Congratulations on your acceptance into the CUGL Program!

In order 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. Please also complete the Checklist at the end of this document to make sure that all of the acceptance procedures have been addressed.

1. **Registration and Tuition Costs**

Ithaca CUGL students must register through the Department Administrator of the host-faculty sponsor’s Weill Cornell department as a *Visiting Graduate Assistant*.

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, Rachel DeBois, 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. The student may enroll in either the CU-I student insurance program or choose to purchase WCGSMS student health insurance. This fee is to be paid by the same source as the student’s stipend.
2. Mandatory Student Health Tests and Procedures

All CU-I students are required to submit documentation regarding the following tests and procedures to the WCMC 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. Sign-off on a meningococcal waiver form
5. A complete medical history and physical examination dated within 12 months of the start date at WCMC
6. PPD within 12 months of the start at WCMC. If a student has a positive PPD, then 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, and documentation of any treatment dates with INH.

This information, including a note that the student is a Linkage program, should be sent to:

Dr. Edgar Figueroa  
Director, Student Health Services  
Weill Medical College of Cornell University  
418 East 71st Street, Suite 21  
New York, NY 10021  
Tel: 212.746.1450  
Fax: 212.746.1732

3. Student Health Services

CU-I Linkage students may sign up to use the WCMC Student Health Services (SHS) for a fee. The 2011/2012 fee is $675/semester and $1350 for the academic year. The fee allows CU-I students access free of charge to the physician and nurse services, described below, at the SHS. Please note that any subsequent tests, prescriptions, procedures, and/or referrals will be billed to the student’s health insurance plan.

The WCMC SHS Medical Director is the primary care provider for all Weill Cornell students. In conjunction with a registered nurse, all non-emergency medical problems and preventive care are managed at the SHS. After hours and on weekends, coverage is provided by on-call physicians for emergencies. The SHS coordinates all activities related to health care in the ambulatory and hospital settings. The SHS Medical Director determines the need and appropriateness of referrals to specialists/subspecialists and must be consulted for referrals for students covered by the Weill Cornell student health insurance plan. If you have Ithaca-based health insurance, you do not need the SHS Director's approval. However, the SHS can provide contact information for local physicians who participate in the Ithaca-based Aetna PPO.
4. Student Health Insurance

Staying with the CU-I Graduate Student Health Insurance Plan:
The CU-I Graduate Student Health Insurance Plan (SHIP) is portable. Therefore, in general, CU-GL students who are enrolled in the Ithaca SHIP 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 SHIP can be accessed for convenience.

Questions about coverage, co-pays, and providers who accept the CU-I SHIP should be directed to the CU-I Student Insurance Office at 607-255-6363.


Choosing to purchase the WCGSMS Student Health Insurance Plan:
The student’s advisor may wish to enroll CU-I students in the WCGSMS graduate student health insurance plan, especially for stays of more than two semesters. It should be noted that coverage and costs differ between the two plans, and so students should compare the coverage and costs to see which insurance option suits their needs.

For CU-I students in NYC who choose to be covered by the WCGSMS health insurance, the advisor paying the student stipend will also be assessed the WCGSMS student health insurance fee. CU-I students switching to WC CMS health insurance are required to complete the enrollment form available on the insurance web site: [https://www.gallaghrkoster.com/WCMC](https://www.gallaghrkoster.com/WCMC).

The completed form should be submitted to: Barbara Harville, Administrative Director at WCGSMS, 1300 York Avenue, Suite A-131. Questions may be addressed to her at [bch2001@med.cornell.edu](mailto:bch2001@med.cornell.edu).

**Fee Summary:** It is expected that these fees will be paid by the graduate student’s NYC host advisor. **Please note that the WCGSMS student health insurance fee includes the SHS fee.**

The annual cost for student insurance (including the SHS fee) is $6,211 through June 30, 2012. It will go up approximately 6% on July 1, 2012. Fees will be pro-rated based on the number of months the student is enrolled.
5. Housing

A four month lead time is preferred to process housing requests. It is important to note that housing is based on availability and cannot be guaranteed. 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 WCMC or WCGSMS payroll.

CUGL students from the CU-I campus need to obtain the Student Housing Application at http://weill.cornell.edu/housing/student/. Complete the form and return it to the WCGSMS or WCMC faculty sponsor for signature. The form should be forwarded directly to the WCMC Housing Office, as indicated on the housing form directions. If after housing accommodations have been approved, the student decides that he/she does not wish to use WCMC housing, he/she must notify the WCMC Housing Office immediately.

6. Internet Access and E-mail Accounts

Ithaca students can use their home campus email accounts; if needed, they can obtain a medical college student email account and address at no charge. Internet access fees are provided at no cost if students are using the WCMC wired network in their dorm room, or the WCMC wireless network wherever it is available.

Please contact Odalys Rey in Information Technologies & Services at orey@med.cornell.edu or 212-746-6333 for more information.

7. Security and Identification Cards

CUGL students should contact the Department Administrator of the host-faculty sponsor’s Weill Cornell department to obtain a Medical College ID.

In an emergency, the security offices need to be able to reach all students visiting another campus. As part of an effort by the University to make sure that every person is notified in the event of an emergency, please provide:

- The best phone number to reach you (a cell phone is usually best)
- The name and phone number of a local person to contact in the case of a personal emergency (e.g., you are injured)

This information will NOT be published; it is only for emergency contact. To provide us with your contact information, please go to www.whoiam.cornell.edu.

8. Foreign Students and Permanent Residents Only

In order to maintain your legal immigration status and remain legally in the United States, you must be a full-time registered student at all times. CU-I students who have questions regarding this requirement, should contact the ISSO in B50 Caldwell Hall.
## Checklist for Ithaca Linkage Students Hosted at NYC

<table>
<thead>
<tr>
<th>Item</th>
<th>Choice or Required</th>
<th>Action Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Tuition Costs</td>
<td>Required</td>
<td>Register <em>in absentia</em> in Ithaca and through the Department Administrator of the host-faculty sponsor’s Weill Cornell department as a <em>Visiting Graduate Assistant</em>.</td>
</tr>
<tr>
<td>Health Tests Documentation and Procedures</td>
<td>Required</td>
<td>Please send documentation with a note stating you are a Linkage student to: Dr. Edgar Figueroa Director, Student Health Services WCMC 418 East 71st Street, Suite 21 New York, NY 10021 Tel: 212.746.1450; Fax: 212.746.1732</td>
</tr>
<tr>
<td>Student Health Services and Costs</td>
<td>Do you want to sign up for the SHS for a fee?</td>
<td>If yes, please contact Dr. Caren Heller, Associate Dean for Intercampus Initiatives at WCMC at <a href="mailto:cah2021@med.cornell.edu">cah2021@med.cornell.edu</a> or 212-746-5767</td>
</tr>
<tr>
<td>Student Health Insurance and Costs</td>
<td>Will you stay with the CU-I Graduate Student Health Insurance Plan?</td>
<td>Questions about coverage, co-pays, and providers who accept the CU-I SHIP should be directed to the CU-I Student Insurance Office at 607-255-6363. Or will your NYC advisor pay for WCGSMS student health insurance? If yes, complete the enrollment form at <a href="https://www.gallagherkoster.com/WCMC">https://www.gallagherkoster.com/WCMC</a> and submit to Barbara Harville, Administrative Director at WCGSMS, 1300 York, Suite A-131 (<a href="mailto:bch2001@med.cornell.edu">bch2001@med.cornell.edu</a> or 212-746-6565).</td>
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<td>Housing</td>
<td>Do you need Medical College housing?</td>
<td>Complete the <em>Student Housing Application</em> at <a href="http://weill.cornell.edu/housing/student/">http://weill.cornell.edu/housing/student/</a></td>
</tr>
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<td>Internet Access and Email Accounts and Costs</td>
<td>Do you want wireless or hard-wired access? Do you need a WCMC email address?</td>
<td>Please contact Odalys Rey in Information Technologies &amp; Services at 212-746-6333 or <a href="mailto:orey@med.cornell.edu">orey@med.cornell.edu</a> for more information.</td>
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<td>Please contact the Department Administrator of the host-faculty sponsor’s Weill Cornell department.</td>
</tr>
<tr>
<td>Security</td>
<td>Has your contact information changed?</td>
<td>To update your contact information for security notification, please go to <a href="http://www.whoiam.cornell.edu">www.whoiam.cornell.edu</a>.</td>
</tr>
</tbody>
</table>