



# HARVARD EXTENSION SCHOOL

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

## ID Card Information and Benefits for Degree Candidates and Premedical Program Participants

### ID Card Information

As an admitted student of a Harvard Extension School degree or premedical program, you are eligible for a Harvard University ID card that allows you access to Harvard libraries, museums, and athletic facilities, as well as access to the Extension School's computer facility (53 Church Street) and much more. Listed below are instructions for obtaining your ID card:

You must meet these five conditions to receive a Harvard ID card:

- You must be formally admitted to a degree or premedical program;
- You must not already hold a current, active Harvard ID card (if you already have a Harvard ID card, e.g., you are a Harvard employee, then your student access will be available on that card and you will not be issued a new ID card);
- You come to get your ID card in person on the Harvard campus during available business hours;
- You present a government-issued photo ID (such as a passport) when you come to get your Harvard ID card;
- The full legal name on your government-issued photo ID exactly matches the name on your student record (see Name Verification below).

### Before You Get Your ID Card:

**Name verification.** The name on your student record will be printed on your Harvard ID card and it must match your full legal name as it appears on your government-issued photo ID. You can view your name as it appears in your student record by logging in to Online Services from the Extension School website. If the name does not exactly match your government-issued photo ID, you must complete a Biographical Information Changes form (available on [www.extension.harvard.edu/forms](http://www.extension.harvard.edu/forms)) at least one week before you plan on getting your Harvard ID card.

### How to Get an ID Card:

Harvard ID cards are issued at the Campus Service Center, located on the 8th floor of the Smith Campus Center. To get your ID card, please visit the Campus Service Center during their business hours: 8 am–5 pm, Monday through Friday where staff will take your photo and print your ID card for you. Remember to take a government-issued photo ID with you when you go. (You may do this at any time during your degree candidacy or premedical program participation.)

**If you prefer to provide your own ID photo before coming to campus,** you may upload your ID photo via the Harvard University ID Card Application: <http://www.campuservicecenter.harvard.edu/photo-submission>. Within two weeks, you will receive an e-mail from Harvard University ID Card Services stating whether or not your photo has been approved. After approval, you may go to the Campus Service Center as described above and get your ID card.

### After You Get Your ID Card:

**Caring for your ID card:** To ensure the life of your ID card, do not punch holes or allow the magnetic stripes to be scratched by keys, coins, or other objects. Keep the ID card in a protective card-sleeve or wallet and away from magnetic fields, such as stereo equipment and computers. Care for your card as you would any important piece of identification, as lost cards are not easily replaced and may result in a temporary disruption of your access. For your own convenience and protection, carry your ID card with you at all times.

**Lost ID cards:** If your card is lost or stolen, you may deactivate it via the Harvard University ID Card Application: <http://www.campuservicecenter.harvard.edu/services/id-cards>. To obtain a replacement card, go directly to the Campus Service Center during business hours (see above). Please note there is a \$25 replacement card fee (payable by cash or check). If your card is stolen you must bring in a police report from the incident to waive the \$25 replacement card fee.

**ID card expiration:** Your ID card is valid through your expected date of graduation or program completion. If you graduate or complete your program early, your card will deactivate at that time. After your graduation or program completion, we ask that you retain your ID card, as it will reactivate if you ever have an ID card-eligible affiliation with the University in the future.

If you have any questions concerning ID cards, please e-mail [idcards@extension.harvard.edu](mailto:idcards@extension.harvard.edu).

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### **Library Privileges ([lib.harvard.edu](http://lib.harvard.edu))**

The Harvard Library system is one of the largest in the world. As such, it can be a bit daunting to navigate. The Widener Library staff offers library tours and research instruction for HOLLIS and the HOLLIS Catalog. The tours and research sessions are scheduled throughout the fall and spring semesters. In addition to library access, you also have borrowing privileges at many of the University libraries using your ID card.

### **Computer Facilities and Research Tools**

(<http://www.extension.harvard.edu/resources-policies/resources/computer-e-mail-services>)

The computer facilities at 53 Church Street and the Science Center allow you to utilize hundreds of the latest programs and tools. You can also opt in to Google Apps for Harvard and create a Harvard Gmail account. Visit the Computer and E-mail Services page on the Extension School website for more information.

### **The Harvard Museums (<http://www.harvard.edu/resources-offices/museums>)**

The Harvard Art Museum, one of the world's leading art institutions, consists of three museums. The Fogg Museum has Western art from the Middle Ages to the present; the Busch-Reisinger Museum is focused on the art of Central and Northern Europe, with a special emphasis on German-speaking countries; and the Arthur M. Sackler Museum features ancient, Asian, Islamic, and later Indian collections. Visit the website to learn about many other Harvard museums open to ID card holders.

### **Office for the Arts at Harvard ([ofa.fas.harvard.edu](http://ofa.fas.harvard.edu))**

The OFA offers programs that help students explore an art form in depth and work directly with professional artists in a wide range of classes, workshops, and apprenticeships.

### **Harvard Chaplains ([chaplains.harvard.edu](http://chaplains.harvard.edu))**

The University's inter-faith coalition of chaplains offers services and guidance for members of many world religions.

### **The American Repertory Theatre ([americanrepertorytheater.org](http://americanrepertorytheater.org))**

The ART offers a Student Pass for a reduced fee for five admissions that can be reserved ahead.

### **Athletic Privileges ([www.gocrimson.com](http://www.gocrimson.com))**

If you wish to use the athletic facilities and enroll in recreation classes at Harvard, you must purchase an athletic membership (approximately \$160 per year) from the Harvard Athletic Office. Athletic memberships can be obtained online. You can also purchase discounted tickets for Harvard athletic events with your ID card.

### **Dining Services ([www.dining.harvard.edu](http://www.dining.harvard.edu))**

Harvard has seven on-campus restaurants available to serve you.

### **Student Employment ([www.seo.harvard.edu](http://www.seo.harvard.edu))**

The Student Employment Office maintains a searchable database to help you look for non-workstudy jobs, such as research and library positions at Harvard and elsewhere in the Greater Boston area. Harvard Student Agencies also offers temporary employment with the University.

### **Student Life Organizations ([osl.fas.harvard.edu](http://osl.fas.harvard.edu))**

Student Life Organizations is a good place to explore student organizations at Harvard. While some organizations are limited to Harvard College students, others are open to all members of the Harvard community. Once you find an organization that interests you, e-mail the contact person to inquire if Harvard Extension School students are eligible to participate.

**Harvard Off-Campus Housing** ([www.harvardhousingoffcampus.com](http://www.harvardhousingoffcampus.com))

Harvard University Housing has engaged Off Campus Partners to create an apartment rental listing for Harvard University Affiliates. On the site you can view maps, photos, and more. You are invited to post a listing for a small fee or search the site for free. There is also a free roommate matching section.

**Harvard University Technology Product Discounts** (<http://huit.harvard.edu/pages/computers-software>)

You can purchase computers, peripherals, mobile devices, software, and accessories at academic pricing direct from Apple, Dell, OnTheHub, and GovConnection.

**Crimson Cash** ([cash.harvard.edu](http://cash.harvard.edu))

Crimson Cash lets you use your ID card as a debit card at the COOP, campus-wide restaurants, and, most importantly, at photocopy machines in the libraries and at printers in the Science Center. You can add cash to your ID card at the Crimson Cash website or at a value-transfer station on campus.

**Harvard University Employees Credit Union** ([www.huecu.org](http://www.huecu.org))

The credit union, a bank affiliated with the University, offers accounts and services to students and Harvard affiliates.

**Harvard University Police (HUPD)** ([www.hupd.harvard.edu](http://www.hupd.harvard.edu))

The HUPD website informs students about campus security, police services, and safety practices.