

Pre-Enrollment Information

Dear Student,

The Registrar's Office has now reviewed your application. Please read this email at its entirety as it contains important information and deadlines.

- ❖ Prior to enrollment, follow these steps:
 - Submit your immunization documents to Harvard University Health Services.
 - Clear any holds you may have.
 - Upload a photo ID if you do not have one already.

- ❖ When enrollment opens:
 - Request instructor permission for the course(s) via my.harvard.
 - Once you obtain the approval, place yourself on the waitlist.
 - TAP students must submit the [TAP](#) form(s) located on [Human Resources](#) website by the add/drop deadline (More information to come).

- ❖ After the add/drop deadline, if space is available, you will be enrolled into the course(s).

- ❖ Once enrollment is complete, you will receive an email to let you know when the payment is due. This does not apply to **Special Fellows**.
 - The cost: [Student Billing](#).
 - Sponsored students must submit proof of Sponsorship. **The organization/institution** providing financial support to the student must Complete a [Third Party Contract](#).

- ❖ Some courses use material that must be purchased by the School, and these costs are normally charged to students (e.g., copyrighted materials such as Harvard Business School cases).

It is important to remember, HSPH and Harvard degree-seeking students receive enrollment priority. **Please note even if you get the instructor's permission this does not guarantee enrollment into a course.** Should you change your mind and decide **NOT** to take the course(s), you will need to drop the course if you are on the waitlist. Please utilize the [Non-Degree](#) website as a resource for accessing all of the information and materials you will need to have a successful application and enrollment process.