

Cornell University
International Research Internship Program (IRIP) Procedures

Student Eligibility Requirements and Limitations

- International undergraduate and graduate students conducting research with a Cornell faculty member (no other coursework).
- Students must be sponsored by a faculty member.
- Advance approval is required from the faculty member's department chair and from either the dean of that faculty member's college or the dean's designee.
- 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).
- Students may conduct research at Cornell University for no more than 12 months. Those 12 months must fall within Cornell's standard Fall, Spring, and/or Summer term dates.
- Course dates must fall within the term dates.
- Students will be registered and enrolled through Cornell's School of Continuing Education (SCE).
- Students must obtain an F-1 Visa to attend this program (see steps below).

Tuition and Fees

- All students fully approved to participate in IRIP will receive a scholarship for 100% of the total tuition cost.
- An administrative fee of \$750 per student will be posted to the student's Bursar account by SCE.
 - If being paid by the hosting department or hosting faculty member, SCE will charge the account number indicated on the IRIP approval form.
 - If being paid by the student, please check the associated box on the IRIP Approval Form.
- Students are responsible for paying all living expenses, fees, health insurance, incidentals, and the administrative fee (if not covered by the department) via [Bursar payment systems](#).

Registration Steps

1. Secure a research position and approval from the overseeing faculty and their academic department. Typical requirements set between the student and faculty/department:
 - a. Expected responsibilities for the experience
 - b. Learning objective(s) and expected activities to be performed
 - c. Product/deliverable (paper, report, presentation, etc.) and how the grade will be determined
 - d. Course number
 - e. Grading Option (S/U or letter)
 - f. Credits (visa requirements: 12 credits in fall or spring, 6 credits in summer)
2. Complete the IRIP Approval Form in consultation with department contact and faculty.
 - a. Form must be completed with an administrative contact in the sponsoring faculty member's department.

- b. Department chair must approve.
 - c. College Dean or Dean's designee must approve.
 - d. The department's administrative contact is responsible for supplying SCE with all course and enrollment information required on the IRIP Approval Form.
3. Submit International Student Application (completed by student)
 - a. Navigate to [SCE International Registration Instructions](#).
 - b. Select a term and follow the instructions.
 - c. Students will be responsible for the \$75 registration fee, due upon submission of the application form.
4. Complete the steps on the [SCE onboarding page](#) (student).
 - a. Please allow up to 10 business days from completion of step 2, above, to receive Cornell NetID information.
5. Additional steps will be communicated to students by the SCE Student Services Office.

Course Setup and Enrollment

- All students participating in IRIP will be enrolled in an Independent Study course through SCE, with a grade option of S/U (pass/fail).
- IRIP students may not register in any course work other than the Independent Study course determined by the department.
- Fall/Spring classes: The offering department/college will submit fall/spring Independent Study classes via CLSS.
- Summer classes: SCE will roster summer independent study classes.

Arrival

- Upon arrival at Cornell, the student should complete a [status activation](#) with the [International Services Office](#).
- Students may obtain a student ID card from 245 Day Hall when they arrive on campus.

Admission to Cornell Not Implied

Admission to Cornell is not implied or guaranteed by participating 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

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.

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 [Student Health Benefits Enrollment and Coverage](#). 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. On-campus options are very limited in the fall and spring semesters. 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.

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.
- 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.
- 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.