Cornell University Graduate Linkage (CUGL) Program

A program jointly administered by Weill Cornell Medical College (WCMC) and Graduate School of Medical Sciences (WCGSMS) and Cornell University Graduate School (CU-I).

The goals of the Cornell University Graduate Linkage (CUGL) program are to:

- **Short-Term Program** (1 or 2 semesters): enable students from either campus to spend one or two semesters on the other campus, learning skills or working with specific faculty, much in the spirit of a laboratory rotation
- **Long-Term Program** (more than 2 semesters): enable students from either campus to spend more than two semesters on the other campus in order to engage in a research project with specific faculty members from the other campus.

1. Eligibility and Application Procedure

Eligibility:
- A student must be in good academic standing enrolled in full time Ph.D. graduate studies at CU-I or WCGSMS, with a full committee.
- A WCGSMS, WCMC, or CU-I host-faculty sponsor must be designated who will be responsible for the student during his/her residence at the host campus. Both the host-faculty sponsor and the home-faculty advisor need to sign the application form.
- **For the Long-Term Program only**, a student must have an approved plan to meet all PhD requirements. For Cornell-Ithaca students, the plan must specifically address meeting the required six registration units for the PhD. (A registration unit equates to one semester of full-time study satisfactorily completed. Of the six registration units, 4 must be earned through full-time registration with the Ithaca campus with corresponding full tuition charges.)

Application Documents
- CUGL application (pp.6-7)
- Statement of purpose
- Brief letter from the Major Advisor on the home campus that summarizes the rationale for the student’s participation in the CUGL program.
- Copy of transcript

Notification Requirements:
- A minimum of one semester’s notification is required to participate in the CUGL program.
- After submission of the application and related documents, the student will be advised of his or her acceptance into the CUGL program.
- Students and their advisors on both campuses will also receive a copy of the CUGL Student Procedures after acceptance into the CUGL Program. Please contact Dr. Caren Heller, Associate Dean for Intercampus and Industry Initiatives at cah2021@med.cornell.edu or go to the intercampus website to obtain a copy of these procedures and to review them as part of this application process.
Application Procedure:

For CU-I students, send application, supportive documents, and copy of transcript to:

Sarah S. Wicker  
Associate Dean  
Cornell University Graduate School 350 Caldwell Hall  
Ithaca, NY 14853 Tel: 607-255-5810 Fax: 607-255-5822  
E-mail: gradstudserv_assoc_dean@cornell.edu

For WCGSMS students, send application, supportive documents, and copy of transcript to:

Professor Randi Silver  
Associate Dean  
Weill Cornell Graduate School of Medical Sciences  
1300 York Avenue  
New York, NY 10065  
Tel: 212-746-6565   Fax: 212-746-8906  
E-mail: assoc-dean-grad@med.cornell.edu

2. Registration and Student Status

Graduate students at CU-I to be hosted at NYC  
An Ithaca student enrolling at NYC will be registered through the Department Administrator of the host-faculty sponsor’s department as a Visiting Graduate Assistant. During the duration of their residence, Ithaca students will be required to register in absentia from the Graduate Field (CU-I) in which they belong. Certain tuition fees are required for students to remain in absentia. Please see the CUGL Student Acceptance Procedures for Ithaca Students for details on how to register and tuition fees. You may obtain a copy through a request to Dr. Caren Heller, Associate Dean for Intercampus and Industry Initiatives at cah2021@med.cornell.edu or through the intercampus website.

Graduate students at WCGSMS to be hosted at CU-I  
WCGSMS students enrolling in Ithaca will be registered through the Cornell University Graduate School Registrar’s Office as non-degree graduate students. During the duration of their residence in Ithaca, they will be required to maintain non-degree student status in Ithaca, and they will also be required to register in absentia from the WCGSMS. Please see the CUGL Student Acceptance Procedures for WCGSMS Students for details on how to register and student activity fees. You may obtain a copy through a request to Dr. Caren Heller, Associate Dean for Intercampus and Industry Initiatives at cah2021@med.cornell.edu or through the intercampus website.

3. 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. Please refer to the CUGL Student
Acceptance Procedures for more details. You may obtain a copy through a request to Dr. Caren Heller, Associate Dean for Intercampus and Industry Initiatives at cah2021@med.cornell.edu or through the intercampus website.

Graduate students at CU-I to be hosted at NYC
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.

Graduate students at WCGSMS to be hosted at CU-I
CUGL students from WCGSMS who will be studying at the CU-I campus should contact the Graduate Housing Coordinator in Ithaca regarding their housing request. They are located in Robert Purcell Center and can be reached at 607-255-5368.

4. Student Health Services and Student Health Insurance

Student Health Services:

Graduate students at CU-I to be hosted at NYC
All students will be required to submit documentation regarding specific tests and procedures to the WCMC Student Health Services (SHS) prior to arrival in NYC. The specific tests and procedures and how to submit documentation are provided in the CUGL Student Acceptance Procedures for Ithaca Students. You may obtain a copy through a request to Dr. Caren Heller, Associate Dean for Intercampus and Industry Initiatives at cah2021@med.cornell.edu or through the intercampus website.

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

Graduate Students at WCGSMS to be Hosted at CU-I
WCGSMS students hosted at CU-I pay $10 co-pays for visits to the student health services (Gannett Health Services) whether or not they hold the CU-I or WCGSMS Student Health Insurance Plan. For any subsequent tests, prescriptions, procedures, and/or referrals, Gannett Health Services will bill the CU-I Student Health Insurance Plan directly for the service if the student has chosen this option [see below Student Health Insurance].

For students who choose to remain with the WCGSMS student health plan [see below Student Health Insurance], referrals to healthcare providers within the United Healthcare
network will be covered by the WCGSMS student health plan. However, all other expenses incurred through Gannett will be the financial responsibility of the student.

**Student Health Insurance:**

*Please see the CUGL Acceptance Procedures for details on student health insurance choices.* You may obtain a copy through a request to Dr. Caren Heller, Associate Dean for Intercampus and Industry Initiatives at cah2021@med.cornell.edu or through the [intercampus website](mailto:cah2021@med.cornell.edu).

Graduate students at CU-I to be hosted at NYC
Since the CU-I Graduate Student Health Insurance Plan is portable, CU-I students enrolled in this plan will be covered by their home school health insurance policy while in NYC. However, since the student is away from the 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. 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.

It is possible for CU-I students to enroll in the WCGSMS graduate student health insurance plan; however the WCGSMS plan is costlier. Further, in order to enroll in the WCGSMS student health insurance plan, the Ithaca student must also pay the SHS fee. Since coverage differs between the two plans, students should compare the coverage to see which insurance option suits their needs.

Graduate Students at WCGSMS to be Hosted at CU-I

WCGSMS students may continue to carry their United Health Care Student Resources health insurance, or switch to the CU-I student health insurance plan during the Linkage term in Ithaca. Students may wish to review the availability of United Health Care Choice Plus network providers in the Ithaca area, and also consider the WCGSMS plan benefits for out-of-network coverage. Benefit information and a link to the provider network site is available at: [https://www.gallagherekoster.com/WCMC](https://www.gallagherekoster.com/WCMC). 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.
5. Host Campus Email Address and Internet Access

Graduate students at CU-I to be hosted at NYC
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.

Graduate students at WCGSMS to be hosted at CU-I
WCGSMS students at CU-I will automatically be assigned a Cornell netID. This netID is used to access all electronic services, including e-mail, course enrollment, and on-line library resources. Access to these services is provided at no charge as long as the student remains in non-degree status.

6. Security and Identification Cards

CUGL students should obtain host campus ID cards to facilitate access to all host campus services and buildings.

In an emergency, the security offices need to be able to reach all students visiting the other campus. In order to do so, they need to be updated on changes in email addresses and cell phone numbers. So please remember to update Security with any changes.

Please see the CUGL Acceptance Procedures for Students for more details. You may obtain a copy through a request to Dr. Caren Heller, Associate Dean for Intercampus and Industry Initiatives at cah2021@med.cornell.edu or through the intercampus website.
CORNELL UNIVERSITY GRADUATE LINKAGE PROGRAM APPLICATION

This application is for full-time graduate students at the Cornell University Graduate School in Ithaca (CU-I) and the Weill Cornell Graduate School of Medical Sciences (WCGSMS) in New York City who wish to spend one or two semesters of their training on the other campus.

Name_________________________________________________________________________________
(First)  (Middle)   (Last)   Previous name (if applicable)

Cornell ID#: ____________ Gender: □ Male □ Female

Degree Program: __________ Home Campus (Ithaca or NYC): __________ Program/Field: ____________

Address_____________________________________________________________________________________
(Street address) (City)    (State)    (Zip Code)

Cell phone number _______________________ E-mail Address _________________________________

Name, relationship, and phone number for a person to contact in case of an emergency:
_____________________________________________________________________________________

Begin Date/End Date in CUGL Program: __________________

PROGRAM ADVISOR INORMATION: MAJOR AND HOST ADVISORS

<table>
<thead>
<tr>
<th>Location (Ithaca or NYC)</th>
<th>Major Advisor</th>
<th>Advisor</th>
<th>Advisor</th>
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<tr>
<td></td>
<td>Home Campus</td>
<td>Host Campus</td>
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Advisor (first, last name)

Program/Field

Phone Number

Email Address

STATEMENT OF PURPOSE

1. On a separate page, the student applying should briefly describe his/her plan for undertaking the CUGL Program.

2. The Major Advisor on the home campus is required to submit a brief paragraph summarizing the rationale for this student’s participation in the CUGL program and confirm that the student is in good academic standing.

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. If not a U.S. citizen, are you a permanent resident? (check one box below)

□ YES □ NO

If yes, alien registration number: __________________________

If no, which type of visa do you or will you hold? ________________________________________________

CUGL Information and Application 6
CUGL PROGRAM SIGNATURE PAGE

Student

I certify that the information contained in this application and the statement of purpose and in any supporting documents is complete and accurate, and I understand that submission of inaccurate information may be sufficient cause for denial of transfer or termination of enrollment.

_____________________________ ____________________________  Date _____________
(Student name)     (Student signature)

Home Campus Field Chair or Major Advisor
Home campus faculty (Field Chair or Major Advisor) need to be familiar with the program policies described herein and in the CUGL Acceptance Procedures.

I certify that I am the Field Chair or major advisor for the student named above, that I have read and understood the policies and procedures governing the CUGL program and that I will advise the student identified above as needed during his or her participation in this inter-campus program.

_____________________________ ____________________________  Date ______________
(Faculty name)   (Faculty signature)

Please indicate whether you are assuming the financial responsibility for this student during the Linkage term:

______Yes  _______No

Host Campus Advisor
Sponsoring faculty advisors need to be familiar with the program policies described herein and in the CUGL Acceptance Procedures.

I certify that I am the host campus advisor for the student named above, that I have read and understood the policies and procedures governing the CUGL program and that I will advise the student identified above as needed during his or her participation in this inter-campus program.

_____________________________ ____________________________  Date ______________
(Faculty name)   (Faculty signature)

Please indicate whether you are assuming the financial responsibility for this student during the Linkage term:

______Yes  _______No