

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 in the Program

- 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.
- 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, sent to the department chair and appropriate college dean or dean's designee for approval, and then, once all paperwork is completed, submitted to the SCE Registrar in B20 Day Hall.
- The department's administrative contact is responsible for supplying SCE with all registration information, including visa information as outlined on the IRIP Approval Form.
- The student must complete and submit the [I-20 Request Form](#) and [SCE Registration](#) form to the department administrative office.
- Once the student has been approved for participation in the program and submitted a registration form, SCE will then 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

- All participating IRIP students must register as "General Registrants" through SCE and are not eligible to register in the "Visitors Program" as described on the SCE website at <https://sce.cornell.edu/courses/register/special/visitors>.
- IRIP students will be charged at the relevant tuition rate as described on the SCE

website at <https://sce.cornell.edu/courses/tuition/tuition>.

- All IRIP students receiving a research internship offer will receive a tuition fellowship/scholarship.
- Either the sponsoring department or the student may pay the administrative fee, which is based on the administrative fee calculation outlined below.
- Administrative Fee Calculation: Participating undergraduate and graduate students will be assessed an administrative fee, set at 25 percent of the current tuition rate (<https://sce.cornell.edu/courses/tuition/tuition>) for 6 credits during the summer session and 12 credits during the fall/spring semester. For example:
Based on Summer 2020, where tuition was \$1,520 per credit, and the Fall 2020/Spring 2021 rate of \$1,575, the fees would be:
 - Summer 2020 Fee = \$1,520 x 25% x 6 credits = \$2,280 administrative fee
 - Fall 2020/Spring 2021 Fee = \$1,575 x 25% x 12 credits = \$4,725 per term administrative fee
- 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 enter the fall/spring classes into PeopleSoft; SCE will add 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 Courses 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 complete a Health History form and demonstrate immunization compliance prior to arrival. To obtain the appropriate paperwork, students should contact the Cornell Health Requirements Department at 607.255.5155 as soon as they have been accepted.

Health Insurance

Enrollment in the Student Health Insurance 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>. All students will automatically be enrolled and billed for the Student Health Insurance Plan (SHIP). For enrollment and billing purposes, the department's administrative contact should reach out to the

Student Insurance Coordinator, Bob Kilts, (rjk46, 607.255.7204) with student names, ID numbers, and program start and end dates.

Housing and Dining

In the event that departments agree to help students find housing, they should contact the Housing and Dining Contracts Office (housing@cornell.edu, 607.255.5368) as soon as students are accepted to review housing options. 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.

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](#)**.

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 department's administrative contact should instruct students to complete the W-7 form [upon their arrival on campus. The W-7 form may be obtained at: <http://www.irs.gov/pub/irs-pdf/fw7.pdf>](#)
Note: 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 go to 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 obtain a copy of each student's passport, visa, and I-94 and I-20 documents and submit these to Lori Kanellis, Tax Compliance Office, 377 Pine Tree Road.
- The department's administrative contact should direct each student to complete the Foreign National Questionnaire, available online, by sending an email request to cu_fnis@cornell.edu to obtain a user name and password. 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 Lori Kanellis, 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 faculty member/department's administrative contact must then submit this form to the SCE Registrar's Office, B20 Day Hall, for processing.
3. The student must complete and submit the [I-20 Request](#) form (found on the SCE website) and [SCE Registration](#) form to the SCE office. 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 must [check in with International Services](#)
8. The student must also visit B20 Day Hall to obtain an ID coupon to take to the Office of the University Registrar (B07 Day Hall) to have an ID card made.

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