UCONN

Information for International Graduate Assistants

ISS, The Graduate School,
Payroll, Human Resources,
UCAELI

July 19, 2022

WELCOME! We will begin at 8:00 a.m.

Introduce yourself in the chat. Please tell us your name and where you are joining from.

Hello!

Arthur Galinat, International Student & Scholar Services

Libby Novak, International Student & Scholar Services

Agenda

- ISSS
  - ISSS To-Do List for New Students
- The Graduate School
- UCAELI
- Payroll
- Human Resources

ISSS To-Do List

1. Review ISSS Pre-Arrival Information and "International Student Welcome Guide"
    https://isss.uconn.edu/prepare-for-arrival/

2. Optional ISSS Online Pre-Arrival Modules for New International Students
    a. Complete these online modules prior to arrival in HuskyCT

3. Prepare to arrive on campus by the start of classes
    a. Storrs campus degree students need to arrive by **August 21** for orientation on August 22.
    b. Storrs campus undergraduate, graduate, and exchange students **living on campus** need to arrive and move in **August 20.**
    c. Regional campus students confirm orientation dates with your academic departments and arrive early enough to attend.

4. Upload your photo for your Husky One Card. Follow the instructions here.

Register for ISSS New Student Orientation!

- ISSS New Student Orientation on 8/22/22 is **required** for all incoming graduate students at UConn Storrs.

- Submit the [ISSS Online Registration Form (Storrs Campus)](#) by August 12, 2022.

- If you will live on campus and will move into housing on August 20, you must indicate this on the registration form so that we can inform Residential Life.

- For more information on the ISSS New Student Orientation, visit https://isss.uconn.edu/orientation/

The Graduate School

**Megan Petsa,
The Graduate School**

Graduate Assistants

"Graduate Assistant (GA)" is an umbrella term that includes both Teaching Assistants (TAs) and Research Assistants (RAs).

- **Appointment Start Date**
    - The fall appointment start date is always August 23. The spring start date for the GA contract is ~January 6.
    - GAs are typically expected to be here by the start date of their appointment.
    - You should not begin your GA duties until you are here in the U.S.

- **Registration**
    - Deadline to register: the start date of your GA appointment
    - For GAs, 6 credits is considered full-time. (For non-GA grads, full-time = 9 credits.)
    - You can still adjust your schedule through the add/drop period but you must maintain six credits of enrollment
    - [Important Registration Information for Graduate Students](#)

Graduate Assistants

- **Tuition Waiver and Fee Bill**
  - Your tuition waiver will not appear on your account unless there is both an active payroll authorization (processed by your department) <u>and</u> you are enrolled in six credits.
  - GAs have access to [GA payroll deductions](#) to pay their student fees each semester

- **Stipend Levels**
  - Stipend levels are determined by both program and experience.
    - Level 1 (B) - Master's degree students; doctoral students without a master's or master's equivalency
    - Level 2 (M) - 30 credits or previous master's degree, must be in a doctoral program
    - Level 3 (PhD) - General Exam milestone
  - If Grad Admissions shared in your matriculation letter that they need a copy of your final transcript, please be sure to have your official transcript showing degree conferral sent to The Graduate School from your prior institution. For GAs in a doctoral program, there must be evidence of your conferred master's degree on record in order to be eligible for a Level 2 stipend.

Graduate Assistants

New Graduate Assistant Onboarding Page

- This page will orient GAs who fall under the Graduate Employees Union (GEU) and provide information, resources, and to-do items specific to your role as a GA, including:
    - Social Security Number (SSN) updates
        - Once you have received your SSN, you will need to update both Payroll <u>and</u> Student Admin. To update Student Admin, use the <u>Biographical Update Request Form</u>.
    - GA Health Insurance
    - Parking
    - ITA Orientation and testing
    - Required Trainings

This page will answer many questions you may have as you start your assistantship and will help you connect with the offices that can answer specific questions.

Visit the <u>Graduate Assistant Onboarding Page</u>

Graduate Assistant Trainings

Required Trainings:

- Employee Safety Training Assessment (during your first week of employment)
- Diversity Awareness Training (during your first semester of employment)
- Sexual Harassment Prevention Training (during your first semester of employment)
- Compliance Training (annually)
- New TA Orientation at the Center for Teaching and Learning (Tuesday, August 23)
- International Teaching Assistant Orientation
- "U Got This 2!" Interpersonal Violence Prevention training - required for all new grads

Learn more at The Graduate School's [GA Mandatory Trainings Page](#)

UConn Payroll

Ellen Lowe, Payroll

UConn Payroll

Tax Withholdings:

- Wages are subject to federal and state taxes
- Each individual's situation is different and can affect tax liability
- To determine your withholding,
  - Complete the online [Foreign National Information Form](#) upon arrival in the US
  - I will send you pre populated tax forms with explanations for your review and signature
  - Return your signed tax withholding forms via the secure link [Upload Signed International Tax Forms here](#)

IMPORTANT: The above process may take 1-2 weeks and will not prevent you from being paid.

UConn Payroll

Social Security Number (SSN) and Tax Return:

- SSN is an identification number for tax purposes
- Must be employed to apply for SSN
- ISSS will assist with SSN application process
- Each employed individual will need to file a tax return annually using SSN
- Volunteer Income Tax Assistance (VITA) can assist with tax return filing process https://accounting.business.uconn.edu/undergraduate/vita-program/

IMPORTANT: You can begin working without SSN but you must provide a copy to the Payroll Department via the secure link Upload SSN here so year end tax forms are generated correctly.

UConn Payroll

Additional Information:

- **Form I-9**: Employment Eligibility Form. Must be completed with your department on the first day of hire.
- **Direct Deposit** - Can be set up once you begin working
- **Social Security Number:** Upload SSN here
- **Payroll Website**: www.payroll.uconn.edu
- Students receiving a grant, scholarship or fellowship should contact taxcompliance@uconn.edu for further tax related instructions

Human Resources

https://hr.uconn.edu/

Joanna Smith, Human Resources

UCAELI

Jeannie Slayton,
Director of
Intercultural Programs
& Support, UCAELI

English Proficiency Policy for TA's

All Teaching Assistants for whom English is not a primary language must pass an oral English proficiency test regardless of citizenship or visa status in order to have direct instructional responsibilities. A primary language is defined as a language used to communicate since childhood.

Screening: Begins with the TOEFL or IELTS Speaking score, the PTE score
More information about score requirements can be found on our website:https://ita.uconn.edu/testing-english-proficiency-certification-effective-for-teaching-assistants-starting-in-fall-2014-or-after/

Duolingo scores or Waivers for admission: Interview is the first step of the screening process

ITA Orientation

This orientation is for prospective international TA's who have never taught in the U.S.

International TAs who are coming to UConn after having taught at another U.S. institution should submit written evidence of the TA position to the UCAELI office. English proficiency may be certified based on previous TA experience, but the student is still welcome to attend the UConn ITA orientation.

When: Monday, August 15
Time: Check-in 9:00 AM, 9:15 AM - 12:00 PM
Where: Rowe Center for Undergraduate Education, Classroom 122

Link to register for orientation:

https://ita.uconn.edu/orientation/

*Important note: registration for Orientation does not include microteaching. All students who need a microteaching test must register for that separately.

Microteaching Testing

When: Tuesday, August 16
Time: 9:00 - 2:00 PM
Where: Classroom location to be announced. We are planning for in-person testing at this point.

Link to register for microteaching testing

https://ita.uconn.edu/testing/

Deadline to register for the microteaching test: July 29th

*If you need a microteaching test, you must register for the test separately from Orientation.

Important Upcoming Dates

- **Monday, 8/01/2022**- Deadline to pay fee bill for Undergraduate students
- **Sunday, 8/07/2022-** Early move-in for new graduate students living on campus at Storrs
- **Friday, 8/12/2022-** Deadline to register for ISSS New Student Orientation
- **Saturday, 8/20/2022**- New Student Move-In for incoming graduate students, undergraduate students admitted for fall 22, and undergraduate students who started their program abroad
- **Monday, 8/22/2022**- ISSS New Student Orientation
- **Wednesday, 8/24/2022-** International Graduate Student Health Screening

Questions

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International Student and Scholar Services (ISSS)   international@uconn.edu

The Graduate School gradschool@uconn.edu

UCAELI - register-ucaeli@uconn.edu

Payroll - payroll@uconn.edu

Human Resources - Benefits@uconn.edu