



Weill Cornell Medicine

Housing

Postdoctoral Associate Family Housing Policy

POLICY STATEMENT

Family housing is available to Weill Cornell Medicine (WCM) postdoctoral associates and their spouses, domestic partners, child(ren), and/or IRS qualifying dependents.

RESIDENCY

If assigned to a WCM family housing unit, the postdoctoral associate and their family member(s) must use the WCM unit as their primary, permanent residence (domicile). Occupancy as a Secondary Resident, as authorized by the Housing Office, is based solely upon the Secondary Resident's relationship to the Primary Resident. A Secondary Resident has no independent right of occupancy, and a Secondary Resident's occupancy shall terminate immediately upon the termination of the Primary Resident's Agreement or upon the termination of Secondary Resident's relationship to the primary resident, whichever occurs first.

APPLICATION PROCESS

- **Incoming Residents:** List your family members on your Housing Application and submit it to the Housing Office, along with all required documentation.
- **Current Residents:** Submit a Change of Family Status Application to the Housing Office, along with all required documentation.

Housing placement is based on availability, and the submission of an application and supporting materials does not constitute a guarantee of family housing.

REQUIRED DOCUMENTATION

- **Spouse:** A copy of a valid marriage certificate.
- **Domestic Partner:** A copy of a valid Domestic Partnership certificate.
- **Child(ren):** A copy of a valid birth certificate, adoption papers, or passport indicating the parentage of the child. An application for adoption will not be accepted.
- **Qualifying IRS Dependent:** An "IRS dependent" is an individual who qualifies as a dependent under the guidelines of the United States Internal Revenue Service (IRS). If you wish to reside with an IRS qualifying dependent who is not your child, spouse, or domestic partner, please submit a copy of your United States federal tax return for the tax year before the date of your WCM housing application.

FALSIFICATION OF DOCUMENTATION

Falsification of documents and records to certify eligibility for family housing will result in either a denial of your application or a possible loss of housing.

ASSIGNMENT PROCESS

Placements are based on available inventory. We are unable to accommodate requests for specific properties, unit types, or move-in dates. WCM Housing maintains a waitlist as needed for family housing units and makes housing offers as vacancies arise.

Approved applicants will be placed in a queue for up to six months from the official date of application. If an offer of family housing is a) made and not accepted by the applicant or b) not made before the expiration date, applicants will have a one-time option to renew the application for an additional period not to exceed six months.

NEW RESIDENTS AND CHANGE OF FAMILY HOUSING ACCOMODATIONS

Postdoctoral associates already residing in WCM housing units must notify the Housing Office if they would like a new eligible family member (e.g. new child) to move into their unit by submitting a Change of Family Status Form, along with all required documentation. As part of this process, they may also request a change of accommodations due to the change in family size. Placement is based on availability.

LOSS OF QUALIFYING STATUS

Once assigned to WCM family housing, postdoctoral associates and their resident family members must maintain family housing eligibility. The postdoctoral associate must notify the WCM Housing Office within 14 days of the termination of a marriage/domestic partnership or change in IRS dependent status. Individuals who no longer qualify as family members under this policy will be required to vacate the unit.

Failure to provide such information in a timely fashion will lead to loss of housing privileges.