

Dear Graduate Teaching Assistants,

Welcome to the Department of Mathematics. We have posted at [Resources for New Graduate Students](#) important information that you will need to plan your arrival and the first two weeks at the University of Kansas. Graduate teaching assistants (GTA) will assume their responsibilities on August 14, 2017.

Some of the meetings you should be aware of are:

- Graduate Teaching Assistant mandatory activities
  - University Training - About Teaching: New GTA Conference, August 14<sup>th</sup>
  - Online Blackboard Tutorial for New GTA's
  - GTA Follow-up sessions
- Mathematics Department mandatory activities - August 14-18<sup>th</sup>

Employment documents should be completed and submitted before August 18, 2017 in order to receive your first paycheck on time. Most of these documents are online.

We have also provided links to the Office of Graduate Studies, International Student Services, Human Resources and Student Health Services.

The Mathematics Department will pay the orientation fee (\$215) and ISS check-in fee (\$35) for the international students to attend the New International Student Orientation (You at KU). Just follow the enrollment procedures at the Office of International Student Services website.

When you arrive at KU, please check-in at the Mathematics Department office, no later than August 14th. We are excited to have you here and we look forward to working with you.

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