

Cornell University Graduate Linkage (CUGL) Program

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

Congratulations on your acceptance into the CUGL Program!

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 WCM Registrar, WCM Student Accounting, Associate Dean of Academic Affairs at WCGS and to the appropriate Departmental Administrator within the department of the 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 Department Administrator of the host-faculty sponsor's Weill Cornell department as a *Visiting Graduate Student*.

During the duration of their 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.

2. Mandatory Student Health Tests and Procedures

All CU-I students are required to submit documentation regarding the following tests and procedures to ~~the WCM Student Health Service~~ prior to arrival in NYC:

1. Laboratory reports demonstrating serological immunity to measles, mumps, rubella, and varicella. If immunity is not demonstrated, students must provide documentation of appropriate boosters.
2. Three doses of hepatitis B vaccine and a laboratory report demonstrating serologic immunity to hepatitis B surface antibody.
3. Tetanus (Td) or Tetanus/pertussis (Tdap) in the last 10 years

4. COVID-19 vaccination and booster
5. A complete medical history and physical examination dated within 12 months of the start date at WCM.
6. Tuberculosis testing with an interferon gamma release assay (such as T-spot or Quantiferon Gold) within 6 months of starting at WCM. Skin testing (ppd) is not accepted as a screening test. If a student has previously had latent or active tuberculosis, documentation of a prior positive test as well as a chest x-ray report should be provided, and a statement from a physician saying the student is free of signs and symptoms of tuberculosis. Documentation of any treatment should also be provided.

3. 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/>

4. Student Health Insurance

Staying with the CU-I Graduate Student Health Plan:

The CU-I Graduate Student Health Plan (SHP) is portable. Therefore, in general, 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 these fees will be paid by the graduate student's NYC 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.

5. Housing

Housing at Weill Cornell Graduate School 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 paycheck if he/she is on the WCM or WCGS 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 (646-962-2525, housing@med.cornell.edu) after their application to enroll through CUGL 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.

6. 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 Student.

7. Security and Identification Cards

CUGL students will obtain a WCM ID when they register as a Visiting Graduate Student 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.

8. 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 NYC

Item	Choice or Required	Action Step
Registration and Tuition Costs	Required	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 Student</i> .
Health Tests Documentation and Procedures	Required	Please send documentation with a note stating you are a Linkage student via email to shs@med.cornell.edu to: Dr. Edgar Figueroa Director, Student Health Services Student Health Services is located at 230 East 69th Street, New York, NY 10021
Student Health Services and Costs	Required	For CU-I students, please see https://studenthealthbenefits.cornell.edu/enrollment-coverage/plan-overview-documents for details
Student Health Insurance and Costs	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 studentbenefits@cornell.edu
Housing	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.
CWID and E-mail Accounts	Required	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.
Identification Cards	Required	This should be done as part of registration as a Visiting Graduate Student through HR.
Security	Required	Provide your contact information for security notification through LEARN at learn.weill.cornell.edu (CWID and password required to access). Update your Cornell-Ithaca contact information at www.whoiam.cornell.edu .

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