



International House

ADMISSIONS OFFICE POLICIES

The International House (“I-House”) Admissions Office is responsible for processing and reviewing all applications for admission, making room assignments, scheduling room changes, and coordinating the arrival and departure of all Resident Members. The Admissions Office also administers I-House’s financial aid program and verifies eligibility of every Resident Member each semester.

Location: I-House South, First Floor
Office Hours: Monday - Friday: 9am - 5pm

Eligibility

I-House Resident Members during the academic year are defined as being 21 years of age or older and one of the following:

- Full-time graduate students (taking a full course load each semester),
- Visiting scholars devoted to full-time training or research at an accredited institution, or
- Private study music students taking at least two lessons weekly for a period of up to one academic year, or
- Full-time interns or trainees who are recent graduates or graduate students 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 for those 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

Initial Resident Membership is for the duration detailed within your Resident Membership Agreement (RMA) which is signed upon arrival. To make changes to this period of stay please contact the Admissions Office at admissions@ihouse-nyc.org.

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

Registration

Resident Members 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, Resident Members are fully registered and we will validate their I-House ID card.

Payment

Charges are posted for the full semester at the start of each semester and payment is due by the due date provided by Bursar Services. Late payments are subject to a late payment fee. You can find out the current fee from the Bursars Desk by the Riverside Drive entrance.

Early Departure Policy

If you would like to depart I-House prior to your scheduled departure date, you must make an Early Departure request in writing to admissions@ihouse-nyc.org. Once the Admissions Office has received this written notification of an early departure date, we will process the request, confirm your new departure date, and notify you of the applicable charges.

- If you request an early departure date at least thirty (30) days in advance of your new departure date there is no fee.
- If you request an early departure date less than thirty (30) days in advance, you will be charged for the days through your original departure date or for an additional thirty (30) days from the date of the request, whichever is the lesser amount.

Winter and Summer Break Policy

Resident Members who are travelling during winter break, or any time throughout the academic year, are financially responsible for their room while they travel and may not sublet their room. It is not necessary to completely vacate the room while travelling as long as you remain financially responsible.

During the summer months (mid-May to mid-August) Resident Members who wish to travel may avoid being charged for their room by completely vacating the room so it is available to someone else for a minimum of forty (40) days.

Upon return to I-House, after at least 40 days, the Admissions Office will make every effort to reserve the same room and, if that is not possible, the same room type.

Short-Term Extensions (less than 30 days)

I-House remains open year-round and invites all Resident Members to request a short-term extension. Requests to extend will be granted to eligible Resident Members in good standing where availability permits. Once an extension request is approved it is an extension of your Resident Membership Agreement and all policies, including the cancellation policy, apply.

Membership Renewal

Resident Members in good standing who meet eligibility requirements and wish to stay more than 30 additional days into the subsequent semester may apply for Membership Renewal. Membership Renewal is applicable to renewal from the fall semester to the spring semester or from the spring semester to the summer semester.

It is vital that Resident Members not approved for the subsequent semester or academic year honor their agreement to depart by the last day of the semester or by the date stipulated by the

Admissions Office, so that maintenance and cleaning can be performed, and new Resident Members can enter their assigned rooms upon arrival.

Readmission to International House

All Resident Members 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 (full-time graduate student, intern, or trainee).

Re-admission is not automatic, even in cases where eligibility is established, and is contingent upon approval by the Admissions Committee.

Readmission applicants receive priority for admission until July 1. After July 1, readmission applicants are given equal consideration with new applicants. All Resident Members who may need to stay at I-House, even if plans are not 100% finalized, are encouraged to apply early as there is time to finalize plans before making a commitment.

Room Changes

Resident members may request to change rooms at any time by completing a room change request form and submitting 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 \$50 room change fee for all room changes after the first room change.

Departing I-House

To ensure a smooth departure please follow these procedures:

- Visit Bursar Services to ensure all payments have been made and to provide details about how you wish to receive any refund due to you. Please note that if you are expected to return to I-House we will hold your security deposit as a deposit for your return.
- Log on and complete the [Departure Form](#). This is where you will leave a forwarding address so that all first-class mail will be forwarded to you for a period of 30 days after your departure.
- Drop off your photo ID card, second key card and all keys at the Bursar Services/Claremont Desk upon departure.
- Clean your room and common areas, place furniture in its original position, remove all your belongings from your room, the storage areas, and the bike room, on or before your departure date (failure to do these things may result in a charge).