

# **Cornell University Graduate Linkage (CUGL) Program**

## **Post acceptance Procedures for CU-Ithaca Graduate Students Hosted at Weill Cornell Medicine**

For the CUGL program, also known as the Linkage program, to run smoothly, it is important for accepted students and their advisors on both campuses to be aware of the following procedures. This form will be provided to the student, the advisor(s), the Weill Cornell Graduate School (WCGS) Registrar, WCGS Student Accounting, Associate Dean of Academic Affairs at WCGS and to the appropriate Departmental Administrator within the Department of the WCGS host-advisor. Please also complete the **Checklist** at the end of this document to make sure that all of the acceptance procedures have been addressed.

\*All details of this document (e.g., registration, housing fees, insurance, etc.) are subject to change without notification. It is the responsibility of the student to ensure that information is up to date.

### **1. Registration and In Absentia Fees**

Ithaca CUGL students must first be approved by both CU-I and WCGS leadership before registering through the Weill Cornell Medicine Department of the student's host-faculty sponsor. The Department Administrator will register you as a *Visiting Graduate Assistant* and submit your paperwork to WCM HR.

During the duration of your residence, CU-I Linkage students will be required to register *in absentia* from the Graduate Field (CU-I) in which they belong. CU-I students must submit an *in-absentia* petition to the Graduate School's Registrar in 143 Caldwell Hall. CU-I students approved for CUGL will be charged *in absentia* fees of \$200 per semester. The *in-absentia* fees for CU-I CUGL students will be paid by the student or the PI. CU-I tuition will not be charged to CU-I students in WCM as part of the CUGL Program.

### **Weill Cornell Medicine (WCM) Human Resources ONBOARDING**

To ensure a seamless experience, we ask that you look out for communication from the WCM HR Onboarding team and complete the necessary paperwork and/or actions requested, including immunization records and health clearance.

To assist with completing your paperwork, we recommend you gather the documents now to prevent delays to your start date:

Original and unexpired documentation proving your eligibility to work in the US. Please refer to the list of I-9 acceptable documents.

[https://www.i9complete.com/Content/tracker/pdf/ListOfAcceptableDocuments\\_EN.pdf](https://www.i9complete.com/Content/tracker/pdf/ListOfAcceptableDocuments_EN.pdf)

You may present one selection from List A OR a combination of one selection from List B and one selection from List C.

You can expect to receive new hire paperwork, which is necessary to get you on payroll. The new hire forms are in an electronic format and should be completed prior to meeting with the HR Onboarding team. Representatives from the HR team will be available to meet with you in-person.

## **2. Student Health Services**

CU-I Linkage students are charged by default the Ithaca Student Health Services (SHS) for a fee. The fee is generally covered by the host-faculty member and allows CU-I students access physician and nurse services at Cornell Health. More information is available at <https://studenthealthbenefits.cornell.edu/>

## **3. Student Health Insurance**

### **Keeping the CU-I Graduate Student Health Plan:**

The CU-I Graduate Student Health Plan (SHP) is portable. Therefore, CUGL students who are enrolled in the Ithaca SHP will be covered by their home campus health insurance policy. Since the student is away from his or her home campus, the student will need to access health care providers who are either in a different in-network level or who are out-of-network. Therefore, higher copays and deductibles will apply. A selected list of Weill Cornell health care providers who accept the Ithaca SHP can be accessed for convenience: <https://studenthealthbenefits.cornell.edu/enrollment-coverage/using-your-student-health-plan#providers>.

Questions about coverage, co-pays, and providers who accept the CU-I SHP should be directed to the CU-I Office of Student Health Benefits.

**Fee Summary:** It is expected that the Student Health Services and Student Health Insurance fees will be paid by the graduate student's WCM host advisor. Fees will be pro-rated based on the number of months the student is enrolled. The health insurance policy renews annually on July 1, and rates typically change.

## **4. Housing**

Housing at WCGS is based on availability and cannot be guaranteed. In all cases, a four-month lead time is preferred to process housing requests. Note that the first month's rent in New York City must be paid via a personal check. Thereafter, rent will be automatically deducted from the student's stipend if he/she is on the WCM payroll.

CUGL students from the CU-I campus who are interested in housing accommodations in New York City should be in touch with the WCM Housing office directly ([housing@med.cornell.edu](mailto:housing@med.cornell.edu)) after their CUGL application to enroll at WCM is approved.

WCM cannot guarantee a specific move in day, property, unit type, or roommate preference. If after housing accommodations have been approved, the student decides that he/she does not wish to use WCM housing, he/she *must* notify the WCM Housing Office immediately.

## ***5. Internet Access and E-mail Accounts***

Ithaca students can use their home campus email accounts; in addition, they must activate their WCM student email account and address. An email account will provide the student with a Center Wide ID (CWID), which is necessary for providing security contact information, once the student registers with WCM Human Resources as a Visiting Graduate Assistant.

## ***6. Security and Identification Cards***

CUGL students will obtain a WCM ID when they register as a Visiting Graduate Assistant through WCM Human Resources.

In an emergency, WCM and CU-I need to be able to reach all students on and off campus. Please always maintain an updated cell phone number and alternate email address.

While at WCM: Updated contact information should be maintained through the Personal Identity Update (PIU) form on Learn. You will need a CWID to modify your information in the system.

At CU-I: All contact information should be regularly updated at [www.whoiam.cornell.edu](http://www.whoiam.cornell.edu).

## ***7. Foreign Students and Permanent Residents Only***

To maintain your legal immigration status and remain legally in the United States, you must always maintain full-time student status. CU-I students who have questions regarding this requirement, should contact the ISSO in 300 Caldwell Hall.

## Checklist for Ithaca Linkage Students Hosted at WCM

Item	Choice or Required	Action Step
<b>Registration and Tuition Costs</b>	<b>Required</b>	Register <i>in absentia</i> in Ithaca and through the Department Administrator of the host-faculty sponsor's Weill Cornell department as a <i>Visiting Graduate Assistant</i> .
<b>Student Health Services and Costs</b>	Required	For CU-I students, please see <a href="https://studenthealthbenefits.cornell.edu/enrollment-coverage/plan-overview-documents">https://studenthealthbenefits.cornell.edu/enrollment-coverage/plan-overview-documents</a> for details
<b>Student Health Insurance and Costs</b>	What coverage will you have on the CU-I plan in NYC?	Questions about coverage, co-pays, and providers who accept the CU-I SHP should be directed to the CU-I Student Insurance Office at <a href="mailto:studentbenefits@cornell.edu">studentbenefits@cornell.edu</a>
<b>Housing</b>	Do you expect to need housing through WCM?	Housing at WCM is not guaranteed and students should give at least 4 months' notice to be considered.
<b>CWID and E-mail Accounts</b>	<b>Required</b>	All CU-I Linkage students are required to activate their WCM CWID and email account. This should be done as part of registration as a Visiting Graduate Student through HR.
<b>Identification Cards</b>	<b>Required</b>	This should be done as part of registration as a Visiting Graduate Student through HR.
<b>Security</b>	<b>Required</b>	Provide your contact information for security notification through LEARN at <a href="http://learn.weill.cornell.edu">learn.weill.cornell.edu</a> (CWID and password required to access). Update your Cornell-Ithaca contact information at <a href="http://www.whoiam.cornell.edu">www.whoiam.cornell.edu</a> .