

UCONN

Information and Deadlines for International Graduate Students

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

June 14, 2023

WELCOME! We will begin at 8:30 a.m.

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

Hello!



**Jennifer King,
International Student &
Scholar Services**



**Dana Foster,
International Student &
Scholar Services**

Agenda

- Getting to know you
- The Graduate School
- Payroll
- Human Resources
- UCAELI
- Upcoming Webinars and Important Dates and Information



What UConn campus are you admitted to?

① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.



What country are you joining us from today?

① Click **Present with Slido** or install our [Chrome extension](#) to activate this poll while presenting.

The Graduate School



**Megan Petsa,
The Graduate School**

Contact us:

**860-486-3617 | www.grad.uconn.edu |
gradschool@uconn.edu |
megan.petsa@uconn.edu**

The Graduate School's New Student Orientation

The Graduate School's New Student Orientation

- For all newly-matriculated graduate students
- Fully online
- New graduate students will receive an emailed invitation
- Modules through HuskyCT can be done asynchronously
- A recording of the Fall 2021 welcome and student panel is available on our [YouTube channel](#)

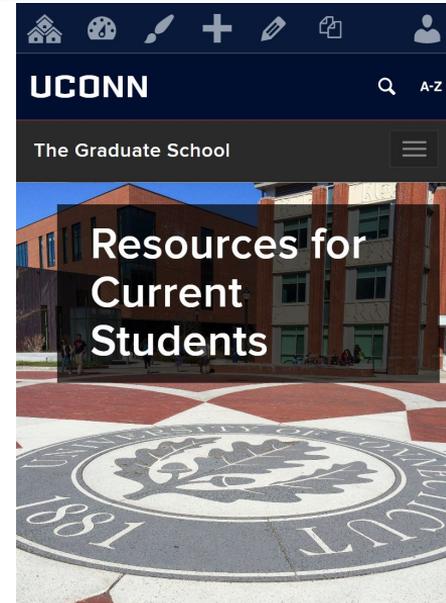
The Graduate School's Orientation Page

- You can find details about our orientation here along with links to other University orientations and resource pages
- Continually updated--check back for updates!
- Visit our [Orientation Page](#)



Information for New Graduate Students

- **Information for New Graduate Students** webpage
 - What you need to know and what you need to do to get off to a great start, including information on:
 - Registration resources
 - Technology tutorials
 - Housing options
 - Policies and procedures
 - Visit our [Information for New Graduate Students](#) page
- **Arrive on time**
 - Per the Graduate Catalog, grads in on-campus programs are required to be here by the first day of the semester or the start date of their GA appointment



As you continue on your graduate student journey, there will be challenges along your path. We created this repository of resources to help current students at all stages of their graduate journey. There are links to important forms, student services, and opportunities on campus. We hope these resources will foster academic, professional, and personal growth.

Registration and Fee Bills

- **Registration**

- Register for classes every semester
- Self-enroll through the [Student Administration System](#)
- Full-time enrollment for graduate students is nine credits, unless appointed as a GA. If appointed as a GA, full-time is six credits.
- [Important Registration Information for Graduate Students](#)
- [Review holds](#) on your account
 - “U Got This 2!” Interpersonal Violence Prevention training
 - Student Financial Responsibility Agreement
 - GEMB hold - cannot be removed until present in the U.S.
- Add/drop period ends the tenth day of the semester

- **Fee Bills**

- Due date for grads is the Friday before classes begin
- Direct questions to the Office of the Bursar at bursar@uconn.edu

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) and you are enrolled in six credits.
- GAs have access to [GA payroll deductions](#) to pay their student fees each semester. Payroll deductions must be enrolled in by the tenth day of the semester. Enrollment does not carryover each term.

- **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) - Doctoral students with 30 graduate-level credits or previous master's degree in a related field of study
 - Level 3 (PhD) - Doctoral student who have the General Exam milestone on their record
- 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

Graduate Assistant Onboarding Page

- This page will orient GAs who fall under the Graduate Employee 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 and Student Admin. To update Student Admin, use the [Biographical Update Request Form](#).
 - 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 [Graduate Assistant Onboarding Page](#)

Graduate Assistant Trainings

Required For All GAs:

- 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)

May Be Required for Your Position:

- New TA Orientation at the Center for Teaching and Learning (Tuesday, August 22)
- International Teaching Assistant Orientation (Monday, August 14)

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

New Student → Current Student

The Graduate School is here to support you at all stages of your graduate career.

Read about academics, guidance and support, career support, and more at our [Current Student Resources Page](#)

[Graduate Student & Postdoctoral Affairs \(GSPA\) Team](#)

What Does GSPA Do?

Supports graduate education by developing engaged communities across multiple disciplines at the University of Connecticut. We help graduate students and postdoctoral scholars across the University achieve their academic, professional, and personal goals during their time at the University of Connecticut.

How Can GSPA Help You?

- Advocacy and Referral
- Individual Direct Private Support
- Mediation and Conflict Resolution
- Academic Leave of Absence
- Partner with Grad Student Organizations

UConn Payroll



Ellen Lowe

**Jessica Lowrey-Manning,
Payroll**

<https://payroll.uconn.edu/>

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.

Foreign National Information Form

Complete the online [Foreign National Information Form](#) upon arrival in the US

Visit: <https://payroll.uconn.edu/forms/>

> Foreign National Information Form

Scan and Bookmark

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



Human Resources

Graduate Assistant/Intern/Fellow Benefits Overview

hr.uconn.edu | hr@uconn.edu | Phone: 860-486-3034

**Joanna Smith,
Human Resources**

Graduate Assistant/Intern/Fellow Benefits Overview

Medical & Dental Benefits Information

Who is Eligible

- Legally married spouse or civil union partner
- Children to age 26 (end of year) unless disabled.
 - › Biological | Adopted | Step | Support Ordered
 - › Guardianship (must live with you)

Important:

- You may only enroll dependents who are eligible under the rules of the plan.
- As your family situation changes, be sure that the people you have covered are still eligible.
- It can be a costly oversight if you continue to cover an ineligible person.



Medical & Dental Benefits Information

Effective Date

- First of month following hire date

FALL: September 1st

SPRING: February 1st

Changing Your Elections

- Annual Open Enrollment held in August
- Changes effective September 1st each year

Qualifying Status Change/Life Event:

- Notify HR within 31 days
- Changes effective first of the month following life event date
- Proof documentation required



Life Event Examples

- Marriage
- Divorce/Legal Separation
- Birth/Adoption
- Loss of Coverage through another source

POS MEDICAL BENEFIT SUMMARY



| IN NETWORK | CT Partnership Plan |
|---|-------------------------------------|
| Medical Office Visit | \$15 Co-pay |
| Specialist Office Visit | \$15 Co-pay |
| Vision Exams (one per calendar year) | \$15 Co-pay |
| Inpatient Hospital | \$0 Co-pay |
| Outpatient Surgical | \$0 Co-pay |
| Emergency Room | \$35 Co-pay (waived if admitted) |
| Urgent Care | \$15 Co-pay |
| Walk In | \$15 Co-pay |
| Lab/ X-Ray High Cost Radiological & Diagnostic Tests | \$0 Co-pay |
| Acupuncture (20 visits/year) | \$15 Co-pay |
| Chiropractic | \$0 Co-pay |
| Nutritional Counseling (3 visits/year) | \$0 Co-pay |
| Physical/Occupational Therapy | \$0 Co-pay |
| Durable Medical Equipment | \$0 Co-pay |
| Routine Hearing Screening (as part of an exam) | \$15 Co-pay |
| Deductible | Not applicable |
| Coinsurance | Not applicable |
| Max out of pocket | \$2,000 individual / \$4,000 family |

| PREVENTIVE SERVICES | CT Partnership Plan |
|---|---------------------|
| Primary Care (Adult and Child Wellness Exams) | \$0 Co-pay |
| Gynecologist Wellness | \$0 Co-pay |
| Mammogram | \$0 Co-pay |
| Lifetime Maximum | Unlimited |

| OUT OF NETWORK | CT Partnership Plan |
|-------------------|-------------------------------------|
| Annual Deductible | \$300 individual/\$900 family 20% |
| Coinsurance | of allowable UCR charges |
| Max Out-of-Pocket | \$2,300 individual / \$4,900 family |
| Lifetime Maximum | Unlimited |

| PRESCRIPTION COVERAGE | MAINTENANCE DRUGS* | NON-MAINTENANCE DRUGS |
|-------------------------------------|-------------------------------------|-----------------------|
| Generic | \$5 | \$5 |
| Preferred/Listed Brand Name | \$10 | \$20 |
| Non-Preferred/Non-Listed Brand Name | \$25 | \$35 |
| Annual Maximum | Unlimited | |
| Max out of pocket | \$4,600 individual / \$9,200 family | |

*For maintenance drugs, you are required to get 90-day fills at the Maintenance Drug Network

***Different from the Student Health Insurance (SHIP)**

Special Notes for J-1 Visa Holders

Medical Evacuation and Repatriation of Remains supplemental insurance

CT Partnership Plan Insurance is very comprehensive! You can see an overview of the CTPP coverage [here](#). While the coverage is good, it does not include “Repatriation or Remains” or “Medical Evacuation” coverage which are required of all J-1 visa holders. Graduate Assistants enrolling in the CTPP with a J-1 visa will need to purchase supplemental insurance that covers “Repatriation or Remains” and “Medical Evacuation” to maintain your J-1 status.

Supplemental Insurance covering “Repatriation or Remains” and “Medical Evacuation” is required for all J-1 visa holders. While it is not required for F-1 visa holders it is a very good idea to purchase this supplemental coverage in the event of a medical emergency.

Article 22 of the GEU contract permits for reimbursement of repatriation insurance by the university for international GAs covered by the GEU contract. International GAs who purchase supplemental insurance should contact HR@uconn.edu to learn how to be reimbursed for this coverage.

Medical Plan

2023-2024 Monthly Premiums

| | |
|---------------|----------|
| Employee Only | \$21.67 |
| Employee + 1 | \$120.00 |
| Family | \$151.83 |

Rates are subject to change each year on September 1st and are communicated during the annual open enrollment, held in August each year.



Where to Find Benefits Information

CARE COMPASS



OFFICE of the
STATE COMPTROLLER



**Centralized online
hub dedicated to
state health plan**



Concierge Services

The screenshot shows the Quantum Health website interface. At the top left is the Quantum Health logo, and at the top right is the CARE COMPASS logo. Below the logos is a navigation bar with a phone number (833-740-3258), a 'FOLLOW US' button, and 'SIGN IN' and 'CREATE ACCOUNT' buttons. A secondary navigation bar contains 'Active Employees', 'Retirees', and 'Partnership' links. The main content area features a large blue banner with the text: 'Your home for all State of Connecticut employee benefits information' and 'Your personalized health benefits portal powered by Quantum Health is waiting for you.' Below this is a prominent orange 'CREATE AN ACCOUNT' button, followed by the text 'or SIGN IN TO YOUR ACCOUNT'. At the bottom left of the banner, there are logos for 'Powered by Quantum Health' and 'Use the app!' with 'Android' and 'iOS' app store icons. The banner background features a silhouette of a person with arms raised next to a bicycle against a sunset sky. Below the banner are two icons: 'Forms' (a document with a pencil) and 'Benefits Enrollment' (a person icon surrounded by various benefit symbols like a dollar sign, a shield, a house, and a plus sign).

Information from Anthem

WEB & MOBILE PLAN RESOURCES



www.anthem.com/statect includes details and plan resources associated with your medical benefits through Anthem. You'll find:

- Find doctors in-network for your plan
- Registration and login links to secure plan information
- Health and wellness programs that are part of your coverage
- Audio/Video tutorials on our new and enhanced digital resources
- Links to FREE community and caregiver support resources
- Many more tools and resources...



Don't Forget! Your online plan experience will be more personalized and easier when you access and search for information as a registered anthem.com/statect user.

NEW! SYDNEY HEALTH MOBILE APP



Sydney Health is Anthem's Mobile App.
Anthem resources in the palm of your hand!

Register and log-in to

- Check benefits information and claims details
- Search for doctors, hospitals and other health care professionals in your plan
- View, email and fax your digital ID card
- Seamless access to other resources through our Sydney Care Health Tool

PLUS -- Sydney Health can suggest resources to help you understand your benefits, improve your health and save money!

More Online Tools:

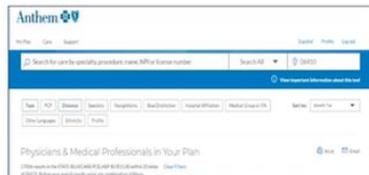
- Symptom Checker
- Virtual Health Visits
- Aunt Bertha – Help with food, transportation, job training and more.
- ianacare – FREE app connects you to a personalized caregiver support team that helps you in providing care for your loved one.

FIND DOCTORS & PROVIDERS



Our enhanced **Find Care** tool makes it easier to find high-quality doctors and other health professionals in your plan.

- Specialties and quality ratings
- **NEW!** Network of Distinction doctors
- Site of Service and Preferred Value Tier 1 Providers
- Side-by-side comparisons of different doctors
- Whether a doctor is accepting new patients
- More intuitive application and more powerful search capabilities



NEED HELP? Go to anthem.com/statect for detailed 'Find Care' search tutorials.

Cigna Dental Benefit Summary
University of Connecticut Partnership Plan
Plan Renewal Date: 09/01/2022



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.

| Cigna Dental PPO | | | | |
|---|---|-------------------------|--|-------------------------|
| <i>Network Options</i> | <i>In-Network:</i> State of CT Client Specific Network | | <i>Non-Network:</i> See Non-Network Reimbursement | |
| <i>Reimbursement Levels</i> | Based on Contracted Fees | | Maximum Allowable Charge | |
| <i>Calendar Year Benefits Maximum</i> Applies to: Class I, II & III expenses | \$3,000 | | \$3,000 | |
| <i>Calendar Year Deductible</i> Individual Family | \$50 \$150 | | \$50 \$150 | |
| <i>Benefit Highlights</i> | <i>Plan Pays</i> | <i>You Pay</i> | <i>Plan Pays</i> | <i>You Pay</i> |
| <i>Class I: Diagnostic & Preventive</i> Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Space Maintainers: non-orthodontic | 100% No Deductible | No Charge | 100% No Deductible | No Charge |
| <i>Class II: Basic Restorative</i> Sealants: per tooth Emergency Care to Relieve Pain Restorative: fillings Oral Surgery: minor and major Anesthesia: general and IV sedation Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments | 80% After Deductible | 20% After Deductible | 80% After Deductible | 20% After Deductible |
| <i>Class III Benefit Waiting Period applies for 12 months. Applies to New Hires Only.</i> | | | | |
| <i>Class III: Major Restorative</i> Endodontics: minor and major Periodontics: minor and major Inlays and Onlays Prosthesis Over Implant Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures | 50% After Deductible | 50% After Deductible | 50% After Deductible | 50% After Deductible |

Dental Plan

2023-2024 Monthly Premiums

| | |
|---------------|---------|
| Employee Only | \$10.67 |
| Employee + 1 | \$21.51 |
| Family | \$43.03 |

Rates are subject to change each year on September 1st and are communicated during the annual open enrollment, held in August each year.



Enrolling in Medical, Dental & Life Insurance

HR emails you enrollment instructions

- ›HR sends an email to your UConn account notifying you of the system availability and instructions for enrolling
- ›Newly hired employees will have access to CORE-CT the day following their date of hire
- ›A job aid for enrolling in benefits is available at www.ess.uconn.edu

You enroll for benefits online using ebenefits in Core-CT

- ›Upload proof documents required for dependents you are enrolling
- ›HR will provide a confirmation email to you, detailing your elections, after your enrollment has been processed
- ›Review the confirmation email and notify HR of any changes within the printed deadline

***Graduate Fellows do not have CORE-CT access and will be directed to an online form to submit elections**

Carriers mail benefit ID cards to your home

- ›Anthem for Medical/Prescription
- ›CIGNA for dental
- ›Contact Health Navigator if services are needed prior to receipt of cards
- ›ID cards are mailed to an employee's address listed in CORE-CT

You review deductions for accuracy

- ›The UConn Payroll Office will set up deductions manually to collect monthly premiums, as Grads are not paid over a 12-month period
- ›Paycheck dates where you will see deductions may be found at <https://hr.uconn.edu/ga-health-insurance/>

***Graduate Fellows are charged via their Fee Bill**

Human Resources Contact Information



Depot Campus
9 Walters Ave.
Storrs, CT 06269-5075

Human Resources: 860-486-3034
Fax Line: (860) 486-0378
Email: hr@uconn.edu

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 14

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 15

Time: 9:00 - 4:00 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**

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

Upcoming and Past Webinars

<https://iss.uconn.edu/webinars/>

Wednesday, June 28, 2023- Making Friends and Finding Yourself at UConn



ISSS New Student Webinars

Graduate Student Orientation Undergraduate Student Orientation UConn Orientation Events (All Campuses) **ISSS New Student Webinars**

Orientation for Visiting Scholars

Submit a Question in advance for the ISSS New Student Webinar [↗](#)

April 5, 2023 8:30 am-10:00 am

New Student Webinar: How to Accept Admission and Request Your Form I-20/DS-2019

Welcome new Huskies! Join staff from Admissions, The Graduate School and the International Student & Scholar Services to learn the steps you must take to finalize your admission with UConn and what you need to do to request your form I-20 and start the process to apply for your student visa.

Review Slides [Here](#) [↗](#)



May 10, 2023 8:30 am-10:00 am

New Student Webinar: Immigration Procedures and Applying for Your Visa

Welcome new Huskies! Join ISSS for a webinar for new international students coming to UConn for fall 2023 all about applying for your visa and arriving in the U.S. Meet staff from International Student and Scholar Services (ISSS) to learn about the steps needed to apply for your student visa.

Join Here: <https://uconnvtc.webex.com/uconnvtc/j.php?MTID=maa6757d2903c53f8f8dc3914c0a94663> [↗](#)

Password: Webinars2023



May 24, 2023 8:00 am-9:30 am

New Student Webinar: Finding Housing at UConn

Welcome new Huskies! Join ISSS for a webinar for new international students coming to UConn for fall 2023 all about finding housing. Meet staff from UConn Residential Life and Off-Campus and Commuter Student Services. Learn how to apply for on-campus housing, how roommates are selected and what you need to do to live on-campus for fall 2023. Looking for an apartment off-campus? Off-Campus and Commuter Student Services will discuss strategies for finding housing, finding a roommate and identifying apartments close to campus or the UConn bus line.



Important Arrival Dates

Friday, August 11, 2023 - Early Move-in Date for Graduate Students (additional fee)

Friday, August 18, 2023- Early Move-in Date for International Graduate

Important Information and Upcoming Dates

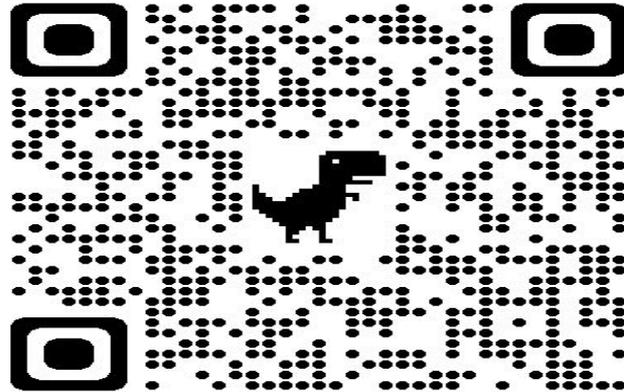
Review ISSS Pre-Arrival Information and “International Student Welcome Guide”

<https://issu.uconn.edu/prepare-for-arrival/>

Saturday, July 1, 2023- Deadline to submit Health History Form

Monday, August 14, 2023- ITA Orientation (International Teaching Assistant who never taught in the U.S.)

Monday, August 21, 2023- Mandatory International Graduate Student Orientation for Storrs campus students. Sign up here:



Important Information and Upcoming Dates

Thursday, August 24, 2023-Student Health & Wellness Screening for Graduates students

Friday, August 25, 2023 Deadline to pay fee bill for **GRAD, LAW, LLM**

Questions



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

The Graduate School
gradschool@uconn.edu

Payroll - payroll@uconn.edu

Human Resources - Benefits@uconn.edu

UCAELI - register-ucaeli@uconn.edu