Information for International Students
To accompany the Initial Letter of Offer
for Graduate Teaching Assistant (TA) Appointments

Immigration Requirements

This appointment is contingent upon maintaining your immigration status. Employment cannot commence until you have the appropriate visa category. Employment cannot exceed 50% of full-time (20 hours per week) during the Spring and Fall semesters. You are permitted to be employed at 100% full-time (40 hours per week) during Winter and Summer breaks.

Orientation

You must attend the Center for International Education International Student and Scholar Services (ISSS) mandatory orientation. Please check in with their office, Garland Hall Room 138, within three days of your arrival in the U.S.

English Proficiency

Before the semester begins, non-native English-speaking TAs may be required to take an English proficiency assessment depending on the score achieved in the spoken portion of the TOEFL iBT. The UW-Milwaukee International Teaching Assistant Assessment (MITAA) is given by the ESL Programs Office. There is no charge for the assessment. Please consult ESL Information for International Teaching Assistants and check with your Department. Advance registration is required. The form and testing dates are available on the ESL Web site.

If you are required to take the MITAA, and if your score indicates that you need additional training in order to accomplish your classroom duties, you will be required to take the Oral Skills non-credit course for international teaching assistants until you meet the requirement. The tuition for 2013-2014 is $1,350. Some Schools and Departments will reimburse the cost of the course for international teaching assistants who achieve a passing MITAA score at the end of the course. Please contact the ESL Programs Office at esl@uwm.edu for additional information.

Social Security Card

You are responsible for obtaining a Social Security number. Upon arrival to UWM the ISSS office will give you instructions on applying for a Social Security number. As soon as you have obtained a Social Security number, a W-4 form entitled Employees Withholding Allowance Certificate must be submitted to the Payroll Office.
Health Insurance

Adequate health and accident insurance is required of all international students attending UWM. Contact the Benefits Office at benefits@ubwm.edu within the first thirty (30) calendar days of your initial contractual date of hire, which most likely will be an earlier date than the first day of classes to apply for health insurance benefits. You will need to bring a copy of your health insurance application to the ISSS office after completing it at the Benefits Office. You also will need to complete the Insurance Waiver Form at ISSS.

Taxes

Non-resident alien students receiving fellow, scholar, and graduate assistant stipends or salaries (including research assistants) will have federal income tax withheld through the UWM payroll system. Students from countries that have a treaty with the U.S. may file a petition for an exemption. Students who have further questions may contact the Payroll Department at 414-229-5804.

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