Maier, Daniel Ziblatt*

### **Harvard Colloquium for Intellectual History**

Founded in 1991, the Colloquium sponsors visiting lectures, workshops, and conferences on diverse themes of interest to scholars in history, philosophy, political theory, literature, and the human sciences. The Colloquium recently held a lecture series on the work of Hannah Arendt, which examined the legacy of this significant scholar from a variety of perspectives.

*Co-Chairs: David Armitage, Ann Blair, Julian Bourg, Peter E. Gordon, James Kloppenberg*

### **Jews in Modern Europe**

This interdisciplinary event series presents the latest research that re-thinks the unique position of Jews in modern and contemporary European society. It explores the cultural, intellectual, social and political experience of European Jewry from a historical perspective and its influence on major issues facing Europe today.

*Co-Chairs: Phyllis Albert, Derek Penslar, Gil Rubin, Alex Sagan*

### **New Directions in European History** *\*This series will not be organizing events this year.*

This event series showcases the most exciting work in the field of modern European history. Deliberately broad in scope, its research cuts across traditional geographic and methodological boundaries. The program combines polished papers and "work in progress" and features scholars at all career stages.

*Co-Chairs: Maya Jasanoff, Alison Frank Johnson, Mary Lewis*

### **Özyeğin Forum on Modern Turkey**

The Özyeğin Forum on Modern Turkey was established in 2015 to deepen understanding of Turkey and its relationship with Europe. The program includes lectures, conferences and cultural events. The Forum has two components: the Hüsnü Özyeğin Annual Lecture, a high-profile public event and the Özyeğin Speaker Series, which supports the inclusion of themes related to Turkey in seminars and workshops at CES throughout the academic year.

### **Populism, Nationalism and Radical Politics** *\*This series will not be organizing events this year.*

Populism in Europe today is arguably at the highest level seen since the end of the Second World War and currently is highly influential in national politics across the continent. The event series on Populism in Contemporary Europe aims to explore the driving forces behind the resurgence of populism in the current European political sphere as well as to analyze the effects that populism has on the existing political system. Drawing on expertise from sociologists, political scientists and regional specialists, this series will address some of the most important questions surrounding the resurgence of populism across Europe.

*Co-Chairs: Bart Bonikowski, Colleen Driscoll, Max Goplerud, Briitta van Staalduinen*

### **Seminar on the State and Capitalism Since 1800**

A forum for discussion of research in progress and forthcoming papers bearing on issues in comparative political economy, institutional change, and issues in historical institutionalism. This seminar brings together faculty members, visiting scholars, and graduate students from Harvard, MIT, and other colleges in the area, and especially welcomes regular participants who plan to attend most sessions over the course of a semester.

*Co-Chairs: Peter A. Hall, Torben Iversen, Cathie Jo Martin, Kathleen Thelen*

### **Seminar on Social Exclusion and Inclusion**

The Seminar on Social Exclusion and Inclusion examines group relations, inequalities, and cultural frames within and between European societies as well as the social construction of a broader European community. This seminar regularly sponsors research presentations by European and American social scientists working on questions of social integration and cohesion, social hierarchies, and conflicts. Recent seminar topics included immigrant integration policies, the French banlieues, convergence in social welfare policies, social resilience, and racialization in Europe.

*Co-Chairs and Coordinators: Michèle Lamont, Stefan Beljean, Natasha Warikoo, Kathrin Zippel*

### **Auditing Courses**

Visiting Scholars may audit courses during their time on campus with the permission of the instructor. For the list of course offerings, please visit the main Harvard course catalog directory at: <http://coursecatalog.harvard.edu/OASIS/CourseCat/index.html>.

## ***Finding out What's Going on at Harvard***

The Harvard Gazette is produced by Harvard Public Affairs and Communications. There is usually a copy on the newspaper table in the Atrium, and it is available online at:

<http://news.harvard.edu/gazette/>.

The Crimson is the undergraduate daily newspaper, and is one of the most prestigious student newspapers in the country. The online edition is available at <http://www.thecrimson.com>.

At CES, you will receive weekly and monthly email calendars. In addition, the current calendar is on our website: [www.ces.fas.harvard.edu](http://www.ces.fas.harvard.edu).

Unfortunately, the embarrassment of riches that we enjoy here means that there really is no central place to find all information about what is going on around campus and it requires some detective work on your part to search out seminars that might be taking place and for which there may be mailing lists. Some that may hold interest include:

Weatherhead Center: <http://www.wcfia.harvard.edu>

The Institute of Politics Forum Events: <http://www.iop.harvard.edu>

The Belfer Center at HKS: <http://belfercenter.ksg.harvard.edu/>

History Department: <http://history.fas.harvard.edu/calendar/upcoming/events/history>

The Inequality Seminar at HKS: <http://www.hks.harvard.edu/inequality/Seminar/Seminar.htm>

Institute for Global Law and Policy: <http://www.harvardiglp.org/>

Mahindra Humanities Center at Harvard:

<http://www.fas.harvard.edu/~humcentr/seminars/index.shtml>

## ***Resources at Other Centers***

### **Weatherhead Center for International Affairs**

<http://www.wcfia.harvard.edu/>

An inter-regional research center dedicated to the study of international affairs that promotes dialogue between scholars and practitioners and between scholars of diverse disciplinary backgrounds. They host a wide variety of seminars, lectures, and events.

### **Neiman Foundation for Journalism**

<http://www.neiman.harvard.edu/>

The Neiman Foundation offers a sabbatical fellowship for journalists, many of whom come from abroad for the year. The Neiman fellows are a wonderful resource for interviewing and collaboration.

**Davis Center for Russian and Eurasian Studies**

<http://www.daviscenter.fas.harvard.edu>

The Davis Center seeks to build knowledge of Russia and Eurasia and stimulate interdisciplinary thinking. We recommend the Davis Center's seminar series for scholars with an interest in this region.

**Belfer Center for Science and International Affairs**

<http://www.belfercenter.org/>

The Belfer Center is the hub of Harvard Kennedy School's research and training in international security and diplomacy, environmental and resource issues, and science and technology policy. We recommend the Director's Lunch seminars, which feature prominent guest speakers for an off-the-record discussion over lunch. RSVP is required for these events.

**Shorenstein Center on Media, Politics and Public Policy**

<http://shorensteincenter.org/>

The Shorenstein Center at the Harvard Kennedy School is a research center dedicated to exploring the intersection of press, politics and public policy in theory and practice. The center also offers communications workshops focused on practical guidance in topics including public speaking, memo and report writing, using social media, blogging, writing op-ed pieces, and speechwriting. A calendar of upcoming seminars is available here:

<http://shorensteincenter.org/communications-program/communications-workshops/>

## *Other Benefits at Harvard*

### ***Libraries***

Your Harvard ID card will give you access to the Harvard libraries. Tours of Widener Library, the University's flagship library, are offered during the academic year on Thursdays at 3:00 p.m., from September through May, except during University recesses. No registration necessary.

Harvard Library's holdings range from traditional print collections to a rapidly expanding inventory of digital resources. The University's traditional holdings consist of over 17 million volumes. The core of the collections in the social sciences and humanities is found in Widener Library. Today, Harvard has more than 70 libraries and archives gathered into a single system that constitutes the largest academic library in the world.

You can search for materials in the library catalogs, HOLLIS+ (<http://hollis.harvard.edu/>) and HOLLIS Classic (<http://hollisclassic.harvard.edu>), and also explore other library resources and services at the main library portal (<http://lib.harvard.edu>). Widener librarian for Western Europe, Fred Burchsted, has put together a helpful research guide for CES Visiting Scholars (<http://guides.library.harvard.edu/ces>) as a starting point for your exploration of Harvard's extensive collections, both print and electronic.

## **Athletic Facilities**

As an affiliate, you will have access to Harvard athletic facilities for a fee of \$120 for membership from September to May. Spring visitors can purchase membership from January to May for \$60. For those staying longer, the additional fee for summer membership is \$40. The facilities include exercise and weightlifting equipment and swimming pools. For additional fees, you can take exercise classes, enroll in the tennis or squash program, or hire a personal trainer. For more information and to purchase your membership, please visit the Harvard Athletics website: <http://recreation.gocrimson.com/landing/index>.

## **Transportation**

The public transportation system in the Boston area is called the MBTA ([www.mbta.com](http://www.mbta.com)), or the "T". The "T" consists of subway, bus, and commuter rail services. The subway consists of the Red, Green, Orange and Blue Line. The Silver Line is a bus service but is also considered a subway line, which goes to Logan Airport. The Commuter Rail or Train is also called the Purple Line and primarily services suburban towns. The following buses come to Harvard Square: 1, 66, 68, 69, 71, 72, 73, 75, 77, 78, and 96. For riding on the subway and bus you must use a "Charlie Card," which you can purchase at subway stations. Money is deposited to a Charlie Card at vending machines located at any of the subway stops.

In addition to the MBTA service throughout greater Boston, as a member of the Harvard community, you will have access to the following:

### **Harvard Shuttles**

The Harvard shuttle service is free of charge to Harvard ID holders. Stops include: HiLab, Business School, Kennedy School of Government, Law School, Maxwell Dworkin, Memorial Hall, The Quad, River Houses, Widener Gate, and Lamont Library. For a full list of routes, visit:

<http://www.transportation.harvard.edu/shuttle-van-services/full-service-shuttle-routes>

### **M2 Shuttle**

The Harvard Medical School shuttle runs between the Longwood Medical Area (LMA) campus and the main Harvard University campus in Cambridge. More information is available at: <http://www.masco.org/directions/m2-cambridge-harvard-shuttle>.

### **Zipcar**

Zipcar has rental cars by-the-hour available all over metro-Boston. When you sign up for this service using your Harvard email account at [www.zipcar.com/crimson/](http://www.zipcar.com/crimson/), you will receive a deeply discounted membership for only \$25. Once registered, you can reserve a car online, walk to the designated parking spot, and unlock the car with your Zipcard. Gas and insurance are included in the price, and Zipcar accounts are billed automatically only for what you use.

Zipcar accepts foreign drivers though you will need to contact your country's motor vehicle records department to obtain an official copy of your driving record (translated into English).



Please read the following steps carefully in order to ensure the timely processing of your application: <http://www.zipcar.com/apply/foreign-drivers>.

### **Bicycles**

Hubway is a bike sharing system providing bikes at Hubway stations in Boston, Brookline, Cambridge, and Somerville. You can purchase a variety of passes and memberships online at [www.thehubway.com](http://www.thehubway.com) and access a bike when you need it. Harvard affiliates are eligible for a discounted Hubway Annual Membership for \$50. Discounted helmets are available for \$10 at the CommuterChoice Office in the Smith Campus Center, Room 738.

If you choose to purchase a new or used bike, some nearby bike shops include: Quad Bikes (a non-profit bike shop for the Harvard community located at 51 Shepard St. in Cambridge), Bicycle Belle (located at 368 Beacon St. in Somerville), Broadway Bicycle School (at 351 Broadway St. in Cambridge), and The Cambridge Bicycle Exchange at Porter Square. The Phillips Brooks House Association (<http://pbha.org/>) in Harvard Yard also typically holds a used bike sale in the beginning of the academic year.

## ***Network of Scholars and Students***

### **Network of Scholars**

As a visitor, you will have access to a multidisciplinary, wide-ranging network of scholars who are affiliated with the Center. There are approximately 60 resident and non-resident faculty, 77 graduate students and 60 local affiliates with an interest in Europe. Their profiles are available online on the CES website.

### **Undergraduate Board**

The Harvard College European Society (HCES) gives students in Harvard College the chance to get involved in the life of the Center by organizing events and activities such as movie series, discussions in the Houses with visiting scholars, and an annual Oktoberfest, Venetian Ball and Feria de Abril, all designed to appeal to the undergraduate community.

HCES President: Amelia Lamp ([alamp@college.harvard.edu](mailto:alamp@college.harvard.edu))

### ***Outings & Innings***

Outings & Innings (<https://outingsandinings.harvard.edu/>) is an internal Harvard University service that offers Harvard members a fantastic selection of significantly discounted tickets for events and attractions in the greater Boston area, including museum passes, sports, concert and movie tickets. With some advance planning, you can purchase many tickets at up to 50% savings. The site is accessible with your HarvardKey. You will need to create an account before you order any tickets, and there is a \$2 fee per order.

In addition to Outings & Innings, often you may also find free or discounted museum passes at the local public libraries, which are another great community resource.

### ***Harvard Museums***

Harvard University ID holders receive free admission to the Harvard museums for themselves plus one guest. These include:

#### **Harvard Art Museums**

After a major renovation and expansion, the Harvard Art Museums—comprised of the Fogg Museum, the Busch-Reisinger Museum, and the Arthur M. Sackler Museum— opened their new Renzo Piano Building Workshop-designed facility to the public in November 2014. Following a six-year building project, the museums now feature 40 percent more gallery space, an expanded Art Study Center, a cafe, and a striking new glass; roof that bridges the facility’s historic and contemporary architecture.

#### **Harvard Museum of Natural History**

Explore 12,000 specimens drawn from Harvard’s vast research collections at the University’s most visited museum – dinosaurs, meteorites, rare minerals, and hundreds of prehistoric and current-day animals from around the globe. Don’t miss the world famous exhibit of 3,000 Glass Flowers, amazingly realistic models of plants, fruits and flowers created by father-son glass artists Leopold and Rudolph Blaschka from 1886-1936.

#### **Peabody Museum of Archeology and Ethnology**

From towering Native American totem poles and large Maya sculptures to precious artifacts of the ancient world, the Peabody Museum is among the oldest archaeological and ethnographic museums in the world with one of the finest collections of human cultural history found anywhere.

## *Working at CES*

### ***Building Access***

#### **Building entrance**

Except in case of fire or other building emergency, all entries and departures must be from the Cabot Way entrance only.

#### **Hours of operation**

CES is open Mon-Fri 9 a.m. to 6 p.m. (until 5 p.m. during the summer and intersessions). Outside of these hours the building is locked and is only accessible by CES building residents, custodians, building services staff, and student organists.

### **Building access outside normal operating hours**

- *To enter the building, tap your HUID card to the card reader to the left of the Cabot Way doors. The door will unlock only very briefly to allow you to enter. If the building is alarmed, your HUID card tap will automatically disarm it.*
- *After Hours Sign-in/out Sheet: Whenever you enter or exit Busch Hall outside of normal operating hours, you must write your name, entrance/departure times, and extension number on the Sign-In/Out Sheet on the front reception desk. This sheet is a visual cue to determine if you are the only or last person in the building at any time of the day. Upon entering the building please proceed directly to the reception desk to sign in. On weekday evenings, if you are already in the building but are staying past closing, you must sign in by 6:00 p.m.*
- *Custodians are in the building between 5 – 10 p.m. weekdays so you will only have to set the alarm after 10 p.m. weekdays and any time weekends or holidays. Make sure that everyone has signed out (including yourself) before setting the alarm.*
- *Before leaving the building and setting the alarm: If you are the last person out, please make sure to check the courtyard door – all 3 bolts must be locked – and that most lights and the coffee pots are turned off before setting the alarm.*
- *Instructions for setting the alarm: press and hold (for about 2 seconds until beeping indicates the alarming process has begun) any one of the five buttons on the right side column of the alarm keypad. Double beeps indicate that the alarm is within the last 10 seconds before fully arming so you need to exit immediately. Once engaged, the only way to disable the alarm is to go outside, wait for the door to close, and tap your HUID to the card reader.*
- *If you think you may have set off the alarm, please call HUPD immediately at 617-495-1212. If the alarm goes off, HUPD will arrive within minutes.*

*Please refer to “Building Rules and Regulations” in your orientation packet for additional information.*

### **IT Support**

Please note that computers are not provided in offices (except for Kennedy Memorial Fellows), and Visiting Scholars are encouraged to bring a computer/laptop with them.

For computer assistance while at CES, please contact our IT Support Team at [ces-it@fas.harvard.edu](mailto:ces-it@fas.harvard.edu) or extension 54307.

CES IT offers:

- Hardware and software support for Mac & Windows
- A/V for CES events
- CES website directory updates
- Resident office holder printing
- EU/US power adapters
- USB and other peripheral cables

## ***Telephone***

CES's main number is (617) 495-4303. CES residents are not billed individually for either local or long-distance telephone calls. You will only be billed for faxes and any additional copying (beyond 50 sheets per month which are free of charge). The blue card you will receive with your keys will have your billing code for fax and copying.

To call within the building or within Harvard, dial the last 5 digits of the phone number. For example, to call the main reception desk (Anna Popiel) for assistance, dial 5-4303. Most CES telephone lines begin with either the 495 or 998 exchange, therefore extensions are either 5 + the last four digits or 8 + the last four digits, i.e., 5-XXXX or 8-XXXX.

To call outside Harvard, dial 9 for an outside line, followed by the area code (617) and number.

To call long-distance in the US, dial 9+1, then the area code and number.

To call overseas, dial 9+011 followed by the country code, city code and number.

Please consult <http://phone.harvard.edu/> and the telephone instructions sheet in your office for additional information. For detailed instructions on phone features, you can download the Learning Center Instructional Presentation at this link <http://phone.harvard.edu/user-guides-0>. For assistance using or reporting issues with your office telephone, please contact [ces-it@fas.harvard.edu](mailto:ces-it@fas.harvard.edu) or dial extension 54307.

## ***Printing, Photocopying, and Scanning***

CES office holders are given free printing privileges on shared CES printers up to 50 sheets per month (or 100 double-sided) and 5¢ per sheet after that. Please call our IT staff (ext. 54307) to get access to the printers.

CES has two copy machines (located in the mailroom and on the 4<sup>th</sup> floor) that have scanning and printing capabilities. In addition, the mailroom copier is enabled for faxing. You are billed for each long-distance fax. You will need to use the code found on your blue card. Scanning is free of charge.

## ***Mail***

Visiting Scholars and Fellows in residence have mailboxes at the Center. Mail to other Harvard University offices may be sent free of charge through inter-office mail with the words “University Mail” written on the envelope along with the address and name of the recipient.

You will be billed for all other outgoing mail. Please use the personalized yellow stickers provided in your mailbox when you arrive at CES and place a sticker on each envelope. Leave the envelopes in the tray in the reception area, to the left of the front door.

To send a FedEx package, please see Anna Popiel at the front desk after filling out the appropriate forms available in the mailroom. Anna will request a pick-up service from CES.

Incoming packages are placed in the mailroom. You will be notified when you have received a package. It is important to indicate the correct address for the Center for orders through Amazon.com and other websites, to ensure that the packages will reach Busch Hall. Please use the following: Center for European Studies, Harvard University, Adolphus Busch Hall, 27 Kirkland Street at Cabot Way, Cambridge, MA 02138.

There is a U.S. Post Office located at 125 Mt. Auburn Street in Harvard Square. Hours are Monday-Friday, 7:30 a.m.-6 p.m. and Saturday, 7:30 a.m.-3 p.m. The closest FedEx location is located next to the Post Office at 1 Mifflin Place.

## ***Extending Your CES Research Visit***

CES Visiting Scholars may apply to extend their research stay at the Center by submitting a cover letter, updated CV and project abstract to the CES Executive Director, explaining the reasons for seeking an extension. Requests must be submitted in writing at least two months before the last day of your appointment and will be considered on a first-come, first-served basis. **Please note, CES will not always be able to accommodate such requests.**

## ***Grants Requiring Support from Harvard***

Sponsors occasionally require that grant funding be distributed through an institution instead of individually to the recipient. If a grant to which you are applying to support your time as a visiting scholar at CES has such a stipulation, please inform Elizabeth Johnson (ejohnson@fas.harvard.edu) as soon as possible so that the grant proposal can be processed under the guidelines Harvard’s Office for Sponsored Research. Please note that this requires a lead time of at least one month prior to the grant’s due date, and the recipient must be on a Harvard-sponsored visa.

## Friday Lunch

Friday Lunch is CES's iconic weekly gathering that promotes a sense of community in the building and stimulates informal but innovative thought. It takes place most Fridays during the academic year from 12:30 to 2:00 p.m. The cost for this catered buffet meal is modest (\$12 general; \$7 for students), and it brings together people within and outside CES.

## Places to Eat Nearby

### 1. Bauer Café

Located in the building behind CES

### 2. Chauhaus

Harvard Graduate School of Design

### 3. Clover Café & Food Trucks

Science Center

### 4. CGIS Café

1737 Cambridge Street

### 5. Broadway Marketplace & Starbucks

468 Broadway

### 6. Barker Café

Barker Center, 12 Quincy St.

### 7. Harvard Faculty Club

20 Quincy St.

### 8. Darwin's Ltd. Sandwich Shop

1629 Cambridge St.

### 9. Crema Café

27 Brattle Street

### 10. Harvard Art Museums Café

32 Quincy Street



## **University Calendar**

### **Academic Calendar 2018-2019**

Holiday - Labor Day	Sept. 3 (M)
Academic Year Begins, First Day of Classes	Sept. 4 (T)
Holiday - Columbus Day	Oct. 8 (M)
Holiday - Veterans Day	Nov. 12 (M)
Thanksgiving Recess Begins	Nov. 21 (W)
Thanksgiving Recess Ends	Nov. 25 (Su)
First Day of Winter Recess for College Students	Dec. 20 (W)
Christmas Eve 1/2 day (observed) for Harvard staff	Dec. 21 (F)
Christmas Day for Harvard staff	Dec. 25 (T)
Winter Recess for Harvard staff	Dec. 26 (W) – Dec. 28 (F)
New Year's Day	Jan. 1 (T)
Holiday - Martin Luther King, Jr. Day	Jan. 21 (M)
Last Day of Winter Recess for College Students	Jan. 27 (Su)
First Day of Spring Term Classes	Jan. 28 (M)
Holiday - Presidents' Day	Feb. 18 (M)
Spring Recess Begins	Mar. 16 (Sa)
Spring Recess Ends	Mar. 24 (Su)
Commencement	May 30 (Th)
Holiday - Memorial Day	May 27 (M)