

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"

Visit: <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
- Visit: <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:

- Visit: 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.
- Visit: <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
Visit: <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 at: <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 at: <https://global.utexas.edu/iss/advising-services>
- 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/iss/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
- Visit: <https://utdirect.utexas.edu/apps/iss/insr/waiver/>
- Waiver must be submitted by the 10th class day.
- 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/iss/advising-services/insurance/waivers>
- Contact the International Office if you have any questions: insuranceadvisor@austin.utexas.edu

____ Complete your GLACIER record

- Visit: <https://payroll.utexas.edu/payrollinfo/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.)