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

Immigration Requirements

This graduate assistant 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’s (CIE) 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.

International Student Fee

All international students are assessed a $100.00 fee per semester for international student services provided by CIE. You will see this fee each semester on your UWM PAWS account.

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 English as a Second Language (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 additional English proficiency classes until you meet the requirement. 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. Your graduate assistant appointment comes with the same health insurance that is available to faculty and staff at the university. Contact the Benefits Office at benefits@ubwm.edu within the first **thirty (30) calendar** days of your initial contractual date of hire, which is close to the time of your orientation, to apply for health insurance benefits. You will also be charged an $80.00 fee per year for international medical evacuation and repatriation insurance coverage to supplement the UWM employee health insurance you select. You will receive information from the International Student and Scholar Services (ISSS) office about enrolling for this additional required insurance.

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. Student 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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