



International House

ADMISSIONS, PROGRAMS & RESIDENT LIFE

The **Admissions Office** is responsible for processing and reviewing all applications for admission, makes room assignments and schedules room changes, coordinates the arrival and departure of all Residents. The Admissions Office also administers the financial aid program and verifies eligibility of every Resident each semester at registration.

Location: I-House South, First Floor

Office Hours: Monday - Friday: 9am - 5pm

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Eligibility

Residents during the academic year are 21 years of age or older and are defined by International House as:

- A full-time graduate student (taking a full course load each semester).
- A visiting scholar who is devoted to full-time training or research at an accredited institution.
- A private study music student taking at least two lessons weekly for a period of up to one academic year.
- A full-time intern or trainee who is a recent graduate or graduate student gaining supervised practical work experience in their field of study for a period of up to one academic year. A letter from the employer describing the full-time position in the field of study, as well as the duration of the internship or training program, is required.

Applications from Residents starting internships or trainee programs lasting more than one year may be considered if verification of the beginning and ending dates of the program is provided by the employer. Exceptions to the eligibility requirements are rare but requests can be made in writing to the Admissions Committee for review.

Resident Membership Period

Your initial resident membership is for the duration detailed within your Resident Membership Agreement which you signed upon arrival. To make changes to this period of stay please contact the Admissions Office.

To offer the I-House experience to as many new Residents as possible, resident membership is limited to three academic years. Time spent at the House during the summer months does not count as an academic semester.

Room Changes

The Admissions Office makes every effort to assign Residents to the room of their choice. Room assignments for new Residents are made based on the preferences indicated on the application and availability on the stated arrival date.

If you wish to change rooms, please complete a room change request form and submit it to the Admissions Office. We will contact you once a room matching the preferences indicated on the form becomes available. The room change requests are processed in the order of receipt as rooms become available. As there are few departures during a given semester it may be necessary to wait until the beginning of the following semester.

Please note:

- There is a room change fee for all room changes after the first
- International House does not handle room change requests for those on a Columbia University Apartment Housing (CUAH) contract.

Registration

All Residents are required to register each semester with the Admissions Office.

To register please submit the following:

1. Verification of eligibility showing that you are a full-time student, intern, trainee or visiting scholar.
2. Verification of medical insurance coverage.
3. A current and signed Resident Membership Agreement
4. Response to the “Do We Have it Right” email
5. Payment in full for the semester.

Once all five components have been met you will be fully registered and your I-House ID card will be validated.

Extensions

International House remains open year-round and invites all Residents to request an extension as long as they remain eligible. Requests to extend during the academic year will be granted to eligible Residents in good standing where availability permits. Requests to extend into the summer (May to August) are granted to Residents who complete the spring semester in good standing, again where availability permits. It is not necessary to be a full-time student, intern, trainee or visiting scholar during the summer months.

Eligibility for Summer Residence and Summer Extensions

International House remains open through the summer months and invites those Residents who complete the spring semester in good standing to apply on a timely basis for summer extension. Extension requests can be made for any period of the summer session, from one day to the entire summer session and anything in between.

It is vital that Residents not approved for the next semester or academic year honor their agreement to depart by the last day of the summer session or by the date stipulated by the Admissions Office, so that maintenance and cleaning can be performed and newly arriving Residents can enter their assigned rooms upon arrival.

Eligibility for Readmission to International House

All Residents in good standing, with all outstanding balances paid, are invited to apply to renew their membership for all or part of the following academic year. All eligibility requirements for admission must be met, including appropriate status (full-time graduate student, intern or trainee), and verification of financial support and health insurance.

Re-admission is not automatic, even in cases where eligibility is established, and is contingent upon approval by the Admissions Committee. The requirements for readmission apply to all Residents, including those on Columbia University Apartment Housing (CUAH) Resident contracts. CUAH contract holders who wish to keep their contracted rooms must follow room selection procedures at the University Apartment Housing Office (Telephone: (212) 854-9300) as well as the readmission procedures at International House.

Cancellation Policy

Once the Admissions Office has received written notification of an early departure date, we will process a cancellation indicating your new departure date and the applicable charges.

You are responsible for room charges for the lesser of the following:

1. until the end of your Resident Membership Agreement OR
2. for 30 additional days after your new check-out date OR

If the room is occupied by a **new** Resident after you leave, you will receive a refund from the date the room becomes occupied through the end of the period you were charged. Please keep in mind that the sooner the Admissions Office receives notification of your early departure, the more likely it is that we will be able to admit a new Resident to occupy your room as quickly after your departure as possible.

Programs & Resident Life Office develops and administers a wide range of educational, cultural and recreational programs, including visits by guest speakers, performances, social activities and trips. The office also oversees Program Fellows and Resident Support Services.

Location: I-House South, First Floor

Office Hours: (Academic Year): Monday - Friday: 9am to 5pm

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Programs

The Programs Office led by staff, Programs Fellows, Resident Fellows and resident volunteers, exists to provide Residents a diverse and rigorous array of programs that educate, challenge, energize and unify the I-House community.

Golden Events

As resident members chosen to be a part of this extraordinary community, we encourage you to partake in a minimum of four per semester or eight Golden events per academic year to fully leverage the opportunities that they offer.



Golden Events are typically categorized into the following:

- **In Conversation with:** Engaging discussions with leaders and experts on relevant topics.
- **Breakfast @ I-House:** Morning sessions led by entrepreneurs, business leaders and creative minds.
- **Ah-Ha Moment:** Stories of professional development through pursuit of passion.
- **Tech Talk:** Thought-provoking conversations with start-ups and innovators in the tech world.
- **Page Turner:** Authors articulating their inspiration to uproot untold stories
- **International Documentary Screenings:** A series of engaging stories with social justice themes.



Legacy Events

These are festive events that have been celebrated throughout generations of I-House Residents dating back to our very beginning in 1924. Attending these events will enrich your appreciation for culture, friendship, and the spirit of I-House.

Fall Fiesta: A chance to shine! Fall Fiesta has a reception of delicious food, followed by a collection of performances by Residents ranging from choreographed dance spoken word.

All Nations: One of our most popular events. All Nations is a multi-faceted and dynamic opportunity to experience all the cultures living in the house. Through art showcases, food tastings, cultural booths, film screenings, performances and a dance party to top off the night; it's an event you don't want to miss.

Sunday Supper: Is one of the oldest traditions of International House. It gives our Residents and trustees the opportunity to share a meal together and hear remarks from distinguished guest speakers.

Cultural Hour: Each gathering celebrates one culture or country, led by Residents of that culture, to enlighten the community about its traditions, arts and food.

Salon Night: Residents perform together showcasing their extraordinary talents in an intimate setting.

Other legacy events include: Programs Fair, Ice Cream Socials and Ballroom Dancing.

Fellowships

Resident Support Services Team

Resident Fellows

Resident Fellows plan, develop and implement activities to foster engagement in the community and provide a wide array of support for resident members. As ambassadors of International House, Resident Fellows are an integral part of the institution's 10-year strategic plan for Relevance, Visibility and Institutional Stability. Typically, there is one Resident Fellow appointment for every 25-30 resident members. Resident Fellows apply in the Spring and serve from August through May each year.

Peer Counselor Fellows

Peer Counselors provide a wide array of support for resident members. This leadership cohort provides information, referrals, and supportive counseling to International House Residents under the clinical supervision of the Resident Social Worker. Peer Counselors also serve as leadership mentors for a small team of Resident Fellows and help coordinate mental health and other informational seminars. As ambassadors of International House, Peer Counselors are an integral part of the institution's 10-year strategic plan for Relevance, Visibility and Institutional Stability. Peer Counselors apply in the Spring and serve from August through May each year. Previous counseling experience and recommendations are required.

Residents' Council

As an advisory committee of elected Residents, the Residents' Council meets monthly to assist with event planning and resident outreach. The Council's main function is to act as the collective voice that advocates on behalf of Residents' needs to the Admissions, Programs and the President's Office.

Program Fellows

Program Fellows plan, develop, and implement diverse areas of programming for the I-House community as described below. They also work together as a team with Programs Office staff throughout the year to plan programs that create interaction among Residents.

General Program Fellows

(5 Fellowships) Leads the planning, organizing, and managing of all I-House sponsored programs and large-scale events in tandem with the Programs Office staff. Programs include Salon Nights, Film Series, Guest Speakers, Ice Cream Socials, Cultural Programs, Language Exchange, Sunday Supper, and Fall Fiesta. Program Fellows must be available for weekly staff meetings in the Programs Office.

Sports & Fitness Fellow

Leads the coordination of the sports & fitness programs at I-House including the Fitness Center orientations, recruitment of group activity leaders, and oversees the sports schedule.

International House Tutorial Program Fellow

Plans and implements the International House Tutorial Program, recruit Residents in I-House as tutors for local elementary school children, and serves as a liaison with elementary school administrators and families.

Language Exchange Fellow

Coordinates a program which offers I-House residents the opportunity to learn or practice a language or to

teach other Residents their native language in an informal setting at I-House. The Language Exchange Fellow is responsible for recruitment of group leaders and coordination of logistics for each language group. Each year approximately twenty language exchange groups are matched to meet weekly for language practice and instruction.

New York City Performing Arts Fellow

Responsible for planning and leading trips for groups of I-House Residents to diverse performing arts venues in NYC including the Metropolitan Opera, Carnegie Hall, Lincoln Center, and Broadway.

Roundtable Fellow

Organizes monthly, informal panel presentations and discussions focused on international and intercultural topics. Recent topics have included criminal justice, Syria, LGBTQ issues, Immigration, etc.

Fall Fiesta/All Nations Fellow

The general expectation for the Fall Fiesta/All Nations Fellow is that, in collaboration with Programs & Resident Life, he/she will serve as a member of the Program Fellows team to lead the planning and implementation of resident dance activities and performances that create interaction among resident members from diverse cultures and thereby carry out the Mission of International House.

Cultural Fellows

(2 Fellowships) The general expectation for a Cultural Fellow is to plan and implement cultural programs that represent the history and culture of all Residents. (Events organized and executed on a monthly or bi-monthly basis by the Cultural Fellows are Salon Nights and Cultural Hours).

Green Fellow

The responsibility of the Green Fellow is to assist the Director, Facilities & Site Operations and his team on developing and managing selected International House sponsored Green initiative projects that would drive innovation and energy reduction, while supporting International House's strategic institutional goal of industrial and environmental sustainability.

Women's International Leadership (WIL) Fellows

(25 Fellowships) WIL Fellows participate in an intensive nine-month program designed to help the fellow gain a clearer vision of her own abilities, enhance her leadership skills, and learn how to effectively lead particularly in cross-cultural environments. Additionally, they organize events for the larger house with a focus on women's leadership.

International Leaders Program (ILP) Fellows

(25 Fellowships) The goal of ILP is to supplement the leadership training that Fellows already receive and to continue to provide training in leadership skills embedded in the diverse cultures and experiences of the participants. Fellows attend specific workshops and field trips, as well as selected I-House Golden Events.

Summer Fellows

(3 Fellowships) Leads the organization and implementation of summer activities (May-August) to welcome new residents and build community including weekly ice cream socials, outings to concerts and cultural events around New York City and weekend trips outside the City.

Additional Leadership Opportunities

Davis Projects for Peace Fellowships (20 Fellowships)

The Davis Projects for Peace Fellowships grant a \$10,000 award for projects that seek to find solutions for resolving conflict and maintaining peace anywhere in the world. They are to take place during the summer months. The projects should address the root causes of conflict, and applicants are encouraged to use their creativity to design projects and employ innovative techniques for engaging project participants in ways that focus on conflict resolution, reconciliation, building understanding and breaking down barriers which cause conflict. The Davis Fellowships will be awarded to 20 Residents at I-House NYC and also many I-Houses worldwide.

Projects for Peace was created through the generosity of Kathryn W. Davis, a philanthropist, lifelong internationalist and former I-House resident.

Details for applying are provided each academic year through Programs and I-House notifications and postings.

Employment Innovation Fellowships (3 Fellowships)

The Employment Innovation Fellowships grant a \$10,000 award for projects that address the challenge of global youth unemployment. They are to take place during the summer months. Applicants are encouraged to design new and thoughtful approaches that test and discover fresh ideas and unexpected solutions. Projects in collaboration with existing organizations are welcomed. The Employment Innovation Fellowships will be awarded to three I-House Residents in good standing.

Employment Innovation Fellowships are made possible by the generous support of the Stiftung Foundation.

Details for applying are provided each academic year through Programs and I-House notifications and postings.