

TEACHING ASSISTANTS & GRADUATE RESEARCH ASSISTANTS

_____ Locate the following documents to bring with you for employment verification:

- Passport, US driver's license and/or identification card
- Social security card if you have one
- International students should also have an I-20 and I-94
- A full list of acceptable documents for the Form I-9 is available at

<https://hr.utexas.edu/current/services/employment-eligibility-verification-i9-docs>

_____ Review the Computer Science "New Student Checklist"

<https://www.cs.utexas.edu/graduate-program/incoming-students>

_____ **Register full-time** for the semester(s) you are employed (9 hours in fall or spring, 3 hours in summer).

<https://registrar.utexas.edu/students/registration>

_____ NON-Texas residents (U.S. and International) - Complete the **Non-resident Tuition Waiver** by reason of employment for teaching assistants and graduate research assistants.

<https://utdirect.utexas.edu/acct/fb/waivers/index.WBX> Click to "Request Waiver." Follow the steps. You will receive a message when your request is approved. This reduces your tuition to the in-state tuition rate. You may request a waiver as soon as registration begins.

_____ Complete all steps on the UT New Student Employee Checklist:

https://hr.utexas.edu/student/new_student_employee_checklist.html

Includes:

- Workday Onboarding Tasks (note: the Workday tasks will not be available to you until after your work appointment is finalized. This may be as late as the first week of classes).
- Compliance training
- [Insurance elections](#)

_____ Tuition and fees **MUST** be paid by 5 p.m. on the 4th class day. Confirm your registration (if zero balance) or pay the required amount to maintain your registration.

<https://utdirect.utexas.edu/apps/studentfinancials/mytuitionbill/>

_____ Graduate Research Assistants (GRA) - Tuition Reduction Benefit (TRB) covering full-time (9 hours in fall/spring, 3 hours in summer) in-state tuition will be applied to your tuition bill once your faculty member's grant admin processes your work assignment. Any fee balance remaining on your bill is your responsibility.

_____ Teaching Assistants - Tuition Reduction Benefit (TRB) covering full-time (9 hours in fall/spring, 3 hours in summer) in-state tuition will be applied to your tuition bill once the CS accounting office processes your work assignment. This may not happen until the first week of the semester. Any fee balance remaining on your bill is your responsibility.

_____ Review Teaching Assistant assignments at:
<https://apps.cs.utexas.edu/taproc/index.php/ta/assignments>

_____ **Reminder:** Teaching Assistant applications are only valid for one semester. Assignments are made approximately 2 weeks before classes begin and are subject to change through the 12th class day. To be considered for a Teaching Assistant position, you must fill out a new application each semester when it opens:
<https://apps.cs.utexas.edu/taproc/>

FOR INTERNATIONAL STUDENTS

_____ All international student employees, please review this [reference checklist](#)

_____ International Teaching Assistant (ITA) English Assessment and Workshop:

- Before beginning work as a **Teaching Assistant** (TA), non-native speakers of English must receive ITA English Certification.
- Review the ITA English Certification information and instructions at: <https://global.utexas.edu/english-language-center/resources/international-teaching-assistants>
- Students are responsible for scheduling their own appointment by visiting the ITA website (see “2. Schedule”)
- There is an \$80 fee for the assessment. PhD students who were admitted with funding offers will have the fee paid by the department.
- Some students may qualify for a waiver of the Assessment Test and Workshop. Visit the ITA website and see Frequently Asked Questions: “Who is Exempt?” If you have questions, please contact Michael Smith, Director of ESL Services, mikesmith@austin.utexas.edu

_____ Social Security Number: A social security number is required for employment.

- If you do not have a social security number and you were awarded a TA or GRA position, you must apply for a Social Security Number (SSN). Instructions for applying for your SSN are available at

<https://global.utexas.edu/isss/life-at-ut/ssn>. To request an Employment Verification Form, please email accounting@cs.utexas.edu.

- **If you already have a Social Security Number, be sure to bring your card** with you; it is needed to process your work assignment.
- If you received a social security number since the time you applied to UT Austin, you must let us know.

_____ **Insurance Waiver:** Graduate students with a benefits-eligible TA or GRA assignment are provided health insurance and may apply for a waiver of the required UT Austin student health insurance fee:

<https://utdirect.utexas.edu/apps/isss/insr/waiver/>

Waiver must be submitted by the **10th class day** (Wednesday, September 8 by 5 pm for Fall 2021). It can take 24-48 hours for the waiver to be applied to your tuition bill.

Additional information about Student Insurance Waivers is available at:

<https://global.utexas.edu/isss/advising-services/insurance/waivers>

Contact the International Office if you have any questions:

insuranceadvisor@austin.utexas.edu

_____ Complete your GLACIER record (<https://payroll.utexas.edu/payroll-info/glacier>). You should receive login instructions via the UT Secure Message System within two weeks of beginning employment.

CS Graduate Office: GDC 2.728, gradoffice@cs.utexas.edu

Campus Mail Code for CS Department: D9500

Human Resources Service Center: 512-471-4772 (Benefits Div.)