____ 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 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/isss/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/isss/life-at-ut/ssa.
- 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/isss/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/isss/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.)