

TEACHING ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS

IMPORTANT DATES

- August 23 & 28 New CS graduate student information sessions in GDC 6.302, from 1:30 – 3:00. ****Please attend one of these sessions****
- August 24 Office of Graduate Studies - New Graduate Student Orientation
<https://gradschool.utexas.edu/orientation>
- August 27 CS Department Welcome & Orientation, GDC 2.216 (Auditorium)
10:00 - 11:30, followed by lunch and games in Union.

CHECKLIST

- _____ Review the Computer Science “New Student Checklist”
<https://www.cs.utexas.edu/graduate-program/incoming-students>
- _____ **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).
- _____ **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.
<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 fee 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

- _____ 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](#) (login to UTLearn, search "Graduate Employment Insurance")
- _____ Check if your work assignment has received all approvals,
<https://utdirect.utexas.edu/pnbiog/pnbiap.WBX>
- _____ 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

- _____ 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 will provide the necessary form to begin your application for a social security number at the New CS graduate student info sessions. It is recommended that International Students attend the first session if possible.
 - **If you 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.

_____ 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 ITA English Certification information and instructions at: http://world.utexas.edu/esl/ita#reg_check_status
- Students are responsible for making their own appointment by visiting this web site: <https://instant-scheduling.com/sch.php?kn=2600288&typld=59893&step=2>
- There is an \$80 fee for the assessment. PhD students who were admitted with funding offers will have the fee exempted.
- Some students may qualify for a waiver of the Assessment Test and Workshop: https://world.utexas.edu/esl/students/intl-teaching-assistants#reg_check_status (see Frequently Asked Questions: "Who is Exempt?"). If you have questions, please contact Michael Smith, Director of ESL Services, mikesmith@austin.utexas.edu

_____ International Health Insurance waiver:
<https://utdirect.utexas.edu/apps/isss/insr/waiver/>

Information about Student Insurance Waivers is available at:
<https://world.utexas.edu/isss/insurance/students/waivers>

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

**CS Graduate Office: GDC 2.728, 512-232-7407 gradoffice@cs.utexas.edu
(Katie Dahm, Program Coordinator)**

Campus Mail Code for CS Department: D9500

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