



JOHNS HOPKINS

KRIEGER SCHOOL
of ARTS & SCIENCES

Department
of
Political Science

Graduate Student
Handbook

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Dear Graduate Students,

This handbook is provided to inform graduate students in the Department of Political Science about the policies and procedures of the department and the University. It is also intended to familiarize you with the requirements to obtain the Ph.D. The Ph.D. program is designed for graduate students who seek broad training, who are inspired by large questions about politics, and who aspire to develop considerable strength in more than one field.

The Department of Political Science has 22 faculty members whose areas of teaching are American Government and Politics, Comparative Government and Politics, International Relations, Law and Politics, and Political Theory. The department offers minors only in Philosophy of Political Inquiry and Quantitative Research Methods. We also encourage students to do work in allied departments such as Anthropology, Economics, German and Romance Languages and Literatures, History, the Humanities Center, Philosophy, Public Policy, and Sociology.

Admission

The department admits 10 to 12 new graduate students each year, selecting them from the approximately 200 applications that it receives annually. The deadline for application for admission to graduate study and the award of financial assistance is January 15.

Decisions are made exclusively in late February or early March and announced by March 15. A B.A., B.S., or their equivalent, and the Graduate Record Examinations (GRE) are required for application.

English Language Requirements

Students whose native language is not English must take the TOEFL examinations or provide other evidence of fluency in English

Requirements for the M.A. Degree

The Master of Arts degree is offered only to students who have been admitted into the Ph.D. program. For the M.A., the student must complete at least seven one-semester courses at the 600-level with a grade of B or better, and demonstrate an effective reading knowledge of one approved foreign language.

Ph.D. Degree Requirements

All candidates for the Ph.D. must satisfy the following requirements:

Complete a minimum of 12 one-semester courses at the 600-level with a grade of B or better. Eight of these courses must be graduate (600-level) courses in the Political Science Department. No more than two of these courses may be independent studies. No more than one graduate-level course may be taken at another division of JHU for credit toward fulfilling the requirements. All candidates must also meet language

proficiency requirements. Some subfields may require graduate students who wish to take their major comprehensive exam in those subfields to complete specific course work.

Financial Aide

The Department of Political Science awards a fellowship for the academic year covering the full cost of tuition plus a stipend. If you make good progress toward the Ph.D. you may expect financial aid covering the full cost of tuition and at least the same stipend through the fifth year. If you receive additional or alternative fellowships from outside of the University you are to report this information to the Director of Graduate Studies, Dr. Jennifer Culbert, to work out an overall package.

Teaching Responsibilities

Graduate students are expected to work as Teaching Assistants beginning their second year at the University. Dr. Jennifer Culbert assigns the TAs to the courses that will need assistants. All students receiving a teaching assignment for the first time must complete an electronic I-9 form at the Student Employment Office. If your I-9 is not complete, you will not receive your first pay. A hold is put on all students who have not completed an I-9. Room assignments are decided by the Registrar's office. If a room assignment needs to be changed, contact Mary Otterbein and she will complete the necessary paperwork to make a room change request.

TA Training Program - The Center for Educational Resources, in collaboration with departments, deans, faculty, and the Graduate Representative Organization (GRO), offers a TA Training Program.

Contact their office for further information:

The CER

Sheridan Libraries

Garrett Room - MSE Library

410-516-7181

Website: <http://www.cer.jhu.edu/tatraining.html>

Registration – Incoming, Full-time and Non-resident Students

- Incoming, returning and full-time resident students will use ISIS to register online for the coming semester. You will be notified when you can register. Registration for the spring semester begins around January and for the fall semester around August/September.
- New graduate students will have access to register online using ISIS. Go to the Registrar's website to get the exact dates of registration at <http://www.jhu.edu/registrar>.

- Non-resident students must register each semester in order to remain active degree candidates. While on non-resident status, students are expected to provide the Registrar's Office and the department with an updated current address and are expected to respond to all communications and mailings within the deadlines specified.
- An Annual Report for non-resident students must be returned to the department Chair, Dr. Adam Sheingate, by the deadline date located at top of form. Non-resident students who fail to return the Annual Report form risk being withdrawn from the program.
- Resident students that completed the 12 course requirements must register for Dissertation Research using their advisor code when registering.
- Graduate students may register to audit courses during the semester. Permission to audit must be received from the instructor. Ask also about any requirements for the course.
- To release a registration advising hold you must see your faculty advisor. If you register in person, you may obtain a registration form from the Registrar's office (Garland Hall) but you must have a signature from your adviser to complete it.

Online registration will NOT be available for:

- ⊖ Interdivisional registration
- ⊖ Intersession courses
- ⊖ Cooperative registration
- ⊖ Permission required/instructor consent courses
- ⊖ Late registration
- ⊖ Part-time students/pay per credit
- ⊖ Non-resident students (Ph.D. candidates completing work away from JHU)
- ⊖ Study abroad students
- ⊖ Post-doctorate students

Registration Procedures

Go to the Registrar's web page for details on the procedures for registering for the coming semester at <http://www.jhu.edu/registrar>.

Important Notices

Please go to the Registrar's website: <http://www.jhu.edu/registrar/notices.html> for information about:

- [Academic Calendar](#)
- [FERPA Rights](#)
- [What is my Hopkins ID?](#)
- [Graduate Students](#)

I-9

All graduate students will need to complete a Form I-9. An appointment needs to be made with Student Employment Services to complete the process of your Form I-9 (Section 2) within three business days from their first day of work. Go to this url to make an appointment: <https://orchid.hosts.jhmi.edu/stujob/appScheduler.cfm>. You will need to present originals of requested documents for your eligibility to work. Go to this url for a list of requested documents: <https://orchid.hosts.jhmi.edu/stujob/seoform/i-9page4.pdf>.

Completion of section 1 of Form I-9 needs to be completed on or before the first day of work. Go to www.newI9.com and input the employers code 11472. Students that are US Citizens and completing section 1 of the I-9, select “Students from KSAS and WSE” as location.

All international students must complete an **electronic I-9** form at the Office of International Services (OIS), 135 Garland Hall, 410-516-1013. You will need to take with you an I-9 Data Collection form that will be completed by the department. This can be picked up before going to OIS. You will also need to complete a Foreign National Information Form with the listed documents from the department. A copy of your passport will be needed to complete the process of your I-9. Payroll will put a hold on your stipend check and will not release it if you have not completed your I-9. All international students must be conscience of their work authorization dates. If your work authorization expires, a new DS-2019 needs to be completed along with a new electronic I-9. All transactions must be done in person at OIS.

Social Security Numbers for international students need to be submitted once you receive a permanent one. OIS will instruct you on how to obtain a card. Please submit a copy of your social security card to the Student Employment Office and they will notify the payroll office to make changes in the payroll system.

International Students

The Office of International Services (OIS) assists the international community at Hopkins with visa status issues and with the challenges of making the transition to a graduate school at Johns Hopkins University. The staff members can answer questions and advise students on immigration regulations, financial concerns, health matters, housing, employment possibilities and other issues relating to an international student’s period of stay in the United States. The website address is www.jhu.edu/iss.

International students must clear registration holds through the OIS. For more information on requirements for international students, see below.

Newly Admitted International Students Application Process for F-1 and J-1 Visas:

F-1 visa: Most international students who wish to study at Johns Hopkins University (JHU) will use an F-1 visa. To obtain F-1 status JHU requires students to fill out an I-20 form. I-20s are required to apply for the F-1 visa at a U.S. embassy or consulate abroad.

J-1 visa: The Exchange Visitor Program is carried out under the provisions of the Mutual Educational and Cultural Exchange Act of 1961 via the J-1. The DS-2019 is a document issued by JHU for students intending to study in J-1 immigration status. The main distinction between F-1 and J-1 students is the source of funding. In order to qualify for J-1 student status, the student must be funded primarily by sources other than personal or family funds.

Transfer students: A person is considered a transfer student for immigration purposes if they are currently in the U.S. as an F-1 or J-1 student and are transferring from one U.S. educational institution to another. Students currently in the U.S. as F-1 or J-1 students at a high school or college must make arrangements with their current school's international office to transfer their SEVIS record to JHU. Transfer students will receive an I-20 or DS-2019 from this office. Please complete the transfer form and submit it to the office located at the top of the form for inclusion in your I-20 or DS-2019 request.

Requirements to receive F-1 or J-1 sponsorship from JHU

❖ **Admission to Johns Hopkins University**

- [Graduate admission information](http://www.grad.jhu.edu/admissions/apply/index.php) - <http://www.grad.jhu.edu/admissions/apply/index.php>

❖ **I-20 or DS-2019 – Visa**

- F-1 students receive an I-20
- J-1 students receive a DS-2019

❖ **SEVIS Fee – (<https://www.fmjfee.com/i901fee/>)**

- F-1 students pay \$200.00 US
- J-1 students pay \$180.00 US
- Print out your SEVIS fee receipt

❖ **Visa Interview**

[U.S. Embassies and Consulates](http://www.usembassy.gov/) - <http://www.usembassy.gov/>

[Visa Appointment wait times](http://travel.state.gov/visa/temp/wait/wait_4638.html) – http://travel.state.gov/visa/temp/wait/wait_4638.html

- Please remember that F-1 visas cannot be issued more than 120 days before the start date of the I-20
- F-1 students cannot enter the United States more than 30 days before the start date
- Please note that Canadian citizens are exempt from visa requirements
- Transfer students holding valid F-1 or J-1 visas are not required to reapply for a visa

Shipping of I-20/DS-2019

I-20s or DS-2019s will be sent via an express mail service (FedEx or DHL). The department will provide a budget number to OISSS for shipping your I-20 or DS-2019.

Entry to the U.S.

Upon issuance of your F-1 or J-1 visa, you may make travel plans to enter the U.S. F-1 and J-1 students are allowed to enter the U.S. no more than 30 days prior to the start date listed on their I-20s or DS-2019s. Transfer students are exempt from this 30 day rule. Foreign students should carry the following documents with them to the port of entry:

- I-20 or DS-2019
- Valid passport
- Valid F-1 or J-1 visa
- Financial documents
- Letter of admission to the university

Check-in with OISSS and international student orientation

Upon arrival in the U.S., all F-1 and J-1 students are required to complete a mandatory check-in with OISSS. Please bring:

- I-20 or DS-2019
- Passport
- F-1 or J-1 visa
- I-94 (white card issued to you at the U.S. port of entry)
- Transfer students should also bring all previously issued I-20s or DS-2019s

Useful Links:

[Education USA](http://www.usaeducation.us/) - <http://www.usaeducation.us/>

[Johns Hopkins Institutions](http://www.jhu.edu/) - <http://www.jhu.edu/>

[JHU OISSS](http://web1.johnshopkins.edu/iss/) - <http://web1.johnshopkins.edu/iss/>

[JHU Off-Campus Housing Office](http://www.jhu.edu/hds/offcampus/index.html) - <http://www.jhu.edu/hds/offcampus/index.html>

Late Registration Fees

Late registration fees are \$150 during the first week of classes, \$200 during the second week and \$300 following the second week.

Student Personal Information

Go to isis.jhu.edu, sign in and enter your JHED ID and Password. Point to Personal Info and review/update Summary, Emergency Contact, and Family Info.

Program Withdrawal

For those students who decide to withdraw from the program, Johns Hopkins University requires a written notice from their department. The department graduate student coordinator, Mary Otterbein, must also generate a Termination/Withdrawal Report. Graduate students are encouraged to consult the Chair of the department prior to submitting their written notice. Students who have been withdrawn and are then re-admitted to the University must re-satisfy the residency requirement even if that requirement had been fulfilled previously. Once students withdraw from the University, their transcripts are closed. Changes to their academic records will not be permitted once their transcripts are closed.

Non-Resident Status

Students may request a change from resident status to either non-resident status or request a Leave of Absence. Non-resident status is normally reserved for doctoral candidates who have completed all requirements for the degree except the dissertation and have the permission of the Chair of the department/program or appropriate designated faculty and the Graduate Board to continue work away from the University. Arts & Sciences and Engineering students must petition the Graduate Board for change in registration status. Students must obtain the signature of their department/program Chair before submitting their application for a change in status to the Graduate Board. International students must also obtain the signature of the Director of International Student and Scholar Services. A letter of explanation must accompany the application as well. Students should petition the Graduate Board for a change in status well in advance of the semester for which it is desired. When requesting a change of status for the current term, petitions must be submitted no later than the end of the second week of the semester.

All KSAS and WSE full-time program graduate students will be eligible for Non-Resident Status if they:

- Have completed all coursework and requirements for the graduate degree other than the presentation and defense of the doctoral dissertation.
- Have reached the end of their departmental support period or have exhausted support from grants and cannot be fully supported by the department.

NOTE: Research or teaching assistants expected to work more than 19.9 hours per week do not qualify for nonresident status.

Tuition: Students on non-resident status are charged 10% of full-time tuition per semester.

Restrictions: Non-resident students are permitted access to campus, faculty advising and JHU services, however, they are not permitted to enroll in any courses, with one exception. Under certain circumstances, international students who file for Curricular Practical Training F1 (CPT1) through the Office of International Student and Scholar Services may register for a course entitled “Research and Teaching Practicum” (KSAS) or “Engineering Research Practicum” (WSE). The maximum amount of time that a student may retain non-resident Status is four semesters for master’s students and ten semesters for doctoral students. Upon reaching this limit, the student will be required to register for either part-time status (WSE only) or full-time Resident status until degree completion.

Non-resident students may work 19.9 hours per week or fewer during the academic year if employed by Johns Hopkins University in any capacity (intersession or summer employment can be full-time, however). If working, students must be on salary (not stipend) and paid hourly.

An Annual Report for Non-Resident Students must be returned to the Chair by the deadline date located at top of the form. Non-resident students who fail to return the Annual Report form risk being withdrawn from the program.

Leave of Absence (LOA)

Graduate students may apply for up to four semesters of leave of absence (not including the summer term) when medical conditions, compulsory military service, or personal or family hardship prevents them from continuing their graduate studies. Financial difficulty alone does not warrant a leave. To be approved for a leave of absence, graduate students must complete the LOA application and provide the proper documentation for their given situation, as indicated below:

Medical Condition: A letter from a physician (this may be a letter from a doctor at the Student Health and Wellness Center), the Counseling Center or the Office of Student Disability Services

Military Duty: A letter or verification from the Armed Forces

Personal or Family Hardship: A letter from the applicant

A leave of absence will be granted for a specific period of time, not to exceed a total of two years. When approved for a leave of absence, the Chair of the Graduate Board will notify the student. During the leave period, a student may not be enrolled at another university. Before applying for LOA, students should consult their department for information regarding funding when they return from their LOA. Prior to requesting the LOA, it is also highly recommended that the student contact the Health Insurance Coordinator in the Registrar's Office for information on how the LOA will affect their health insurance coverage. When on an approved LOA there is no tuition charge; the period of leave is simply regarded as an interruption of the degree program.

A student on a leave of absence is not to make use of any University services or facilities (e.g. counseling center, health center, library, athletic facilities, etc.). A student on a leave of absence who wishes to continue working at the University is not eligible to be paid through the Student Payroll Office. The student must be hired through the Human Resources division of the department employing them. No exceptions can be made.

Returning from Leave of Absence

When returning from leave of absence, a graduate student must complete and submit the Application to Return from Leave of Absence before registering for classes. The form must be accompanied by a letter (from one of the sources below). The letter explains what progress has taken place in the student's absence that will enable him or her to be successful upon return to the university:

Medical Condition: A letter from a physician (including the Student Health and Wellness Center), the Counseling Center or Office of Student Disability Services

Military Duty: A letter or verification from the Armed Forces

Personal or Family Hardship: A personal letter

Any additional letters of support (e.g. from an advisor, department chair, etc.) are welcome. When approved for a return from a leave of absence, the Chair of the Graduate Board will notify the student.

Department Information for Incoming/Continuing Graduate Students

Incoming Graduate Students

Obtain a JHED ID

The JHED ID is necessary to complete many tasks at Hopkins. New graduate students receive a verification email containing their JHED LIDs. Students may access login instructions by visiting the Graduate Student Portal. You must access your JHED within a week of receiving the initial instructions.

Email

Email is available for all graduate students. If your primary affiliation is student, then an account should be automatically provided to you after you have registered through the Registrar's office. You should see the link after you log into JHED. If you do not see the link, then check with the Registrar's office to confirm your registration.

JCard

A JCard for new students will be obtained after registering for the semester at the Registrar's office. The Registrar's office will direct students to the JCard office at 51 Garland Hall.

Complete the Pre-Entrance Health Forms

New graduate students are expected to complete official health and immunization forms in paper and through an online format. Instructions for completing the forms can be found by visiting the Health and Wellness Center's site. Unless these forms are submitted, there will be a registration hold on your ISIS (student information system) account.

Housing

Student housing is not offered by Johns Hopkins University. New incoming graduate students can contact the graduate students of the department to inquire if a roommate is needed. Alternatively, the Housing office provides a list of available housing. This office is open Monday through Friday, 8:30 a.m. – 5:00 p.m., 102 Wolman Hall, Homewood Campus. If you have questions, email offcampus@hd.jhu.edu.

For information about housing off-campus and in Baltimore go to:
<http://www.jhu.edu/~hds/offcampus/index.html>

Graduate Student Orientation

All new graduate students are expected to attend the one-day orientation sessions that are held in August. The Graduate Affairs and Admissions office offers campus tours; peer mentoring to new students, and diversity events. In addition, the Center for Educational Resources offers a TA Orientation and the OISSS (international student office) offers its own orientation session.

Register for Classes

New graduate students must register online. In order to register, all students must have activated their JHED logins. Within the Graduate Student Portal, there is a link for ISIS (student information system), which the system use for registration. Instructions for registering for classes can be found at the New Student Guide and the FAQ section of this site.

Graduate students must register in consultation with and with approval from their department. As a result, you will see an 'Advisor Hold' on your registration. Other holds, such as one from the Health Center (if the health forms have not been submitted), may also appear. To register holds must be cleared.

Health Insurance

Health insurance for all full-time enrolled graduate students in the Schools of Arts and Sciences and Engineering is required. In many cases, you do not pay for this yourself as health insurance is paid by the University when you accept a University fellowship. **All graduate students should sign up for health insurance by August 15 through Aetna Student Health. Contact the Registrar's office.**

Continuing Graduate Students

Comprehensive Examinations

Students must pass comprehensive examinations in two approved fields: one major and one minor. The comprehensive examination in the major field is two days (16 hours) in length. The comprehensive examination in the minor field is one day (8 hours) in length. Students who are not native English speakers are allowed one extra hour for each day of their comprehensive exams. Both the major and the minor field are to be chosen from among the five fields of Political Science into which study in the department is primarily organized. Students may, if they wish, take an optional second minor examination in one of these fields, in one of the two other fields that the department offers exclusively as minors, or outside the Department of Political Science. In the latter case, the student must:

- Devise a coherent program of study in an area related to Political Science, in consultation with his or her department adviser and faculty from other departments.
- Complete with a grade of B or better a minimum of three courses at the 300 or 600-level in the area in question.
- Pass a comprehensive examination prepared and evaluated, in consultation with faculty of the Department of Political Science, by the instructors of those courses.

Transcripts

Students can print **an unofficial transcript**. Go to isis.jhu.edu and sign in using your JHED ID and password. Click on Registration/My Grades and click on View Unofficial Transcript.

An **official copy** of your transcript can be obtained in person, on-line or by mail. Go to www.jhu.edu/registrar, go to Undergrad and Grad Students and click on Transcripts/Verification for additional information and a verification form. Your transcript will be available for pick up within three to five business days.

Dissertation

Preparation of a doctoral dissertation will be supervised and must be approved by two members of the faculty, at least one of whom (the dissertation director) must be a member of the Department of Political Science. Fields may have specific additional requirements. Consult with your faculty advisor. Please see Mary Otterbein to obtain detailed instructions on submission of a dissertation to the members of a defense committee and, upon successful completion of a defense, to the MSE library.

Ph.D. dissertation submission to the library I snow on electronic format. See guides.library.jhu.edu/etd.

Graduate Board Oral Exam (GBO Exam)

The final examination for the Ph.D. program takes the form of a defense of the doctoral dissertation. Dissertation defenses are conducted under the rules of the Graduate Board of the Johns Hopkins University. After you have successfully defended your dissertation, you will need to submit your application for graduation to the Registrar's office.

Deadlines

The Graduate Board sets the deadline for when the dissertation needs to be submitted to the Commercial Binding Office after a successful defense. Go to <http://www.graduateboard.jhu.edu/deadlines.htm> for deadline dates.

Graduate Board Calendar

For a student name to be put on the degree completion list. The GBO exam, reader letters, dissertation, and department certification must be completed and submitted by the Graduate Board deadline. Should a student degree requirement materials be received after the deadline date, the student name will be added to the next semester Graduate Board list for completed degrees.

To avoid registration, final Graduate Board Oral Exams must be completed **at least two weeks** before the start of classes and all materials must be submitted to the Graduate Board and to the Commercial Binding Office **prior to the first day of classes**.

The Registrar office must receive an Application for Graduation. **Do not send it to the Graduate Board Office.**

Graduate Board Exams may be held throughout the academic year. Written requests to schedule a GBO examination should be submitted in writing **at least three weeks prior** to the proposed examination date. Students must be registered for the semester in which they take their exam.

Dissertations must be provided to examiners **at least two weeks before** the date of a final exam. Students and advisors are responsible for distributing copies to the examiners.

Graduation

The University Commencement Ceremony is held once per academic year, traditionally in May. Students who complete the degree requirements prior to the ceremony in May can request an official statement of completion from the Office of the Registrar or the Homewood Graduate Board Office.

Application for Graduation

All graduate students must complete the Application for graduation. You can obtain your application from Mary Otterbein. Completion deadlines are determined by the Homewood Graduate Board for all graduate degree candidates for Arts and Sciences. Deadline dates change each academic year, which means you will need to go to the

Homewood Graduate Board's website to find the current deadlines.

Student Office

An office is available to use during the semester when you are teaching. A key can be obtained from Lisa Williams. Please return the key once the semester is over.

Disability Services

Defined by the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990, disabled individuals are those who have a physical or mental impairment that substantially limits one or more major life activities, have a record of such impairment, or are regarded as having such an impairment.

Individuals with a disability who are considering applying to Johns Hopkins University as well as current graduate students with a disability who may need accommodations are urged to contact Student Disability Services to discuss how the University can provide reasonable and necessary accommodations to you. Satisfaction with your chosen graduate program will depend on many things, including how well the university and the disability services program meet your needs as a student with a disability. Contacts with SDS are strictly confidential and are not shared with the graduate admissions offices.

For more information, contact: Johns Hopkins University, Student Disability Services, 3400 North Charles Street, 385 Garland Hall, Baltimore, MD 21218, Phone: 410-516-4720. Email: studentdisabilityservices@jhu.edu
Web: web.jhu.edu/disabilities

Paychecks

Checks are distributed on the 15th and last working day of the month (30th or 31st). If you don't have direct deposit, you can pick up your check at the front desk in the main office after 10:30 a.m. on payday. If you have any issues concerning your pay, contact Lisa Williams at 410-516-7541 or via email at lwilliams@jhu.edu.

Employee Self Service

Direct Deposit is available if you would like your check deposited directly into a savings or checking account. Please go to Employee Self Service (ESS) at my.johnshopkins.edu. You will log on using your JHED ID; then click on My Payroll, then ESS.

Using Employee Self Service, you'll easily be able to:

- Update your permanent address
- Update your emergency contact information
- View your personal data and work addresses
- Initiate and Update your direct deposit information
- Make changes to your tax withholding information
- View your pay statements

If you would like to join the credit union or open a bank account at M&T Bank, you may visit the credit union at 4 East 33rd Street, Baltimore, MD 21218 or M&T Bank at Hopkins Square at Charles Village, 3003 North Charles Street, Baltimore, MD 21218, 410-366-1043.

Taxable Wages

Taxes apply for all students. Federal and Maryland State Tax Withholding Certificates can be downloaded from the Student Employment Services website at <http://www.jhu.edu/stujob>. Click on Student Handbook then Tax Information. Both forms must be completed so your employer (JHU) can withhold the correct amount of tax from your earnings. Tax to be withheld is based on your earnings and the number of allowances you claim. If you are uncertain of the amount to claim, you can use the Personal Allowances Worksheet to obtain the number (found on form W-4). Completed forms should be submitted to the Office of Student Employment Services. Students receiving fellowship payments are responsible for making quarterly estimated federal and state income tax payments, if needed. For more information on fellowship payments go to: https://www.controller.jhu.edu/depts/tax/payroll_admin.html.

International students should contact the tax office at Eastern Campus to inquire about the tax treaty between the U.S. and your home country.

Tax Forms

Tax forms can be obtained from the Student Payroll Office, 72 Garland Hall. If you have questions regarding taxes, you may contact the Johns Hopkins University Tax Office at tax@jhu.edu or you may visit the office at Eastern High Campus, 1101 E. 33rd Street, Baltimore, MD. Office hours are Wednesday, 9:00 a.m. to 12:00 p.m., and Tuesday and Thursday, 2:00 p.m. to 4:30 p.m. Office of International Student and Scholar Services, in cooperation with the JHU Tax Office, conducts tax seminars in March each year. Web address www.controller.jhu.edu/depts/tax

Contact Information Update

If you have a new address or phone number, submit the new information to Mary Otterbein for the department's records.

Financial Letters

You can obtain an official letter concerning your tuition and stipend/salary from Dr. Jennifer Culbert when one is required for your visa or other purposes.

Enrollment Verification

Enrollment verification for a financial lender, insurance company, etc go to www.jhu.edu/registrar then Undergrad and Grad Students, and then click on Transcripts/Verification for additional information and verification form.

Mailbox

The graduate students' mailboxes are in 370 Mergenthaler Hall – the lounge area. If you are expecting a large package, it may be found in the department at the front desk. You will be notified if you receive a package.

Telephone

There is a telephone for graduate students to use located in the lounge, 370 Mergenthaler. Only local and on-campus calls can be made. No long distance phone calls can be made on the phone.

Keys

Graduate students may obtain a key for the lounge. If you need the key overnight, return the key the next morning. If you receive a key on Friday, return the key Monday morning. See Lisa Williams for the key.

Computers and Printers

The department has two computers and printers that are available in the lounge, 370 Mergenthaler. There is a 30-page limit per print job. If you need to print more, please use the copier machine in the front office; the limit there for a print job is 50 pages. (There is a charge of 1 cents per page if you print more than 50 pages.) The computer can be set to send your print job to the copier.

Photocopies

The copier machine is available for students to make copies or print. There is a charge of 1 cents per page for printing over 50 pages. A copy code is needed for the copier. Please obtain the copy code from [Mary Otterbein](#).

Library Lockers

Lockers are available in the library. Go to Support Services at MSE Library and a locker or their office will assign workstation to you.

Dossier Services

The Dossier Services provides students and alumni of Ph.D. programs a means of establishing a file of recommendation letters to be used in an academic job search. There are fees associated with this service. The Chair can authorize a subsidized amount for the Dossier Services. Once authorization is approved, notify [Lisa Williams](#) to process payment with the Career Center.

Business Cards

Graduate students can purchase business cards from the University when authorized to do so by the Chair or a faculty advisor. To request business cards email [Lisa Williams](#). You will be sent contact information on the company that produces business cards for Johns Hopkins University.

Travel Grants

Students can receive assistance with travel. Usually an email is sent to the Chair with a request for funds and a copy of the funds approved is sent to Lisa Williams for her records. All receipts are to be submitted to Lisa Williams for processing. Receipts need to show how you paid for your travel (i.e. show the last four digits of your credit card or if you paid by check a copy of the cancelled check.

APSA Student Membership

Because membership in the APSA helps familiarize students with the profession and exposes them to what APSA has to offer, the department will subsidize the cost of membership for one year for first or second year Ph.D. students.

Desk Copies

TAs usually needs to order desk copies of the books being used in the courses to which they are assigned. To do that you must go to the publisher's website to see what their requirements are. Some have an on-line request system and some require the request be on letterhead. It usually takes 4-6 weeks to receive desk copies.

If you need the books before then, you can get a budget number from Lisa Williams and take that to the bookstore. The bookstore will charge the books to the department's account. All paperwork given to you by the bookstore must be returned to the department. Once the desk copies are received, bring them to the office. You will be required to take the books and the paperwork back to the bookstore so that it can credit the department's budget for the total cost of the books.

Intersession/Summer Courses

Graduate Students are encouraged to submit course proposals for Intersession and Summer Semesters. Preference is given to faculty and senior graduate students. The Summer Program office also makes recommendations based on past enrollment for courses. Contact Summer and Intersession Programs at 410-516-4548 or intersession@jhu.edu.

Course Number Request: When you apply for a Dean's Teaching Fellowship or submit a course proposal for any semester, you need to request a course number. Please contact Mary Otterbein (motterb@jhu.edu) for a course number.

The following information is needed:

- Title of course
- Course level: 100 level – freshman; 200 level – sophomores; 300-400 level – juniors or seniors
- Day and Time of course
-

The Dean's Teaching Fellowship

The Dean's Teaching Fellowship Program is sponsored each year by the Office of the Dean of Arts and Sciences. The program is designed to foster innovation in the undergraduate curriculum, to give advanced graduate students experience teaching their own undergraduate courses, and to provide funding for graduate research.

You will be notified by email in regards to information about The Dean's Teaching Fellowship instructions, eligibility, application requirements and deadline dates. The fellow that receives the fellowship will teach a one-semester course and receive a salary. Also, the Dean's Teaching Fellowship will pay 20% of the fellow's tuition for the semester that is taught.

Form Request – Please request forms from Mary Otterbein, 338 Mergenthaler Hall

<u>Leave of Absence</u>	To petition the Homewood Graduate Board for a Leave of Absence, students must submit the Application for Leave to their department Chair and, in the case of international students, to the Director of International Student and Scholar Services for approval prior to its submission to the Graduate Board
<u>Application to Return from Leave of Absence</u>	To petition the Homewood Graduate Board to return from a Leave of Absence, students must submit this application to their department Chair and, in the case of international students, to the Director of International Student and Scholar Services for approval prior to its submission to the Homewood Graduate Board
<u>Non-resident Application</u>	To petition the Homewood Graduate Board for a change of registration status, from Resident status to Non-resident status, students must submit the Non-resident application to their department Chair and, in the case of international students, to the Director of International Student and Scholar Services for approval prior to its submission to the Homewood Graduate Board
<u>Non-resident Annual Report</u>	To petition the Homewood Graduate Board for continuing non-resident status, students must submit the Annual Report application to their department Chair and, in the case of international students, to the Director of International Student and Scholar Services for approval prior to its submission to the Homewood Graduate Board
<u>Graduate Study Abroad</u>	To petition the Homewood Graduate Board for Graduate Study Abroad, students must submit the GSA application to their department Chair and, in the case of international students, to the Director of International Student and Scholar Services for approval prior to its submission to the Homewood Graduate Board
<u>School of Arts & Sciences and School of Engineering GBO Form</u>	This form is to be used by the graduate student for the Oral Examination for his/her Ph.D. in either the Zanvyl Krieger School of Arts & Sciences or The Whiting School of Engineering
<u>Termination or Withdrawal Form</u>	This form is to be used by the graduate student for Termination/ Withdrawal/Intra-University Department Transfer Report
<u>Incomplete Grade Extension Request Form</u>	This form should be completed by AS/EN graduate students who have reached the one-year time limit on an Incomplete (I) grade

Directory

Graduate Board

Mergenthaler 237

410-516-6808

410-516-8480 fax

<http://www.graduateboard.jhu.edu/>

Housing Office and Maintenance

AMR II

410-516-8282

incoming@hd.jhu.edu

Graduate Admissions

Shriver Hall 28

410-516-7125

graduateadmissions@jhu.edu

Payroll

Johns Hopkins at Eastern

Suite D200

1101 East 33rd Street

Baltimore, MD 21218

payroll@jhu.edu

443-997-5828

443-997-6686 fax

Office of International Student and Scholar Services

135 Garland Hall

410-516-1013

410-516-1018 fax

theworld@jhu.edu

Registrar's Office/Health Insurance

75 Garland Hall

410-516-8080

410-516-6477 (fax)

<http://www.jhu.edu/~registr/contact.html>

Student Accounts

Garland Hall

Room B31

410-516-8158

410-516-4322 (fax)

Tax Office

Suite C020 –Eastern Campus

443-991-8688

tax@jhu.edu

Department Contact Information

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