

TEACHING ASSISTANTS & GRADUATE RESEARCH ASSISTANTS

IMPORTANT DATES

August 22 & 27 New CS graduate student information sessions in GDC 2.216, from 1:30 – 3:00. ****Please attend one of these sessions****

CHECKLIST

_____ 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>

_____ **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.

<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/acct/fb/my_tuition/my_tuition_home.WBX

_____ 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.

_____ 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

_____ 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: http://world.utexas.edu/esl/ita#reg_check_status
- 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 exempted.
- 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 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.

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

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

Information about Student Insurance Waivers is available at:

<https://world.utexas.edu/iss/insurance/students/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, 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.)