Appendix 3
Important Information and Contacts

Human Resources
East Hill Plaza, 337 Pine Tree Road, https://hr.cornell.edu

Jennie Babcock, HR Generalist, jks95@cornell.edu, (607) 254-8388
Contact Jennie for general questions about procedures and requirements and add her as our HR Representative when requesting the DS 2019 online.

Brenda Joly, HR Assistant, bjd33@cornell.edu, (607) 255-5703
Brenda will be doing the online appointment, so copy her on any correspondence with Jennie.

Onboarding: East Hill Office Building (EHOB), Suite 130, onboarding@cornell.edu, (607) 255-0056. See https://hr.cornell.edu/new-hires and the Workday Onboarding Guide available there.

Documents with sensitive information must be drop boxed to Jennie and Brenda at https://dropbox.cornell.edu

International Students and Scholars Office
B-50 Caldwell Hall, (607) 255-5243, fax: (607) 255-2778, isso@cornell.edu
Note: Office is closed 12:00 – 1:00 daily for lunch and closed Wednesday 9-1:00.

ISSO "Meet Staff": http://isso.cornell.edu/about/meet-staff

For questions about visa types and regulations, contact:
Laura Taylor, Associate Director; Faculty & Scholar Services, lbt1@cornell.edu, (607) 255-7538

For procedural questions and help with website forms, contact one of the following Immigration and Programming Assistants (each scholar is usually assigned to one of these assistants):
Adam Blakeslee, abb36@cornell.edu, (607) 255-3490
Amanda Hakes, alh226@cornell.edu, (607) 255-6539
Scott Beemer, slb36@cornell.edu, (607) 255-8737

FINANCIAL
Our Visiting Scholars do not generally receive any salary.
If they do, and need to complete a Foreign National Questionnaire, here are the directions: https://www.dfa.cornell.edu/tax/foreignnationals/questionnaire

PDF of the online fillable form: https://www.dfa.cornell.edu/sites/default/files/foreign-national-questionnaire.pdf

VISITING SCHOLAR TAX QUESTIONS FOR DEPARTMENTS
General Contact**,** tax@cornell.edu, (607) 255-9465

Website**:** https://www.dfa.cornell.edu/audience/tax/staff

Matrix showing Payments Allowed by Visa Type:
https://www.dfa.cornell.edu/tax/foreignnationals/paymentsallowed