



HARVARD UNIVERSITY
SOUTH ASIA
INSTITUTE

Fellows Guide



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GETTING STARTED

Upon arrival at the South Asia Institute, you will be given an office space and shared printer to use. Furthermore, you must submit the following forms to Diana Nguyen.

[W9 Request for Taxpayer Identification Number and Certification](#)

If you are a non-US citizen
[Foreign Individual Form](#)

If you wish to enroll in Harvard University Insurance
[Health Insurance Enrollment Form](#)

Harvard University Identification Card (HUID) and Pin Number

Your HUID provides you with access to Harvard's library, email, and buildings. It is mandatory that you have an HUID and pin number. When you arrive to campus, go to the Harvard ID Services Office to receive your ID. Please bring with you a photo ID such as a passport. You will have your photo taken there as well.

Once you have your HUID number, you can request a pin number at pin.harvard.edu

Harvard ID Services, 8th Floor
807 Smith Campus Center
1350 Massachusetts Ave.
Cambridge, MA 02138 -3846

Email

Once you have received your HUID and pin number, you can set up your email.

<https://idm.huit.harvard.edu/idm/user/login.jsp>

International Fellows

International fellows are expected to register at the Harvard International Office within 15 days of the start of your appointment. Bring your passport, I-94 card, and visa document

Harvard International Office
1350 Massachusetts Avenue
Richard A. and Susan F. Smith Campus Center, 864

Harvard International Office Welcome Guide
<http://www.hio.harvard.edu/sites/hio.harvard.edu/files/HIOFiles/Welcome%20Booklet%20for%20the%20web%202014.pdf>

Taxes

As an international student, researcher, or faculty member at Harvard, it is important that you are aware of your U.S. income tax obligations. U.S. tax laws distinguish between residents and non-residents for U.S. tax purposes. Non-residents only pay taxes on U.S. source income, while residents follow the same tax rules as U.S. citizens and pay taxes on their worldwide income.

<http://www.hio.harvard.edu/tax-filing-information#st-hash.14lmknGE.dpuf>

Social Security

The Harvard International Office created a helpful flyer on how to attain a social security number.

<http://www.hio.harvard.edu/sites/hio.harvard.edu/files/HIOFiles/SSN%20Flyer.pdf>

Library Resources

Harvard's library collection is one of the largest in the nation. The Harvard Library Portal has information on how to tap the network such as recalling books available at partner universities.

[Harvard Library Portal](#)

[A Guide to Relevant Sources at Harvard, for Du Bois Fellows](#)

[Harvard Library Research Support](#)

Other Resources:

Applying for a Study Carrel at Library

Harvard Geospatial Library

Harvard Map Collection

IQSS Dataverse

AP Multimedia Archive

Harvard University Library Digital Collections

South Asia Institute Contacts

Meena Sonea Hewett, Executive Director

meenahewett@fas.harvard.edu

Meena is the Executive Director and provides the administrative leadership to its day to day operations.

She oversees the work of SAI offices at Harvard, Dhaka, Karachi, Lahore, Delhi and Mumbai, which works with think tanks, governments, NGOs, and south Asianists and connects them to faculty and students at Harvard.

Nora Maginn, Senior Program Manager

maginn@fas.harvard.edu

Nora is the Senior Program Manager and is responsible for SAI's faculty, student, and community programs. Nora organizes SAI's seminar series and annual symposia which highlight interdisciplinary issues facing the South Asia region. Nora also manages the SAI faculty grant program which provides funding to support the work of Harvard faculty on issues related to South Asia.

Diana Nguyen, Program Coordinator

diananguyen@fas.harvard.edu

Diana is the program coordinator. She manages the student grant and fellowship application and assists with logistics and event planning.

Meghan Smith, Communications and Outreach Coordinator

meghansmith@fas.harvard.edu

Meghan is the Communications and Outreach Coordinator, and manages SAI's digital, print, and outreach efforts. Meghan's responsibilities include managing SAI's website, producing SAI's weekly email newsletters and managing SAI's social media presence.

[Facebook](#)

[Twitter](#)

[Instagram](#)

[South Asia Institute Newsletter](#)

Harvard University Contacts

Harvard University Police Department

(617) 495 - 1212

Harvard University Health Services

(617) 495 - 5711

Computer Problems

HUIT Email Support

for issues related to desktop, website hosting, etc.

HMDC Computer Support

for issues related to printing, network, etc.

support@help.hmhc.harvard.edu

Harvard University Events

Events hosted by Harvard are usually free and available for the public to attend. Although there is not a centralized location to receive event listings, each center, department, and institution has its own calendar. Connect with your center of interest through Facebook, email list, or website.

Harvard Gazette

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

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

Department of South Asia Studies

<http://sas.fas.harvard.edu/news-events>

Harvard World Wide:

Harvard world wide is a tool to explore the breadth of Harvard's international activity and the diverse opportunities available to the world's students and faculty on the Harvard campus.

<http://worldwide.harvard.edu/about>

Connect with Harvard Faculty

South Asia Institute collaborates with many faculty across all of the different schools at Harvard who teach courses or conduct research on South Asia. We encourage you to read through their profiles, and if you are interested, to contact them directly. In addition, feel free to contact any faculty at Harvard whose research interests you. Please note that due to their schedules, they may have their assistant make an appointment to meet with you.

<http://southasiainstitute.harvard.edu/faculty/>

South Asia Related Activity at Harvard

South Asia Institute is not the only center interested in South Asia. The Harvard community, from students to experts, is also invested in the region. Our website lists additional contacts for you to plug in.

<http://southasiainstitute.harvard.edu/harvard-south-asia-resources/>

- Department of South Asian Studies
- Harvard Bangalore Science Initiative
- Harvard Summer Program in Bangalore
- Harvard School Of Public Health
- Global Research: India
- Center for Health and Human Rights
- Institute for Global Health
- Harvard Humanitarian Initiative-India Portfolio
- HSPH India Health Partnership
- Center for the Study of World Religions
- Andover Harvard Theological Library Digital South Asia Library
- India Research Center
- South Asia Research/Faculty/Publications
- India Institutes for Human Settlements
- Carr Center for Human Rights Policy
- Carr Center-Human Trafficking
- Belfer Center South Asia Experts and Fellows
- Belfer Center India Energy Policy experts
- Women and Public Policy Roy Internship
- India and South Asia Program
- Women in Informal Employment-Informal Economy and the Law: India Law Pilot Project
- Arthur S. Sackler Museum Islamic and Later Indian Art Collection
- Harvard Club of India
- Harvard Club of Pakistan
- Harvard Alumni Affairs and Development: Trip to Himalayan Kingdoms: Tibet, Nepal and Bhutan May 28, 2011-June 14, 2011

ADDITIONAL SERVICES

Stipend

Fellows receive a stipend payment on the final Friday of each month for the duration of their residency. Payments can be received either by paper check or direct deposit. The fellowship stipend is considered taxable income; taxes are automatically withheld by Harvard University for postdoctoral fellows and foreign nationals. Fellows who are U.S. citizens will not automatically have taxes withheld. It is the fellow's responsibility to set aside funds to pay taxes on the fellowship income earned during each calendar year. Whether or not you are taxed on your stipend will be dependent on your country of citizenship.

Please see more about tax treaties here:

<http://www.hio.harvard.edu/taxesandsocialsecurity/>

Banking

You may set up a local bank account at the Harvard University Employee Credit Union

<https://www.huecu.org/>

Harvard University Employee Credit Union
16 Dunster St
Cambridge, MA 02138

Kresge Building Room 108
677 Huntington Avenue
Boston, MA

Once you have done so, you can set up direct deposit, via logging into PeopleSoft via harvie.harvard.edu

Debit Cards - Most banks issue a debit card with the opening of a bank account. A debit card looks like, and for the most part, functions like a credit card. The main difference is that money is directly taken from your bank account when using a debit card. Most businesses accept debit cards. You may be limited to a certain amount of daily withdrawals.

Credit Cards - In most cases students may be required to have a Social Security Number (SSN) in order to apply for a credit card. International graduate students who are not eligible for an SSN will be able to obtain a credit card with limited credit when opening an account at the Harvard Credit Union. You will need to present a Harvard ID card, a \$25.00 minimum opening deposit, and a valid passport. You will be asked to complete IRS Form W -8BEN

Housing

Please familiarize yourself with the average rents in Cambridge, MA – a studio apartment might be around \$1,700, a 1 bedroom around \$1,800-\$2,000. You should also be prepared to pay first and last months' rent, as well as a security deposit and/or an agent fee upon signing the lease.

Harvard Housing is a private housing option for Harvard University Affiliates. Please note that rent may be higher than non-Harvard Housing options.

For more information please visit Harvard University Housing's website at:

www.huhousing.harvard.edu

Other Options

Boston.com Apartment Listings
<http://www.boston.com/realestate/>

Craigslist Apartment Listings
<http://boston.craigslist.org/aap/>

Sabbatical Homes
<http://www.sabbaticalhomes.com/>

Zillow
<http://www.zillow.com/boston-ma/apartments>

Accessible Neighborhoods

City of Cambridge

<http://www.cambridgema.gov/lvw.cfm?aud=liv>

Allston

Coolidge Corner

Davis

Inman

Somerville

Accessible by:

Red Line

Busses 1, 66, 86

Furniture

Furniture can easily be expensive if not budgeted accordingly. It is important to keep in mind shipping, delivery, and installation fees. Given that these fellowships are only one year, you may want to consider buying used items. Many items found on Facebook groups or Craigslist are often in gently used condition. You may also want to take advantage of free shipping for large items and compare costs across websites.

Facebook Groups

Harvard Housing Facebook Group

<http://www.facebook.com/harvardhousing>

Rooms and Roommates in Boston

<https://www.facebook.com/groups/1384968861820659/>

Free and For Sale

<https://www.facebook.com/groups/206872702758922/>

Harvard GSD Housing

<https://www.facebook.com/groups/gsdhousing/>

Boston Housing Network

<https://www.facebook.com/groups/2216354758/>

Ikea

The most affordable furniture store. You will either need to rent a car or hire a driver to purchase furniture. There is an online store; however, shipping costs are expensive

<http://www.ikea.com/us/en/>

1 IKEA Way

Stoughton, MA 02072

Target

Their furniture selection is not large; however, they do sell household essentials. The closest locations are in Watertown and Somerville.

<http://www.target.com/>

Walmart

West Elm

Crate and Barrel

Transportation

The [MBTA](#) also known as the 'T'

The MBTA operates busses, commuter rails, and subways and provides easy access to the Boston and greater Boston region. It is recommended that you acquire a Charlie Card at a station window. One way ticket price costs around 2 dollars.

Uber / Lyft

Uber and Lyft are car riding services that can be called for with an app on your phone. They are a more affordable and convenient option than Taxi service. You can receive 20 dollars off on your first ride with Uber using the promo code 9gszv.

ZipCar / Hertz

If you are eligible to drive in the United States, you may consider renting a car. ZipCar requires a membership and with the Harvard promo code, the annual fee is only 50 dollars. There is a Hertz rental location at Harvard Square.

<http://www.zipcar.com/crimson>

Health Insurance

Harvard does not require scholars to sign up for health insurance plans, however, Massachusetts law requires all Massachusetts residents to have health insurance. In addition, scholars and their dependents on J Exchange Visitor visas are required by the U.S. Department of State to have health insurance according to the J Scholar Visa regulations. - See more at: <http://www.hio.harvard.edu/health-care-scholars#sthash.oaR3zFne.dpuf>. SAI will provide health insurance reimbursement/payment up to \$5,000 per term during the duration of your appointment.

If you'd like to enroll in the Harvard University Student Health Plan for Post-Doctoral Affiliates, you may fill out this form and return it to Diana Nguyen. The health insurance will be retroactive to the date of your appointment start date (July 1). If you have your own health insurance that you will keep, you must submit receipts to SAI to be reimbursed.

Phone

Most cellular plans require a Social Security Number,

T-Mobile Monthly 4G

This service offers the same rate as a regular contract, but clients pay the bill at the beginning of the month rather than at the end. No Social Security Number or contract is needed.

AT&T Pay As You Go Phone

This service offers four plans from which to choose, none requiring a Social Security Number or a contract. The individual is automatically billed for a certain number of daytime minutes, and some plans include free night and weekend minutes. Alternatively, post-paid plans with a service agreement and credit may offer more favorable rates. Upon presentation of a Harvard ID, AT&T will waive the \$500 security deposit and offers a 10% discount off the price of the rate plan.

Long Distance Services that Supplement Cellular Service

Cellular LD is a company offering Prepaid International Long Distance plans from your cellular phone. It works with more than 220 countries, but does require clients to have cellular phones. Cellular LD 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, and the service works domestically and abroad. The prepaid minutes do not expire and there are no hidden fees. No Social Security Number or contract is needed, and clients may manage their accounts online. Applications are available for iPhone, BlackBerry, Android, and Windows Mobile. You may sign up here and begin using the service immediately. It is operated by MobileSphere.

Information on this page was sourced from the Harvard International Office's Welcome Guide.

THE CITY OF BOSTON

Explore Boston

While you are here, you may want to enjoy what Boston has to offer. Your Harvard ID should help you get into a few museums for free and discounts at movie theaters. Listed below are a few tools to help you navigate and explore.

Harvard Outing and Innings

<https://outingsandinings.harvard.edu/>

Yelp

<http://www.yelp.com/>

Yelp is a search engine that helps you find the most popular restaurants and attractions in your area. I would recommend using the filter most reviewed to see which businesses are staples in the area. Typically, a popular restaurant will be located in a fun and interesting street.

Helpful Lists

- [Boston: 10 Things to Do](#)
- [Trip Advisor](#)
- [Thrillest Boston](#)

Neighborhoods and Squares

- Porter Square
- Inman Square
- Central Square
- Newbury Street
- Kendall Square
- Tremont Street / Back Bay
- Centre Street in Jamaica Plains
- Prudential Center
- Chinatown
- Coolidge Corner
- Allston
- North End / Italian food area
- Haymarket Square

South Asia Restaurants and Grocery Stores

[Yoma](#)

Yoma is the only Burmese restaurant in Boston. It serves classic dishes such as tea leaf salad and Mohinga.

5 N Beacon Street Allston, MA

[Punjabi Dhaba](#)

Mohan Singh transported the traditional bold flavors of Punjabi cuisine to Inman Sq when he opened Punjabi Dhaba in 1998. Punjabi Dhaba in Inman Sq reflects the authentic flare of the roadside dhabas located all across the national highways of India, by serving fast, fresh & delicious Punjabi food at economical prices.

225 Hampshire Street Cambridge, MA

[The Helmand](#)

Helmand is an Afghani restaurant named after Afghanistan's longest and most important river. Located in East Cambridge, the Helmand Restaurant's dining room is flanked on one side by a small fireplace, and on the other by a woodburning oven, where the restaurant's famous flatbread is cooked.

143 First Street Cambridge, MA

[Ariana Restaurant](#)

Cuisine from Afghanistan

384 Western Ave. Boston, MA

Shalimar India Food & Spices

571 Massachusetts Ave, Cambridge, MA

Market Basket

400 Somerville Ave. Somerville, MA

Waltham India Market

315 Moody Street Waltham, MA

FREQUENTLY ASKED QUESTIONS

Are any additional funds available for research-related travel, participation in academic conferences, etc.?

No. Unfortunately, SAI cannot offer any additional funds for travel or conferences. With reasonable exceptions for brief trips, our Fellows are expected to remain in residence during the term of their appointment.

Are there opportunities for fellows to take classes at Harvard? Is tuition for such classes included in the fellowship?

Fellows are not formally enrolled as students and thus cannot register for classes through the Registrar's Office. However, fellows may (and frequently do) audit classes with permission from the instructor.

What are some expected outcomes of the fellowship?

Each fellow is expected to write a 4 to 5 page paper covering what they accomplished during the fellowship, to be published on SAI's website. Each fellow is expected to give a seminar, with a faculty member serving as a chair, as well as serve as a discussant at a SAI seminar related to their field.

Living in Cambridge

How are fellows paid, and how is this income taxed?

Fellows receive a stipend payment on the final Friday of each month for the duration of their residency. Payments can be received either by paper check or direct deposit. The fellowship stipend is considered taxable income; taxes are automatically withheld by Harvard University for postdoctoral fellows and foreign nationals. Fellows who are U.S. citizens will not automatically have taxes withheld. It is the fellow's responsibility to set aside funds to pay taxes on the fellowship income earned during each calendar year. Whether or not you are taxed on your stipend will be dependent on your country of citizenship. Please see more about tax treaties here: <http://www.hio.harvard.edu/taxesandsocialsecurity/>

As a fellow, can I have access to Harvard SAI letterhead?

Yes. Requests for use of SAI letterhead will be reviewed by the SAI Administration. You should make this request in writing to the SAI Program Manager.

As a fellow, can I have SAI business cards?

No, per SAI policy, we aren't able to supply business cards.

<http://southasiainstitute.harvard.edu/sai-fellowship-frequently-asked-questions/>