

Cornell Alumni Admissions Ambassador Network (CAAAN) Eligibility Requirements

To be eligible to serve as a Cornell Alumni Admissions Ambassador, prospective volunteers must:

- Hold a diploma from any of Cornell's undergraduate colleges/schools or graduate/professional programs
- Want to share their enthusiasm for Cornell with prospective students
- Be comfortable discussing the Cornell undergraduate experience
- Enjoy meeting with students from diverse perspectives and backgrounds
- Be proactive to stay as informed and up-to-date as possible in order to convey accurate information about Cornell: stay current with the training material provided, attend regional Cornell events, view cornell.edu and admissions.cornell.edu websites periodically, follow [Cornell Social Media](#), [Cornell Chronicle](#) and/or the [Cornell Daily Sun](#)
- Be comfortable conducting contact meetings via video or phone
- Have a Cornell NetID and register online through the CAAAN portal
- Confirm/update contact information and participation each year

In accordance with Ivy League policy, alumni are not eligible to serve with CAAAN if they:

- Have a child applying to Cornell University, regardless of whether that child is applying for undergraduate admission or a graduate/professional program. We request that prospective CAAAN volunteers wait at least one year after their family member applies to join CAAAN. All CAAAN members (including Chairs and General Chairs) must step down for the entire admissions cycle when their child applies to Cornell.
- Work as educational/college consultants, guidance counselors, or provide services relating to college applications, such as test prep, essay writing or application review
- Conduct contact meetings or interviews for any other undergraduate institution
- Are employed by an admissions or development office (whether at Cornell or another undergraduate institution)

These requirements are designed to avoid both actual conflicts of interest and any appearance of impropriety. The CAAAN program is designed to create a comfortable environment for both applicants and volunteers, as well as to safeguard the best interests of Cornell and its candidates for admission, by removing any suggestion of improper influence. If there are any concerns or questions about a potential conflict of interest, please email caaan@cornell.edu.

Volunteers are asked to communicate with CAAAN leadership within 30 days of any change in their eligibility status by contacting us at caaan@cornell.edu.

Service as a Cornell Alumni Admissions Ambassador is an at-will position. Volunteers may elect to end participation at their own discretion and Cornell also reserves the right to remove volunteers from the program.