

Cornell University
International Research Internship Program
(IRIP) Procedures

The International Research Internship Program (IRIP) is designed to allow qualifying students from abroad to conduct research on campus for periods of twelve months or fewer with prior approval.

There will be no exceptions to these procedures. Students accepted to this program will be registered by the School of Continuing Education and Summer Sessions (SCE).

Student Eligibility and Approval to Participate

- Participating international undergraduate and graduate research students must be sponsored by a faculty member who must obtain approval in advance from the faculty member's department chair and from either the dean of that faculty member's college or the dean's designee. Faculty members or their department's administrative contact must then submit an IRIP Approval Form to SCE.
- This arrangement applies only to students attending Cornell for a limited period, i.e., twelve months or fewer. In addition, this period should fall within regular semester/session terms.
- The student must meet the minimum full-time requirements for an academic term (12 credits during a fall or spring term, 6 credits for the summer term).

Registration

- The IRIP Approval Form must be completed by the sponsoring faculty member or the related department's administrative contact. Approval from the department chair and appropriate college dean or dean's designee must be obtained. The completed and signed form must be submitted to cusce@cornell.edu.
- The department's administrative contact is responsible for supplying SCE with all course and enrollment information required on the IRIP Approval Form
- The student must submit an I-20 request form and [registration request](#) form via the SCE website. IRIP students are not eligible for registration in the "Visitors' Noncredit Program" as described on the SCE website at <https://sce.cornell.edu/courses/register/special/visitors>.
- Once the student has been approved for participation in the program and submitted a registration request form, SCE will term activate and enroll the student with the special program plan of Non-Degree for Credit: INTINTERN. (Note: The appropriate department/college should set up the class prior to this step.)

Tuition Fellowship/Scholarship and Administrative Fee

- IRIP students will be charged at the current per credit tuition rate as indicated on the SCE website at <https://sce.cornell.edu/courses/tuition/tuition>.
- All students fully approved to participate in IRIP will receive a tuition fellowship/scholarship for 75% of the total tuition cost. The remaining 25% of tuition costs is termed the "Administrative Fee".

- Either the sponsoring department or the student may pay the administrative fee.
- Administrative Fee Calculation:
 - 25% of minimum required credits (6 credits during the summer term and 12 credits during the fall/spring terms) x per credit tuition rate.
 - For example:
Based on Summer 2021, when tuition was \$1,575 per credit, and the Fall 2021/Spring 2022 rate of \$1620 per credit, the fees would be:
Summer 2021: $\$1,575 \times 25\% \times 6 \text{ credits} = \2362.50 administrative fee
Fall 2021/Spring 2022: $\$1,620 \times 25\% \times 12 \text{ credits} = \$4,860$ administrative fee per term
- Students will be responsible for paying all living expenses, fees, health insurance, and incidentals on their bursar bill. (In some cases, the student may also be responsible for paying the administrative fee. Please check with your IRIP college designee.)

Course Enrollment

- All students participating in the program must register in an Independent Study course through SCE. The grade option is S/U for this program.
- The offering department/college will submit fall/spring Independent Study classes into CCI; SCE will submit summer session classes. Only one class should be created for the student per semester.
- Participating IRIP students may not register in any course work other than the Independent Study course described above.

Admission to Cornell Not Implied

Admission to Cornell is not implied or guaranteed by registration in IRIP, but qualified participating students may choose to apply to Cornell undergraduate or graduate programs through the usual admissions process.

Health History and Immunization Compliance

All IRIP students must comply with all health and immunization requirements prior to arrival. Please consult the Cornell Health website regarding [requirements for Continuing Education and Summer Session students](#) for more information. If you have additional questions, you may contact Cornell Health at 607.255.5155.

COVID-19 Safety Protocols

Vaccination and Booster:

Cornell requires all students and employees to have a COVID-19 vaccine and booster as part of comprehensive vaccination against the virus. For the safety of everyone in our community, students must not enter campus before they are fully vaccinated, regardless of whether classes have begun for the term. Students are considered fully vaccinated two weeks after receiving their final dose of an FDA-, EMA-, or WHO-authorized COVID-19 vaccine. Proof of vaccination must be uploaded to the Daily Check once you have received and activated your Cornell NetID. The booster requirement must be met 30 days after you become eligible, and proof of booster must be uploaded to the Daily Check.

[Cornell's COVID-19 website](#) provides extensive details, the most recent updates, and answers to many COVID-related questions. Please visit it regularly.

Masking and Testing:

Pre-arrival testing, arrival testing, and/or surveillance testing may all be required for each term. Please consult Cornell's COVID-19 website for the most recent updates to [public health requirements](#).

Health Insurance

Enrollment in the Student Health Plan is mandatory for all international students; exceptions will be granted under rare circumstances. For information regarding these requirements, please refer to <https://studenthealthbenefits.cornell.edu/health-plans/shp>. All students will automatically be enrolled and billed for the Student Health Plan (SHP).

Housing and Dining

As soon as students are accepted into IRIP, they may begin reviewing [housing options](#) on the [Student and Campus Life website](#). Housing accommodations will be made on a space-available basis. Students staying over more than one term (i.e., from spring into summer) may need to move at the start of the new term. [Dining options](#) and information can also be found on the Student and Campus Life website.

Immigration

All students must qualify for and obtain an F-1 Visa to participate in this program. Upon their arrival at Cornell, **all students must [check in with International Services](#)**, in the [Office of Global Learning](#).

Taxation

Students will be receiving academic credits and, in some cases, may receive stipends.

- In some cases, the faculty/department may provide living expense support.
Note: All funding in excess of tuition and required fees is subject to a 14 percent federal tax withholding rate, unless a treaty benefit applies. Treaty benefits, if any, will be determined by the Tax Compliance Office after all forms are submitted. Please also note: Treaty benefits will not be granted if the individual does not have a U.S. Federal ID number, i.e., an Individual Tax Identification Number (ITIN) or Social Security Number (SSN).
- Participants will be required to secure an ITIN (*unless* they have already obtained an SSN) by completing W-7 form. The W-7 form may be obtained at: <https://www.irs.gov/forms-pubs/about-form-w-7>
Students must complete each box and answer each question on this form. For "Reason you are submitting this Form W-7," they must select box "F." To complete the W-7, students must contact the [Office of Global Learning](#) (300 Caldwell Hall) to obtain a letter and authorized signature stating that they are not employed by the University. Once the form is completed, students should submit the W-7 and letter to the IRS at:
 - Internal Revenue Service, ITIN Operation
 - P. O. Box 149342
 - Austin, TX 78714-9342
- The department's administrative contact should direct each student to complete the Foreign National Questionnaire (FNIS), [available online](#). **To gain access to FNIS**, obtain a user name and password by sending an email message with "Request for user name and password" in the subject line to [the FNIS system administrator](#). The student

must also submit the back-up documents that are needed for this form (the visa and either I-94 and I-20 or DS-2019 documents) to the Tax Compliance Office, 377 Pine Tree Road.

Summary of Process

1. The faculty member/department's administrative contact must submit an IRIP Approval Form for each student to the relevant college dean or dean's designee prior to the start of the internship.
2. The completed form must be sent to the School of Continuing Education and Summer Sessions at cusce@cornell.edu, B20 Day Hall.
3. The student must complete and submit the I-20 Request form and SCE Registration [Request](#) form. The student must have an F-1 Visa to attend this program.
4. The Bursar's Office will calculate the tuition. This amount will appear in the students' Service Center and on an e-bill. (Note: The administrative fee may be paid by the department, college, or student. Please check your college's procedures). All other costs are paid by the student.
5. SCE will apply the Provost's Scholarship to the student's bill and will charge the department the administrative fee, if applicable.
6. The department's administrative contact should assist the student in contacting the housing, SHIP, and other offices where appropriate, obtain copies of the student's relevant paperwork, and be sure the student completes related tax documents and questionnaires
7. Upon arrival at Cornell, the student should **check in with the Office of Global Learning**.
8. Students may obtain a student ID card from 245 Day Hall when they arrive on campus.

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