

<p style="text-align: center;">Institut für Finanzierung und Finanzmärkte Abteilung für Betriebliche Finanzierung</p>
<p style="text-align: center;">ao. Univ. Prof. Dr. Manfred Frühwirth Harvard Toolkit for Schumpeter Fellows and Other Visiting Faculty in the Boston/Cambridge Area</p>

Preface:

I had the idea to generate this toolkit on the occasion of my year as a visiting professor at the Weatherhead Center for International Affairs at Harvard University. Several talks to my predecessors and other visiting faculty in the area gave me the impression that there is both the time and the needs for such a device.

The purpose of this toolkit is to provide an orientation for faculty and staff that is new in the Boston/Cambridge area, especially for visiting faculty (e.g. at Harvard, M.I.T., or Boston University). The information included in this toolkit is supposed to represent a valuable source of information that makes it easier for them to gain ground and to reduce the burden to organize their private and professional life in the Boston/Cambridge area. By this, they can start earlier with their “true” professional work.

This document has different target groups in mind. The narrowest definition is Schumpeter Fellows who spend a year at Harvard University. They probably will need all the information listed below. A broader target group is Austrians that are visiting the Boston/Cambridge area. Some of the information in this document that only relates to Schumpeter Fellows does not concern them. Finally, this tool also serves people from other countries that are a visiting faculty in this area. I am sure that this broadest target group also finds a lot of useful information in this document.

With the keywords below I tried to find a chronological order. Things that can/should be done first in the organizational process are also listed at the very beginning. The information below is based on my own experience and includes internet links, additional information and hints.

Finally, such a toolkit only fulfills its purpose, if the information, links and data included are up to date. The information has been verified by me as of summer 2006. In case any changes that have occurred since that time have made the information or links outdated, I ask you to send me an email (Manfred.fruehwirth@wu-wien.ac.at or mfruehwirth@wcfia.harvard.edu) so that I can update this toolkit for future users.

1) THINGS THAT CAN/HAVE TO BE DONE FROM YOUR HOME COUNTRY (AUSTRIA):

1.1) Translation between German and English:

<http://dict.leo.org/>

1.2) For Austrians to get information on US specifics and for networking and contacting Austrian people in the USA:

Association “Austrian Scientists and Scholars in North America”: <http://www.ascina.at/about>

1.3) “Welcome to Harvard” brochure:

Try to get the “Welcome to Harvard” brochure (with important pre-departure material) from the Harvard International Office (<http://www.hio.harvard.edu/>) as soon as possible. This includes up-to-date information on traveling preparation (visa ...), arrival, housing, health insurance, living and so on.

1.4) Process of Immigration into the USA:

1) Contact the department at Harvard University or any other university dealing with your appointment as soon as possible. They will send you the respective visa forms you need to get a visa at the US Embassy in your home country.

Hint: If you are not sure how long you will stay (e.g. only 10 months or the full 12 months of your accreditation), you should indicate a stay over the maximum period in the visa forms. It is no problem to leave the USA earlier than promised. But it is a big problem to stay longer than indicated. Furthermore, this gives you maximum flexibility (e.g. by this you are entitled to most of the Harvard services that are related to your Harvard accreditation, e.g. download of empirical data, for the full period).

2) After having received the visa forms contact the US Embassy in your country:

For Austria: http://www.usembassy.at/en/embassy/cons/niv_applic.htm

3) You have to go to the US Embassy to get your visa. Make sure to have all documents required to get the visa (including e.g. proof of sufficient financial funds and proof that you will return to your home country). Only after having received the visa you can safely book your flight. As flight prices are increasing the closer it gets to the date of departure, this is a strong argument to start the whole immigration procedure as early as possible.

1.5) Finding housing:

Housing (as nearly everything) is very expensive, at least compared to Austrian standards. The rent for a furnished 2 bedroom apartment (without utilities) usually will not be below 1700 \$ per month and can be far higher.

The following sources of information are helpful:

1) As an affiliate of the Weatherhead Center for International Affairs you can get valuable

information, e.g. on the Cambridge/Boston housing market in general (like the regulations with respect to lead paint) from Tom Murphy.

2) Previous Schumpeter fellows rented apartments from

janejane102004@yahoo.com

and were satisfied.

3) The Harvard Housing Office (hhousing@harvard.edu) has a rental database that also helps to find housing.

4) Faculty Real Estate Services Office: fres@harvard.edu

5) Harvard Affiliated Housing: <http://www.hpre.harvard.edu/RRE/affiliate/contact/>

6) Apartments are also available via <http://www.hpre.harvard.edu/RRE/other/index.html>

7) <http://www.hsph.harvard.edu/housing>

8) Harvard International Office: <http://www.hio.harvard.edu>

9) If you are paid by Harvard, another alternative is <http://www.hres.harvard.edu/rre.htm>

Alternatives that are independent of Harvard:

10) One very helpful alternative is Boston Craigslist which is an online bulletin board where nearly everything can be bought or sold, including apartment rentals: <http://www.boston.craigslist.org>

11) <http://www.sublet.com>

12) <http://classifieds.bostonphoenix.com/>

13) http://re.boston.com/Rentals/List_Listings.asp

14) <http://www.sabbaticalhomes.com>

1.6) For orientation in the Boston/Cambridge area:

One essential prerequisite for finding a good apartment is to know the local facts. This can be achieved by:

<http://www.mapquest.com>

which shows e.g. restaurants, shops, T stations, ... close to your potential apartment or close to university.

Another interesting tool for orientation from abroad is Google Earth (<http://earth.google.de/>).

Opportunities to get initial maps as early as possible after the arrival in Cambridge are the Out of Town News at Harvard Square and the Widener Library (where you get detailed maps of the Cambridge area, with a Harvard library focus, for free).

1.7) For transportation planning:

Also transportation facilities are important in the housing search process. In the Boston/Cambridge area the following means of transportation exist:

1) Free Harvard Shuttle Service (Harvard I.D. required)

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

http://www.uos.harvard.edu/transportation/summer_shuttle_schedule.pdf

<http://www.uos.harvard.edu/transportation/shu.shtml>

2) One can also use the LM2 Shuttle that goes from Harvard Square (Johnson Gate) to the Longwood Medical Area. With a Harvard I.D., this service is for free. Spouses can buy tickets for 2 USD per ride at the Harvard International Office. Note that bus number 1 takes mostly the same way at a price of 90 US cents.

3) Massachusetts Bay Transportation Authority (metro, buses): <http://www.mbta.com>

(Select “Trip Planning” to identify how to come from one location to another one.)

Hints: With the Boston metro (“T”) if you change from one metro line to another metro line, you do not need a new token. If you change from metro to bus, you need a (new) bus ticket. If you change from bus to metro, you need a (new) token. If you change from bus to bus, you can ask for a “transfer ticket”.

4) Taxi

Hint (based on our experience): The cost from Boston Logan Airport to Cambridge is about 40 USD if you take the Boston Cab Company (phone 782-5500). However, it is about 60 USD with the Cambridge Taxi.

1.8) Childcare:

Based on your housing location and on your overview of the transportation system, you can organize the childcare. You get information from

1) Harvard International Office: http://www.hio.harvard.edu/students_scholars/partners_families

2) Harvard Office of Work/Life Resources: worklife@harvard.edu

Hints: Small childcare institutions are often far cheaper than the well known institutions, but they are hard to identify, especially from abroad. The lessor of your apartment may have an idea which childcare institution is close to the apartment and affordable. Also check in your home country already whether any additional immunizations are necessary to attend a US childcare institution (e.g. chickenpox, lead-screening, Hepatitis A + B). If yes, due to the high US medical cost it is probably cheaper to do this in your home country (Austria) than in the USA.

1.9) Medical insurance for Austrians:

Due to far higher medical cost in the USA compared to Austria (and given that you are refunded only the price of an equivalent treatment in Austria by the Austrian public medical insurance) you need an additional medical insurance:

1) As we had a base insurance in Austria (“Sozialversicherung”) we could use an Austrian traveling insurance (“Reisekrankenversicherung”). After an extensive comparison we selected the product “Krankenversicherung mit SOS Rücktransport für Auslandsreisen (Tarif RVI)“ from Wiener Städtische Versicherung:

<http://redaktion.riepert.at/beitraege/downloads/37/Krankenversicherung%20mit%20SOS.pdf#search=%22RVI%20wiener%20st%C3%A4dtische%22>

We demanded the insurance company to sign an annex that this insurance product was sufficient for immigration into the USA.

Note that some costs that would be covered if one lives in Austria by the Austrian public medical insurance are not covered if one lives in the USA by the RVI product. In case of illness or accident covered by this product you have to pay the cost in the USA and on presentation of the invoice get back part of the money from the Austrian social system and the remainder from Wiener Städtische.

Due to the high medical cost in the USA a very important criterion for us was that with this product there was no upper boundary for the payments to be effected by the insurance company.

2) Other (far more expensive) alternatives are the Harvard medical insurance programs, i.e. the ISHIP program or the Harvard Student and Affiliate Health Plan, both organized by the Harvard International Office. Note that even with these programs you have no free choice of hospital, as you get medical treatment more or less only at Harvard facilities.

1.10) To pre-organize the working environment

Check with your hosting department which software is available and which software has to be brought into the USA.

You also need the following information in advance: the future office address and email address, the start and end of the academic year or appointment.

Make sure that your office mail (and maybe also your private mail) is forwarded into the USA.

Communication with co-authors (especially outside the USA) is strongly simplified by internet calling (see later). If internet calling is envisaged, it makes sense to install Skype (<http://www.skype.com>) on the notebook and to load money from the credit card to the Skype Out account.

1.11) Electricity:

The US electricity system uses 110 Volt. Therefore, you should bring only those appliances that can be also used with 110 V (instead of the Austrian 230 V). This is indicated on the appliances. The remaining appliances must be bought in the USA. A different issue are the plugs that are different in

the USA than in Austria. If you bring Austrian appliances to the USA you should also bring adaptors.

2) GOING TO THE USA

Customs regulation: <http://www.cbp.gov/xp/cgov/travel>

Hint: If you come with children, in contrast to other countries (like Austria) they need to have their own passport in the USA! It is not sufficient to have them registered in the parent's passport! In case of any problems you should know the phone number of your embassy in Boston and cities nearby. The phone numbers of the Austrian representation (embassy) in Boston is + 1 617 227 3131 and in Washington is + 1 202 895 6775.

3) GETTING STARTED AND ORGANIZED IN THE BOSTON/CAMBRIDGE AREA

3.1) First steps for Harvard affiliates:

The first step is to report to the department where you are affiliated. Afterwards you should go to the Harvard International Office with your visa documents and your passport to get your Harvard I.D. (which is the basis for many things to come). The Harvard International Office is in the Holyoke Center at Harvard Square (<http://www.hio.harvard.edu>). After having received your Harvard I.D. you have to create your PIN (<http://www.pin1.harvard.edu/>).

Also, the regular "Getting Started" sessions at the Harvard International Office can be strongly recommended.

3.2) Renting a car:

- 1) You can join the ZIP car cooperative: <http://www.zipcar.com>
- 2) You can find a car via <http://www.expedia.com>
- 3) Note that there are some car renting firms that have a special arrangement with Harvard involving a special Harvard discount.
- 4) Sometimes the local car rentals have special offers.

3.3) Buying a car:

You find further information at

- 1) <http://www.edmunds.com>
- 2) <http://mass.gov/rmv/>

Hint: You have to take a US drivers license exam to buy/register a car.

3.4) Shopping (in general):

<http://web.mit.edu/medical/spousesandpartners/faq/shopping.html>

Hints:

Usually you have a very generous right to return goods purchased (with the receipt).

For Harvard faculty there is a discount number (CDP #) that can be received at the respective Harvard department.

3.5) Purchasing food:

Shaws/Star Market: <http://www.shaws.com>

Wholefoods: <http://www.wholefoodsmarket.com>

Traders Joe: <http://www.traderjoes.com>

Walmart: <http://www.walmart.com>

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

Hints:

The differences in prices between the different shops are quite substantial.

If you do not have a car: Many people go shopping by taxi. Another alternative would be to get the things delivered to your home (Stop and Shop, <http://www.stopandshop.com>).

3.6) Purchasing clothes:

1) Garment's District on the Broadway: <http://boston.citysearch.com/profile/4747801/>

2) Macy's: <http://www1.macys.com/index.ognc?bhcp=1>

3) Target: <http://www.target.com>

4) Filene's Basement (in Boston at the orange line station "Downtown Crossing"):

<http://www1.macys.com/index.ognc?bhcp=1>

5) Marshal at the Prudential Center in Boston

6) Getting the clothes delivered: <http://www.landsend.com>

Hint: A very cheap way to procure clothes and products are the sales around the holidays. These sales are announced in TV ads.

3.7) Purchasing hardware:

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

3.8) Purchasing furniture:

You get new furniture e.g. at IKEA in Stoughton where you can even go by metro.

A very cheap opportunity for purchasing furniture, comforters, pillows or office supplies is the giant Harvard Yard Sale in front of the Science Center in mid September. Here Harvard sells things left-over from the students that left their dormitories in June at fair prices.

In far smaller scale you find many private yard sales in the Cambridge area in September and October.

Other options to buy second-hand furniture are:

BostonCraigslist: <http://www.boston.craigslist.org>

M.I.T. furniture exchange: <http://web.mit.edu/womensleague/fx/>

3.9) Purchasing a cell phone:

In the USA you can use the cell phone from your home country if it is a tri-band cell phone and you buy a US SIM card. If it is not a tri-band cell phone you have to buy a US cell phone, as well. You can buy cell phone or SIM card at Radio Shack (<http://www.radioshack.com>). Note that you also pay air time when you are called by other people (not only when you call other people).

3.10) Purchasing office supplies:

This can be done at Staples (e.g. on JFK Street or at Alewife Parkway): <http://www.staples.com/>

Hint: Make sure to have your initial procurement of office supply finished before the students rush starts (which is in mid September).

3.11) Purchasing books:

Harvard Coop (at Harvard Square or close to M.I.T.): <http://www.thecoop.com>

3.12) Internet and telephone (landline) providers:

Comcast (<http://www.comcast.com>)

Verizon (<http://www.verizon.com>)

Cheap alternatives are the following:

- 1) You can install the Harvard Wireless LAN (<http://www.wireless.harvard.edu/>) to have internet access on your notebook. Of course, this gives access only in the respective Harvard WLAN areas. (There is a list of hot spots available.)
- 2) You can install Skype (<http://www.skype.com>) for extremely cheap internet-based phone. A similar alternative is the MSN Messenger (<http://www.messenger.msn.com>). For both you need a headset (or a microphone and earphones). Both can be also used for video calling if you have a webcam. You get all these devices at Staples at reasonable prices.
- 3) The old-fashioned way are calling cards (very cumbersome).

3.13) TV providers:

Comcast (<http://www.comcast.com>)

3.14) Energy provider:

Nstar: <http://www.nstaronline.com>

Hint (for Austrians): Note that energy costs in the Boston/Cambridge area are far higher than in Austria.

3.15) Opening a bank account:

You can open an account only once you are in the USA. Therefore, make sure to have enough dollars with you when entering the country or to have access to your non-US bank account (e.g. automated teller machines). Most of the banks have branches at Harvard Square. Relevant criteria for the bank

selection are monthly maintenance fees, minimum balance to avoid the monthly maintenance fee, interest rate, membership in the SUM system (association of savings banks, these savings banks do not charge fees from customers of another bank in the SUM system, see <http://www.sum-atm.com>), number and location of ATMs where one can get money free of any fees (ask for fees the own bank charges and for fees the other bank charges), number of checks that come free of charge, fees for the transfer of money between your home country and the USA, closing fees when closing the account at the end of your stay, whether a debit card is included, whether online banking is included, whether online bill paying is included, cost with online bill paying, maximum number of checks that you may write with this account and documents required to open an account (e.g. passport, Harvard I.D., necessity to have a social security number).

Usually there is a tradeoff between getting high interest rates and being able to make payments (e.g. issue checks). Therefore, it makes sense to have two accounts: one account (“A”) like a savings account where you have a high balance and therefore get a high interest rate and another one (“B”) like a checking account where you get no or only very little interest and have a small balance that is high enough to make your day-to-day payments - with money being transferred regularly from account A to account B. Most of the accounts come with a debit card. To obtain a US credit card (which spares you the fees that occur with the non-US credit card in case of foreign transactions) you usually need a “credit history”.

Also note that most of the payments are done by sending checks which is different from many other countries, e.g. Austria. For this reason “online banking” often only means that you can check your balances via internet, but not necessarily that you can also transfer money from your account to another person’s account via internet. Even if your account comes with “online bill pay” this often only means that you can pay online to those companies that have an arrangement with your bank (e.g. gas and electricity firms) but not to private persons (e.g. the lessor of your apartment).

Below you find the links of the most important banks:

Citizens Bank: <http://www.citizensbank.com>

Cambridge Trust: <http://www.cambridgetrust.com>

Cambridge Savings Bank: <http://www.cambridgesavings.com>

Sovereign Bank: <http://www.sovereignbank.com/>

Harvard University Employees Credit Union: <http://www.huecu.org/> (requires a social security number)

Bank of America: <http://www.bankofamerica.com/>

Hints:

Make sure to have your bank account fixed before the rush of the students starts (which is about mid September).

For Schumpeter Fellows: 1) With some banks mentioning that you are a “Schumpeter Fellow” may imply that “technically speaking” the bank treats you as a student which implies student conditions for your account. 2) After the selection of the bank account, the Schumpeter Society in Austria should be informed of bank name and account number.

3.16) For the conversion of units of measure between the metric system and the US system:

<http://www.quantenwelt.de/einheiten/>

4) RESEARCH

4.1) Harvard Guides:

<http://harvie.harvard.edu/>
<http://www.hno.harvard.edu/guide/>
<http://www.harbus.org>

4.2) Faculty Resources (Harvard Map, Phonebook ...):

http://www.fas.harvard.edu/home/audience/links_faculty.html

4.3) For library research:

Harvard Library: <http://lib.harvard.edu>

Baker Library at HBS (including literature databases such as ABI Inform and financial databases such as Datastream): <http://www.library.hbs.edu/>

4.4) To obtain software and data: Harvard-M.I.T. Data Center

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

4.5) Weatherhead Center Intranet (Weatherhead Center resources, Harvard resources, Boston Area Resources):

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

4.6) Internet research:

<http://www.google.com>

4.7) Traveling:

Department of State (to prepare your trip, for travel documents): <http://State.gov/travel/>

To find out distances between different cities in the USA:

<http://www.ersys.com/usa/33/3362900/distance.htm>

Greyhound Bus: <http://www.greyhound.com/scripts/ticketcenter/step1.asp>

Amtrak Train: <http://www.amtrak.com>

4.8) Getting news from Austria:

<http://www.orf.at/>

5) ACTIVITIES AT UNIVERSITY:

5.1) Attending presentations, research seminars, symposia, discussions:

Harvard Economics Department: <http://post.economics.harvard.edu/courses/>

KSG – Center for Business and Government: <http://www.ksg.harvard.edu/cbg/>

KSG – Center for Business and Government Calender:

<http://ksgnotes1.harvard.edu/ksginfo/enews.nsf/monthCal?ReadForm&Cal=CenterforBusinessandGovernment>

Center of European Studies: <http://www.ces.fas.harvard.edu/>

Overview – Finance Seminars at Harvard, Boston University & MIT:

<http://www.hbs.edu/units/finance/seminars.html>

Harvard Business School - Accounting: http://www.hbs.edu/units/ac/a_csem/

M.I.T.: <http://web.mit.edu/>

M.I.T. (Sloan School of Management): <http://mitsloan.mit.edu/indexflash.php>

M.I.T. (Sloan School of Management) – Department for Economics, Finance and Accounting:

<http://mitsloan.mit.edu/phd/f-fac.php>

M.I.T. Sloan (Accounting): <http://mitsloan.mit.edu/academic/c-list.php?list=Accounting1>

M.I.T. Sloan (Finance): <http://mitsloan.mit.edu/academic/c-list.php?list=Finance4>

M.I.T. Sloan (Finance) Research Seminars: http://lfe.mit.edu/media/batterymarch_seminar.htm

Boston College Finance Research Seminar: <http://www2.bc.edu/%7Ebalduzzp/bbag.html>

Boston University Microeconomics Research Seminar:

<http://www.bu.edu/econ/seminars/micro/index.html>

Boston University finance and stochastics seminar:

<http://www.bu.edu/mathfn/events/Seminar0405.html>

5.2) Contacting researchers to talk about research:

HBS - Business in general: <http://pine.hbs.edu/external/areasInterestShow.do?KEY=KWD>

HBS - Finance: <http://www.hbs.edu/units/finance/faculty.html>

HBS - Accounting: <http://www.hbs.edu/units/am/faculty.html>

Taubman Center at Kennedy School of Government:

<http://www.ksg.harvard.edu/taubmancenter/research/index.htm#politics>

M.I.T. Sloan: <http://sloancf.mit.edu/vpf/d-main.cfm>

M. I. T. Sloan (Finance & Economics): <http://mitsloan.mit.edu/phd/f-fac.php#fe>

M. I. T. Sloan (Accounting & Controlling): <http://mitsloan.mit.edu/phd/f-fac.php#ac>

5.3) For seeking employment at Harvard and M.I.T.:

General Research Jobs at Harvard: http://jobs.harvard.edu/jobs/search_req

Jobs at Harvard Business School: <http://www.hbs.edu/about/employment.html>

Jobs at M.I.T.: <http://sh.webhire.com/Public/631/>

5.4) Lunch meetings:

For informal lunch meetings, there are several Harvard cafeterias (e.g. at the Science Center, at Harvard Law School, in the CGIS/Knafel building or at Harvard Business School).

Furthermore, there is a Chinese restaurant on Massachusetts Avenue close to the Holyoke Center: <http://dinesite.com/info/rstrnt-66180/?&t=130681>

Also there are several restaurants on JFK street: Bombay Club for Indian cuisine (<http://www.bombayclub.com/home.html>) or Pizzeria Uno for Italian cuisine (<http://www.unos.com/>).

Another alternative is the Harvard Faculty club (<http://www.hfc.harvard.edu/>). The Harvard Faculty Club offers a Sunday brunch for members. As a member of the Harvard faculty you can also (at no cost) become a member of the Harvard Faculty Club.

Hints for foreigners: The usual tip is 15 – 20% of the bill. Some people also tip 3 times the tax, plus one dollar.

6) LEISURE AND WEEKENDS:

6.1) Activities for relatives of Harvard faculty:

1) The Harvard International Office has a detailed summary of possible activities for relatives: http://www.hio.harvard.edu/students_scholars/partners_families/

2) Relatives may get (restricted) library privileges as a “special borrower” (Harvard employee and relative must inquire together at Widener Library).

3) Relatives can turn to Harvard Extension School (<http://www.extension.harvard.edu>) or Harvard Graduate School of Education (<http://www.gse.harvard.edu>) to formally attend classes there. Relatives often may informally attend classes (“audit”) at Harvard (after having contacted the respective professor), especially at the Faculty of Arts and Sciences.

4) Finally, there are very nice Harvard spouse groups, namely the “Harvard Students, Spouses and Partners Association” (HSSPA) (<http://www.hsspa.harvard.edu>) and the Harvard Neighbors (<http://www.neighbors.harvard.edu>).

6.2) Weather forecast for Boston or Cambridge:

http://www.weather.com/outlook/travel/vacationplanner/tenday/02138?from=36hr_topnav_vacation
<http://www.weatherreports.com/MA/Boston>

6.3) Foliage report (for the attraction of colorful leaves):

http://www.foliagenetwork.com/reports/northeast_us/
<http://www.foliage-vermont.com/#latestfoliage>

6.4) Athletic facilities:

As a Harvard affiliate, you can buy your semester or full year ticket for one, two or three Harvard gyms at very low prices via. internet (with your Harvard I.D. number and your PIN):

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

6.5) Videos, CDs, DVDs:

With a Harvard I.D., selected videos, CDs and DVDs can be rented free of charge at Lamont Library (<http://hcl.harvard.edu/libraries/#lamont>) via a Harvard faculty club.

6.6) Events:

Both for Boston and for Cambridge (at the information booth on Harvard Square or at <http://www.cambridge-usa.org>) you can get an events calendar. Also in the Harvard Crimson newsletter you find events. Other sources of information with respect to events are

<http://www.harvardsquare.com/>
<http://classifieds.bostonphoenix.com/>
<http://www.news.harvard.edu/gazette/calendar/lectures.html>

Very nice events are the October Fest at Harvard Square at the beginning of October, a Harvard Yard tour that is organized by Harvard and starts at the Holyoke Center and football matches of the Harvard team (that are sometimes free for Cambridge residents or Harvard employees).

6.7) Weekend trips:

Nice weekend trips to locations nearby are to

- 1) Cape Cod (by ferry or car)
- 2) Cape Ann (by train or car)
- 3) Plymouth (by train or car; note that the train station is 5 miles away from the city)
- 4) New York (easily available, e.g. by the Chinese Fung Wah bus - <http://www.fungwahbus.com/ticket/> - that brings you directly into Chinatown for about 15 USD per ride)

- 5) Lowell (by train or car; also here the train station is quite distant from the city)
- 6) Concord (by train or car)
- 7) Salem (by train or car)
- 8) Lexington (only by car)

7) GOING BACK TO YOUR HOME COUNTRY:

1) If you are going back just for a holiday and plan to return to the USA, report to the Harvard International Office before you leave the USA to find out which steps are necessary to enable you to come back to the USA after your holiday.

2) If you are returning for good:

You have to make your final payments, transfer the money on your account to your account in the home country and close your bank account.

Furthermore, it is time to buy Harvard souvenirs. You get a long list of souvenirs at VJAugust on Massachusetts avenue or at the Harvard Coop at Harvard Square. An alternative at a smaller scale is the Out of Town News at Harvard Square.

A cheap but very slow way to transport back your stuff (work, papers, material...) is US mail (M-bag). Note that this means of transportation can last 2 months. Therefore, the most urgent and most important materials should be brought back personally in your suitcases.

Finally, I hope that this toolkit fulfilled its purpose to make your life easier and to enable you to focus on your academic work as early as possible. For any feedback and suggestions to improve and update this document I would be grateful.

Manfred Frühwirth

Manfred.fruehwirth@wu-wien.ac.at

mfruehwirth@wcfia.harvard.edu