PIRIP

Provost's International Research Internship Program (PIRIP)

Cornell University
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Procedures

The Provost's International Research Internship Program (PIRIP) is designed to allow qualifying students from abroad to conduct research on campus for periods of six-months or less 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 his/her department chair and from either the dean of that faculty member's college or the dean's designee. The faculty member or his/her department's administrative contract must then submit a PIRIP Approval Form.
- This arrangement applies only to students attending Cornell for a limited period, i.e., six months or less. 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 the fall or spring semester, 6 credits for summer session).

Registration
- The PIRIP Approval Form must be completed by the sponsoring faculty member or his/her department's administrative contact, sent to the department chair and appropriate college dean or dean's designee for approval, and then 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 PIRIP Approval Form.
- The student must complete and submit the I-20 Request Form and SCE Registration form to the SCE office.
- Once the student has been approved for participation in the program and submitted his/her registration form, SCE will quick enroll and term activate the student for 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 PIRIP students must register as "Regular Registrants" through the SCE and are not eligible to register in the "Visitors Program" as described on the Cornell Extramural Study "Tuition and Fees" Web page at http://www.sce.cornell.edu/exmu/tuition.php .
- PIRIP students will be charged at the relevant Extramural Study rate.
- All PIRIP students receiving a research internship offer will receive a Provost's tuition fellowship/scholarship.
- Either the sponsoring department or the student are welcome to pay an administrative fee 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 extramural tuition rate (http://www.sce.cornell.edu/exmu/tuition.php) for 6 credits during the summer session and 12 credits during the fall/spring semester. Graduate students may choose to register for fewer credits, but their

administrative fee will still be based on 6 summer session credits and 12 fall/spring semester credits.

For example: Based on Summer 2010, where tuition is $1010 per credit, and the Fall 2010/Spring 2011 rate of $1055, the fees would be:

   -Summer 2010 Fee = $1010 x 25% x 6 credits = $1515 administrative fee

   -Fall 2010/Spring 2011 Fee = $1055 x 25% x 12 credits = $3165 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 PIRIP college designee.)

Course Enrollment

- All students participating in the program must register in an Independent Study Course through SCE.
- The offering department/college will enter the fall/spring classes into PeopleSoft; SCE will add summer session classes.
- Participating PIRIP 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 the PIRIP, but qualified participating students may choose to apply to Cornell undergraduate or graduate programs through the normal graduate admissions process.

Health History and Immunization Compliance

All PIRIP students must complete a Health History form and demonstrate immunization compliance prior to arrival. To obtain the appropriate paperwork, the department's administrative contact should contact the Gannett Compliance Office (5-4364 or 5-6951) as soon as students are accepted.

Health Insurance

All non-degree program participants are required to participate in the Cornell Student Health Insurance Plan (SHIP). The SHIP premium will be based on a full-year enrollment prorated by month for program length. For enrollment and billing purposes, the department's administrative contact should contact Mike Skinner at Student Health Insurance (mrs32, 5-7204) with student names, ID numbers and program start and end dates. In order for students to waive SHIP, they must have alternate health insurance that meets all six University requirements. For information regarding these requirements, please refer to http://www.studentinsurance.cornell.edu .

Housing and Dining

In the event that departments agree to help students find housing, they should contact Sandy Davenport, Campus Life Housing and Dining Office (sjd15, 5-9765), 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 F1 Visa to participate in this program. Upon their arrival at Cornell, all students must check in with the International Students and Scholars Office (ISSO), B50 Caldwell Hall, with their passport, I-94 card and I-20 form.

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.

   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 each student to complete the W-7 form upon her/his 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 ISSO, B50 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 subm it 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 on-line, by sending an e-mail 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 a PIRIP Approval Form for each student to his/her 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 School of Continuing Education and Summer Sessions' Registrar's Office, B20 Day Hall, for processing.
3. The student must complete and submit the I-20 Request form (found on the SCE Web site) a nd 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 bill and will charge the department the administrative fee , if applicable.
6. The department's administrative contact should contact 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 report to the ISSO in Caldwell Hall.
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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