



University at Buffalo
The State University of New York
College of Arts and Sciences
General Education Program

ADDITIONAL ITEMIZED CHECKLIST FOR TEACHING ASSISTANTS

IMPORTANT: FAILURE TO REVIEW AND COMPLY WITH ALL OF THE ITEMS ON THIS CHECKLIST COULD RESULT IN A DELAY IN YOUR APPOINTMENT AND/OR YOUR FIRST PAYCHECK.

Once you have been accepted by your department and have sent in your paperwork for your appointment as a Teaching Assistant in the General Education Program, you must:

- **Register for classes. You will not be appointed until you register for classes.** You will not be able to get your UB ID card or get your UB IT name for accessing your UB mail until you have registered for classes. Failure to register for classes in a timely manner affects your tuition waiver (late fees will accrue) and delivery of your first paycheck.
- If registering for less than nine hours, apply for certification for full-time status immediately. You must have completed the minimum credit hours required for your primary degree in order to be eligible to do so and you must have prior approval to register for less than nine hours. Your department will provide you with the proper forms. Copies must also be provided to the General Education Program in 826 Clemens Hall. If you have completed the minimum credit hours required for your primary degree, you must also apply for a Waiver of Time Limit in order to be eligible for any future tuition scholarship. Please review these matters carefully with your Director of Graduate Studies.
- Get prior approval from Associate Dean Jeri Jaeger for any extra-service work you are offered.
- Contact your assigned professor as soon as possible to arrange to meet and discuss your duties.
- Arrive on campus no later than one week prior to classes.
- You must also register and attend the workshop for TA's which takes place in August if you have not already done so. Registration will be available at: <http://www.etc.buffalo.edu/workshops/default.asp>
- Go to 826 Clemens Hall upon arrival on campus to make sure all paperwork is properly completed. This is mandatory for all TA's. Failure to do so may result in the delay of your first paycheck. **All new appointments must provide documentation of citizenship. For US students this usually means a drivers license and social security card. For international students, important documentation includes your Passport and VISA, the I-94 (the small white card usually stapled inside the passport), and the I-20 (Certificate of Eligibility for Nonimmigrant [F1] Student Status). Please send photocopies of these documents for your file with this application packet.**
- When you arrive, make sure that 826 Clemens Hall has your local address and telephone number.
- Validate your new university email account as soon as you arrive. You must use your university account, as all email contact from this office will be sent to that address only. If you do not ordinarily use your university account, you must have your university mail forwarded to your primary email account.
- **Begin the Residency Application process immediately.** For additional information on this process, visit the Student Response web site at <http://src.buffalo.edu/studentaccount/residency.shtml>
- Apply for your health insurance coverage within the first 30 days of your employment and attend the related employment orientation session offered through Personnel Services Benefits Administration. For additional information, visit the Graduate Student Employees Union web site at <http://wings.buffalo.edu/student-life/graduate/gseu/>.
- Attend World Civilizations Committee meetings each month if they do not conflict with your class or teaching schedule. Useful presentations and information are disseminated at these meetings and attendance is taken.