Checklist for MCD Fellowship recipients with no TA or GRA in their 1st year.

___ Download and review the Computer Science Checklist For New Students, https://www.cs.utexas.edu/graduate-program/incoming-students

___ After you register for courses, go to UT Direct. Once you are logged in, go to "My Finances," choose “See full category listings” under finances, then select "My Bank Info." Complete the required information in the "Electronic Funds Transfer" section to set up direct deposit. You initial deposit should arrive September 1. https://utdirect.utexas.edu/utdirect/index.WBX

___ Pay or confirm your tuition and fees by the published deadline. (https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX)

Additional information for International Students:

___ When you check-in with the CS Graduate Office, we will need you to answer the following questions:
  • Name
  • UT EID
  • Country of origin
  • What type of visa do you have?
  • Have you ever lived or worked in the U.S.?
  • Will you be employed this semester?
  • Do you have a social security number?
    (DO NOT PROVIDE THE NUMBER – JUST ANSWER 'Yes' or 'No'.)
  • Does your country have a tax treaty? If yes, do you have a tax number? **

** Regardless of whether or not you have a social security number, when you go to the International Office at 2400 Nueces Street for check-in, ask if you are eligible for tax treaty benefits. Per the UT Office of Accounting, there is a mandatory 14% tax withheld from all scholarship/fellowship payments made to non-residents. If you are from a country that has a tax treaty with the U.S., you may be eligible for a refund.

___ Social Security Number (SSN) or Individual Tax Identification Number (ITIN):

If you do not already have a social security number, you are not eligible to apply for one because you are not employed. When you are at the International Office, tell them you have been awarded a full fellowship and ask if you are eligible for an Individual Tax ID Number (ITIN). If yes, you can apply for one. See this link: http://world.utexas.edu/isss/ssn and when received self-
report the number at:  
https://utdirect.utexas.edu/acct/tax/taxreport/index.WBX

• If you do have a social security number and you initially entered it on your Apply Texas application, you should be fine.

• If you have received a social security number since the time you initially applied to UT Austin and you did not enter it on your Apply Texas application, you need to self-report it: https://utdirect.utexas.edu/acct/tax/taxreport/index.WBX

• If you arrive on campus before registration, you should take your social security card to the Graduate and International Admissions Center (GIAC). Otherwise, you will need to wait until you have registered and paid, then take your social security card to the Office of the Registrar which is located in the Main Building (MAI), room 1.

• You should self-report your tax number or social security number as soon as possible to avoid delay of receiving your fellowship stipend check.

____ English Assessment:

• You will need to either take or be cleared of the ITA English Assessment and workshop in your first semester so you can be hired as a TA for the following years. Since ITA appointments are only available a few times in the year, it is your responsibility to check with the ITA Assessment office for scheduling. You need to fulfill this requirement prior to your 2nd year.

• Students are responsible for making their own appointment by visiting this website: 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#cert_exempt_chart . If you have questions, please contact the Texas Intensive English Program http://tiec.org/tiep/ita.htm, email: ita.test@tiec.org, phone: (512) 477-9283, extension 145.

• International Teaching Assistants who pass or conditionally pass the English Assessment must take the ITA Communication Workshop. A link to this can be found below the ITA Program Calendar found here: http://world.utexas.edu/esl/ita#ita_program_calendar

• Preparing for the English Assessment: http://world.utexas.edu/esl/ita-assessment_prep