

David Rockefeller Center for Latin American Studies
Harvard University

Information for Faculty Writing Letters of Support for
Harvard Undergraduate and Graduate Students Applying to Travel to Cuba

On January 14, 2011, the U.S. Treasury Department Office of Foreign Assets Control (OFAC) announced regulatory changes that permit accredited United States degree-granting academic institutions, like Harvard University, and the faculty, staff and students of such institutions, to engage in certain types of educational activities involving Cuba under a general license. Under the 2011 OFAC general license provisions, the University is permitted to authorize students to engage in certain travel-related transactions in Cuba for educational activities. Such travel would otherwise be impossible for U.S. citizens and residents because of the U.S. embargo on trade with Cuba.

To be eligible for travel under the general license for educational activities:

Undergraduate students must fall into one of the following two categories:

- students who are participating in a “structured educational program” in Cuba as part of a course offered for credit by Harvard. This means either (1) a group of students currently enrolled in a credit-bearing Harvard course who travel to Cuba to engage in meetings, attend lectures or performances, conduct interviews, visit museums and archives, or pursue other learning experiences as part of that course; or (2) individual students who are engaged in a research project as part of their Honors Thesis or another credit-bearing Harvard course in which they are currently enrolled or will be enrolled after returning from Cuba;
- students who enroll in formal courses of instruction at a Cuban academic institution, provided that they are eligible to receive Harvard College credit for those courses (this requires formal approval from the Office of International Programs (OIP)).

Graduate or professional students must fall into one of the following three categories:

- students who are participating in a “structured educational program” in Cuba as part of a course offered for credit by Harvard. This means a group of students currently enrolled in a credit-bearing Harvard course who travel to engage in meetings, attend lectures or performances, conduct interviews, visit museums and archives, or pursue other learning experiences as part of that course;
- students who are engaged in noncommercial academic research in Cuba specifically related to Cuba for which they are eligible to receive credit toward a graduate or professional degree (for example, research for credit-bearing Harvard courses in which they are currently enrolled or will be enrolled after returning from Cuba, Masters theses or similar professional projects or exercises, and doctoral dissertations); and,
- students who enroll in formal courses of instruction at a Cuban academic institution, provided that they are eligible to receive credit for those courses from their graduate or professional school (this requires formal approval).

Student groups

As stated above, students enrolled in undergraduate or graduate degree programs at Harvard University may apply to the Center to travel as a group, but each student must be currently enrolled in a Harvard course and traveling to Cuba in connection with that course. Student groups must be accompanied by a Harvard faculty member and must submit a final group report to the Center upon the trip's completion.

Faculty letter of support

Students applying to travel to Cuba for educational activities under the OFAC regulations and with the University's sponsorship (except those who have been approved to receive Harvard University credit for formal courses of instruction taken at a Cuban academic institution) must provide a letter of support from a Harvard faculty member. For students traveling in a group, only one letter of support need be submitted.

FACULTY SUPPORT LETTER
for the David Rockefeller Center for Latin American Studies
Harvard University

**FOR STUDENTS CURRENTLY ENROLLED IN A CREDIT-BEARING HARVARD COURSE
WHO ARE APPLYING TO TRAVEL TO CUBA AS A GROUP AS PART OF THAT COURSE**

1. Faculty Member's Name: _____

2. Harvard appointment: _____

3. Student's Names: (please attach a list)

4. Title of credit-bearing Harvard course:

5. Do you teach this credit-bearing Harvard course?
YES NO (please circle answer)

6. Will you be accompanying the student group to Cuba to lead the structured educational program that is part of the course? (If so, please be aware that you must obtain a sponsorship letter from Harvard.)
YES NO (please circle answer)

7. Please describe the structured educational program, including the importance of travel to Cuba for the course in which the students are enrolled (you may attach additional pages if you wish).

SIGNATURE : _____

Harvard Department or School: _____

Date: _____

If you have questions or would like more information, please contact:

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