TEACHING ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS

IMPORTANT DATES
August 18 & 23 New CS graduate student information sessions in GDC 6.302, from 1:30 - 2:30. **Please attend one of these sessions**

August 19 College of Natural Sciences Orientation 2:00 - 3:30, WCH 1.120

August 22 CS department orientation, GDC 2.216 (Auditorium) 10:00 - 11:30, lunch 11:30 - 1:00, and games in Union.

August 23 Office of Graduate Studies - New Graduate Student Orientation https://gradschool.utexas.edu/orientation

CHECKLIST

_____ Review the Computer Science Checklist For New Students, http://www.cs.utexas.edu/academics/graduate/new_students/

_____ Register full-time for the semester(s) you are employed (minimum of 9 hours in Fall or Spring, minimum of 3 hours in Summer). You must be registered and tuition and fees paid for your work assignment (also called an appointment) to be processed. PhDs must be advised before they can register. http://registrar.utexas.edu/students/registration/before/

_____ 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 resident amount only. You may request a waiver as soon as registration begins.

_____ Teaching Assistants - Tuition Reduction Benefit (TRB) will be applied to your tuition bill once the CS accounting office approves your work assignment. Any balance remaining on your bill is your responsibility

_____ 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/acct/fb/my_tuition/my_tuition_home.WBX

_____ Attend one of the two CS information sessions to make an appointment with the accounting office to submit your social security number, proof of identity, and all electronic employment documents. At your appointment, your employee assignment can be created and entered into the UT
System. International students, please see below if you do not have a social security number (SSN)

____ Complete all steps on the UT New Student Employee Checklist: https://hr.utexas.edu/student/new_student_employee_checklist.html
Includes:
- Compliance Modules
- Paycheck profile
- Benefits enrollment
- Optional but strongly recommended Graduate Student Employee Insurance Orientation

____ Check if your work assignment has received all approvals, https://utdirect.utexas.edu/pnbiog/pnbiap.WBX

____ Review Teaching Assistant assignments at: http://www.cs.utexas.edu/academics/graduate/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/ta/index.php

FOR INTERNATIONAL STUDENTS

____ Social Security Number: A social security number is required for employment. Regardless of whether or not you currently have a social security number, when you go to the International Office for check-in, tell them you will be a TA or RA, and ask if you are eligible to apply for tax treaty benefits.

  • If you do not have a social security number and you were awarded a Teaching Assistant or Graduate Research Assistant position, you must be in the U.S. at least 10 days and registered 2 days before you can apply for a social security number. It will take some time for the application to be processed. The government and university have hard deadlines, so arrive early enough for this process! Failure to allow 10 days will delay your paycheck. The Graduate Computer Science office has the necessary form to begin your application for a social security number.

  • If you have a Social Security Number, be sure to bring your Card with you in case 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.
You need official identification and proof of authorization to work in the U.S. before your employment paperwork can be processed.

Teaching Assistants only - International Teaching Assistant (ITA) English Assessment and Workshop:

- Review the Certification Checklist for International TAs [http://world.utexas.edu/esl/ita#reg_check_status]

- Students are responsible for making their own appointment by visiting this web site: [http://tiec.org/tiep/ita.htm]

- Some students may qualify for a waiver of the Assessment Test and Workshop: [http://world.utexas.edu/esl/ita#reg_check_status]. If you have questions, please contact the Texas Intensive English Program [ita.test@tiec.org], phone: (512) 477-9283, extension 145

International Health Insurance waiver: [https://utdirect.utexas.edu/isss/waive_insurance.WBX]

Information about Student Insurance Waivers is available at: [http://world.utexas.edu/isss/insurance/waivers]

Contact the International Office if you have any questions, [insuranceadvisor@austin.utexas.edu]

CS Graduate Office: GDC 2.728, 512-232-7407  
(Katie Dahm, Program Coordinator)

Campus Mail Code for CS Department: D9500

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