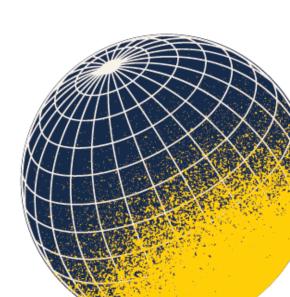


GLOBAL INITIATIVES

International Services and Engagement Office

Welcome to UC San Diego:

Teaching Assistantships & English Language Requirements

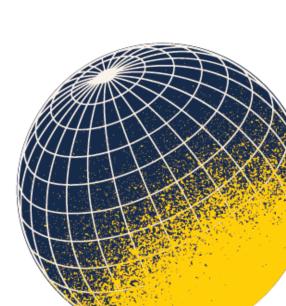


WELCOME to UC San Diego!



UCSan Diego

DIVISION OF GRADUATE EDUCATION
AND POSTDOCTORAL AFFAIRS



Presenters



Grace Fuller

International Services and Engagement Office (ISEO)

Shana Slebioda

- Student Services Advisor
- Division of Graduate Education and Postdoctoral Affairs (GEPA)

Jessica Quinn

- English Language Certification Exam (ELCE)
- International Programs, Extended Studies

Erilynn Heinrichsen

- Assistant Director of Engaged Teaching
- Teaching and Learning Commons

Sarah Carvalho

- Engaged Teaching's Language and Teaching Development Program
- Teaching and Learning Commons

Minju Kim

Engaged Teaching's Postdoctoral Scholar (Teaching and Learning Commons)

Agenda

- Graduate Admissions Reminders
- English Proficiency Requirements for Teaching
 Assistants
- Support for Instructional Assistants (IAs)
- Upcoming Webinars & Additional Resources
- Q&A





Before We Begin



You are in listen-only mode. You can hear us, but we can't hear you.



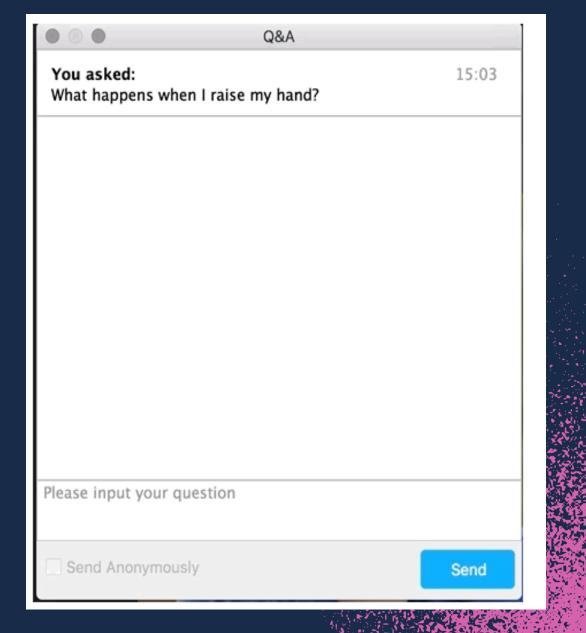
Ask questions – Use the Q&A feature to submit questions. You can also contact us at iContact.ucsd.edu



We're recording.
You'll be able to view this webinar recording at
iNewStudentWebinars.ucsd.edu

CONTROL - I PANEL





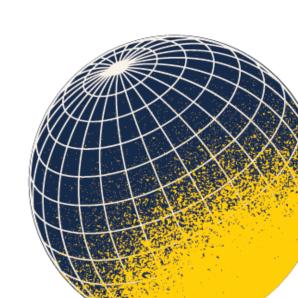


First Steps Checklist

UC San Diego

GLOBAL INITIATIVES

International Services and Engagement Office



Reminders from Graduate Admissions



- •Log into your application account at https://connect.grad.ucsd.edu/apply/ and view your application portal. Be sure to fill out the Statement of Legal Residence form if it is listed as a "to-do" item. This form is not required for all programs if it is not listed, there is no action for you to take on this.
- •Most students are "provisionally admitted" at this time. Please submit the items listed under your "Pending Admissions Documents" section in your portal to finalize your admission.
- •Please contact <u>gradadmissions@ucsd.edu</u> if you have questions regarding your pending admissions documents.

GEPA Announcements

Welcome to your UC San Diego Applicant Portal

Home

Your Checklist Items

Program Information

Financial Support

FAQ

Thank you for your interest in UC San Diego. This applicant portal will be an important source of information for you throughout the application process. Please bookmark this page and check back for updates regularly!

Your application reference number is

Visit the tab Your Checklist Items above to ensure that all of your required application documents have been submitted.

Status Update

An update to your application was last posted June 5, 2024.

View Update >>

Your Status: Accepted

We have received your decision to accept your admission to UC San Diego! You may access your official admissions letters at any time using the "View Update" link above.

At this time, your admission status is Provisional. This means that there are documents you need to submit to the Graduate Admissions Office in order to finalize your admission. Please visit <u>Your Checklist Items</u> to see what documents are still pending. Provisional status does not affect your ability to begin other admissions procedures. You are officially admitted and will be able to register for courses, sign up for housing, and begin financial aid or visa paperwork.

In addition to Your Checklist Items, please read over the following pages for more important next steps!

- · What to Do Immediately
- Before You Arrive on Campus
- When You Arrive on Campus
- International Students

Forms

Please complete the following forms:

✓ 06/05/2024 Decision Reply Form Display

✓ 06/16/2024 Statement of Legal Residence Display

Welcome to your UC San Diego Applicant Portal

Home

Your Checklist Items

Program Information

Financial Support

FAO

Required Documents

You are required to submit the following official documents in order to finalize your admission:

• Final official transcript with conferral - University of Pittsburgh (Bachelor of Science). Document has been received and is in queue for processing.

The Graduate Admissions Office begins reviewing official documents in **June** for incoming Summer and Fall students. Please be sure to check this portal often in case there are updates regarding your pending admission documents. If you have any questions about your required documents, please email us at gradadmissions@ucsd.edu with your application reference number or PID.

The deadline to submit the above documents is the fourth Friday of your first quarter of enrollment at UC San Diego. Failure to submit documents by this date will result in a hold on future registration until the documents are received. View the current Academic Calendar to see when your first quarter of enrollment begins.

How to Submit a Final Transcript

A <u>final transcript</u> is required for any degree(s) earned at institutions within the United States, and in some cases is required for coursework completed at institutions where you did not earn a degree (either domestic or international).

Please have your transcript sent directly to Graduate Admissions using one of the three options below. Transcripts must be the final version, which includes all grades and coursework completed, any degree(s) received, and the date(s) of degree conferral (if applicable).

Option 1: Parchment. Select "University of California San Diego Graduate Admissions" as the recipient in the menu provided by Parchment. This is the best way to ensure your academic materials reach our office and your applicant file in a timely manner.

Option 2: Other e-transcript service/electronic submission of materials. Have your institution send the documents to gradadmissions@ucsd.edu. Please note that you may not email your materials yourself. Documents must be sent by officials from the issuing institution or through a secure, third-party service such as National Student Clearinghouse.

Option 3: Mail. Have your institution send the documents to Graduate Admissions at the address listed below. Please note that we cannot accept documents that were opened or sealed by the student. Documents must be received in an envelope sealed by the issuing institution.

University of California San Diego

Graduate Admissions

9500 Gilman Drive #0003

La Jolla, CA 92093-0003

Your transcript must state the degree conferred to you and the date of degree conferral (if applicable). We do not accept transcripts that have pending grades or in-progress coursework.

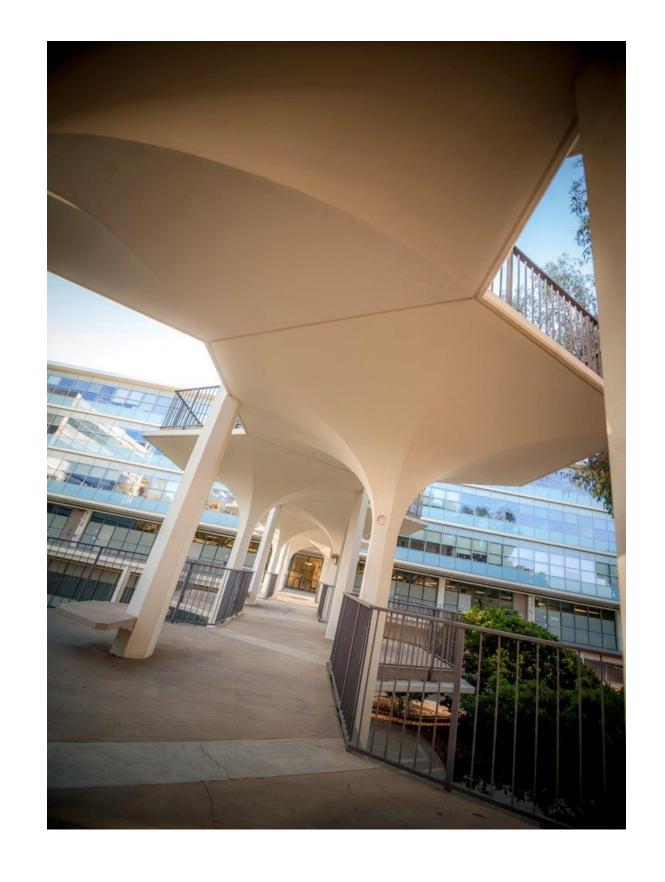
ACADEMIC EMPLOYMENT

Graduate Student Researchers (GSR):

 Graduate student who performs research as a condition of receiving financial remuneration from funding generated by the University in an academic department or research unit, provided that the graduate student is performing this funded research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator.

Academic Student Employees (ASEs):

- Associate Instructors/ Teaching Assistants/ Readers/ Tutors
- For more information on the types of academic student employment visit <u>GEPA's website</u>



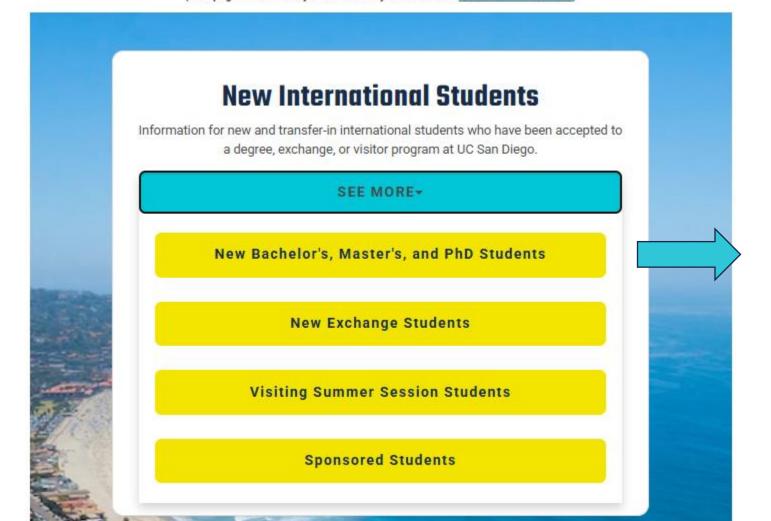
iNewDegreeStudent.

ucsd.edu



Starting a New Program at UC San Diego

(This page has a friendly link that's easy to remember: iNewStudent.ucsd.edu)



New Undergraduate and Graduate Degree Students

CONGRATULATIONS! Newly Admitted **Bachelor's, Master's, and PhD International Students**: The International Services and Engagement Office (ISEO) congratulates you on your admission to the University of California, San Diego!

This page provides a comprehensive guide for newly admitted international undergraduate and graduate students on obtaining their U.S. student visa (F-1 or J-1) and preparing for their arrival to the United States.

Summer Session Visiting Student: if you will only be enrolling with UC San Diego for Summer Session and will **not** matriculate into a UC San Diego degree program, please visit <u>ISEO's New Summer Session Visiting Page</u>.

Step 1: Apply for F-1 or J-1 Certificate of Eligibility

To apply for an F-1 or J-1 visa stamp at a U.S. consulate/embassy, OR to transfer your SEVIS record to UC San Diego (if applicable), you must request that ISEO issue you the appropriate visa status certificate of eligibility document, called the Form I-20 (for F-1 students) or the Form DS-2019 (for J-1 students).

iServices.ucsd.edu will open on MONDAY, MARCH 3, 2025 (9:00 AM Pacific Standard Time) for newly admitted Summer 2025 and Fall 2025 international students to begin requesting their immigration documents.

Required Accounts

Set up your PID and Active Directory Accounts:

- 1. UCSD Password for Personal Identification number (PID)
- 2. UCSD E-Mail (Active Directory)
- 3. Statement of Legal Residence

NOTE: Once you decide you are coming to UC San Diego, you'll need to set up these required accounts in order to access most UC San Diego portals

English Language Requirements for Teaching Assistants

English Proficiency for Teaching Assistants

A policy of the Division of Graduate Education and Postdoctoral Affairs (GEPA)

All international graduate students at UC San Diego are required to demonstrate a high level of oral and aural competence in the English language before they can be appointed as a Teaching Assistant (TA).

Condition of Employment

International TA candidates must satisfy the oral English proficiency requirement before being hired as a TA. It is a condition of employment.



Process for Teaching Assistants

- 1. Student applies to a Teaching Assistant (TA) position through the hiring department.
- 2. The hiring department checks the student application and determines the need for the English Language Certification Exam (ELCE) (with the help of the ELCE coordinator, if necessary).
- 3. The hiring department requests an ELCE date and time on behalf of the student.
- 4. The ELCE session takes place on Zoom.
- 5. A hiring recommendation is communicated to the hiring department.
- 6. Later, an individual score report is sent to the student.
- 7. If necessary, Teaching and Learning Commons contacts the student for support course.



Process for Teaching Assistants

How do international TA candidates satisfy the oral English proficiency requirement?

They have submitted a sufficient speaking score

They hold a degree from an institution where English is the only medium of instruction (with a GPA of 3.0 or higher).

A US institution where English is the only medium of instruction

OR

• A foreign institution where English is the only medium of instruction as verified on the IAU World Higher Education Database (WHED)

They take UC San Diego's test, the ELCE



ELCE Eligibility

They have submitted a sufficient speaking score

What is a sufficient score?

At the time of admission, a valid score of:

- 26 or higher on TOEFL Speaking
- 8 or higher on IELTS Speaking
- 84 or higher on the Pearson Test of English (PTE)

What if the score is below those cutoffs?

GEPA requires that students pass the English Language Certification Exam (ELCE) prior to accepting a TA assignment.



ELCE Eligibility

They take UC San Diego's test, the ELCE

Who is eligible to take the ELCE?

Students are eligible if they have these scores:

- TOEFL Speaking score of 23-25
- IELTS Speaking score of 7-7.5
- PTE Speaking score of 66-83

What if the scores are lower than that?

Lower scores (below 23, 7.0, or 66) indicate that further language work is needed. These students must improve their language skills by taking a course (e.g. an <u>ESL course</u> from DES that focuses on Speaking and Pronunciation).



Process for Teaching Assistants

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What is the ELCE?

an oral English proficiency test

assessed by a panel

a 15-minute session administered via Zoom

an interview and teaching simulation (unprepared)

Length of test:

10-15 minutes

Assessment panel:

1 faculty representative + 1 or more language assessment specialists

Structure:

- *Welcome & Introduction/Expectations
- *Part 1: Warm-up (General English conversation)
- *Part 2: Technical English (teach & use the board)

https://extendedstudies.ucsd.edu/international-programs/coursesprograms/elce-frequently-asked-questions





What is the ELCE?

What language skills are assessed?

- Pronunciation accuracy
- Listening comprehension & Question handling
- General & Technical vocabulary
- Speech flow (fluency)
- Grammatical accuracy
- Organizational clarity of ideas

When is the test administered?

4 testing windows per year:

Academic Year 2025-2026

- August 18 September 12, 2025
- December 1-12, 2025
- March 16-26, 2026 (*Friday, March 27 is Cesar Chavez Day, a university holiday)
- June 8-18, 2026 (*Friday, June 19 is Juneteenth, a university holiday)



Process for Teaching Assistants

- 1. Student applies to a Teaching Assistant (TA) position through the hiring department.
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- 4. The ELCE session takes place on Zoom.
- 5. A hiring recommendation is communicated to the hiring department.
- 6. Later, an individual score report is sent to the student.
- 7. If necessary, Teaching and Learning Commons contacts the student for the Communication for Teaching course.



ELCE Scores and Recommendations

What are the possible recommendations?

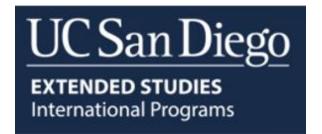
			Support—— Course	
Score	Recommendation	Can TA	Required	Test Again
3.5-4.0	Pass	Yes	No	No
3.0-3.4	Pass with Conditional Certification	Yes	Yes	No
2.5-2.9	Provisional Pass	Yes	Yes	Yes
0.0-2.4	Did Not Pass	No	Yes	Yes
0.0-2.4	Did Not Pass* [Applicant w/no TA requirement **Check department policy]	No	No	Yes**

Course through
Teaching and Learning
Commons, taken
concurrently or in the
session before TA-ing.

You will have an opportunity to retake the exam after you have worked on your language skills.

- PhD students must qualify to TA by the 3rd test.
- MS/MA students by the 2nd test.*

^{*}By CSE department policy, MS students must qualify to TA in the FIRST test.



Communication for Teaching Course Requirement

What is the Communication for Teaching course requirement?

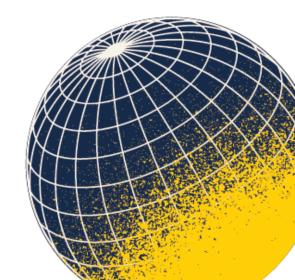
If you receive an ELCE score below a PASS, you are required to complete a course offered by the Language and Teaching Development (LTD) program called Communication for Teaching.

What is the process for enrolling in the Communication for Teaching class?

- ELCE scores are reported directly to the LTD staff.
- In Week 2, the LTD staff will contact you to enroll in the class.
- The classes are offered on Fridays. The course is offered every quarter.
- The class is free!



Teaching Support for Instructional Assistants (IAs)



Teaching Support for Instructional Assistants (IAs)

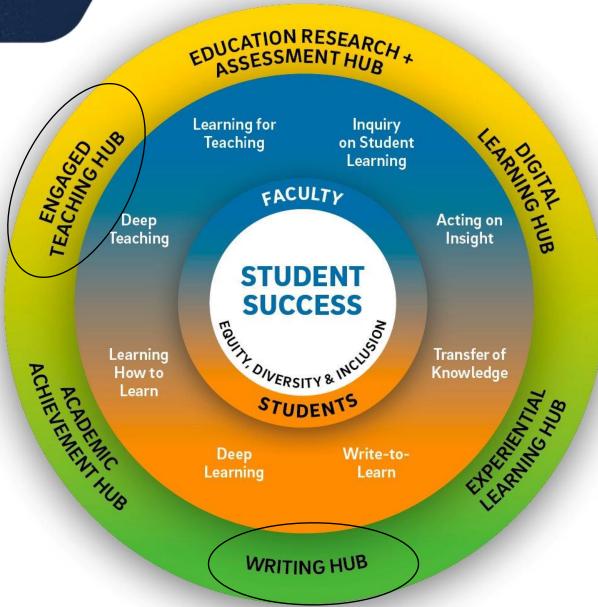
What is an Instructional Assistant (IA)?

This title encompasses:

- Teaching Assistants (TAs)
- Instructional Apprentices
- Tutors
- Readers



Teaching & Learning Commons



Advances teaching excellence and student academic success



Goal: Prepare to teach in English

- Review key terms from your field in English
- Practice explaining concepts from your field in English
- Take a class with Extended Studies

Goal: Find a TA position

- How: Apply through your department
- If necessary, take the ELCE
- If required, take the Communication for Teaching class
- Participate in teaching training to stand out

Goal: Learn strategies to make teaching more efficient (work smarter not harder!) and effective (better experience)

 How: Teaching workshops and consultations with the Teaching and Learning Commons and/or your department Goal: Skills and experiences to help you succeed in teaching and on the job market.

Sign up to hear about Teaching Workshops for Graduate Students: tinyurl.com/ETHemails



Teaching Support for Instructional Assistants (IAs)

(Required for all New IAs)

Preparing for Success

Online Course for Instructional Assistants

30 minute online modules to introduce some key aspects of the IA role:

- 1. Professionalism & Leadership
- Promoting Learning through Diversity
- 3. Teaching Students with Disabilities
- 4. Fostering Academic Integrity

Departmental Training

Varies by department; reach out to your program to learn more

Also: each department has an "IA Faculty Advisor" to support you in your IA role!







Teaching and Learning Commons Support

- New IA Teaching
 Symposium: Week 0 in Fall via
 Zoom
- Communication for Teaching class (based on ELCE score)
- Teaching Workshops
- Teaching Consultations
- Online Resources and checklists



commons.ucsd.edu



Get Engaged

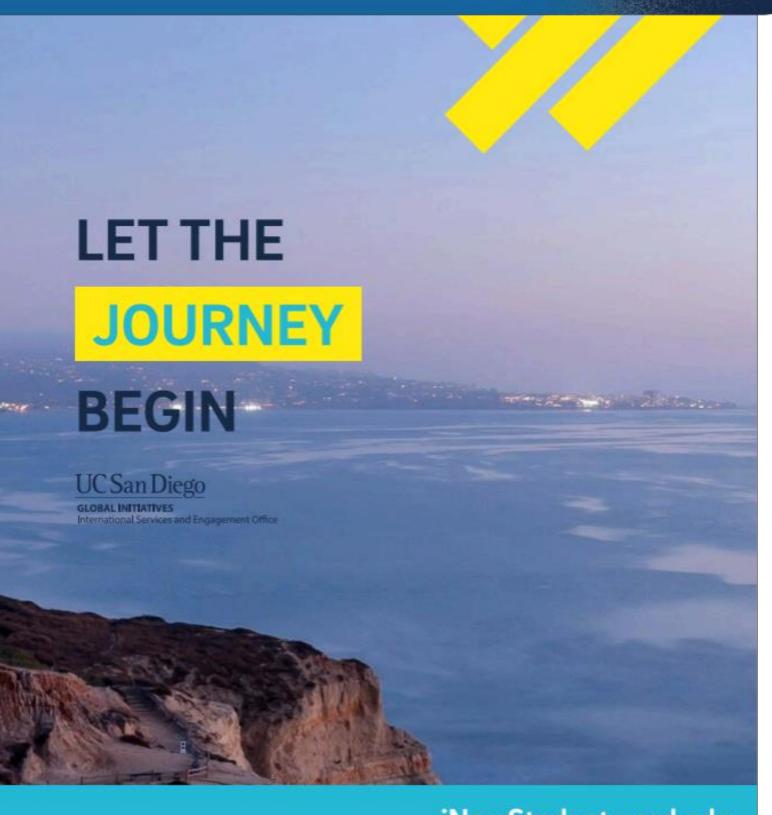
UC San Diego

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International Services and Engagement Office



Welcome Guide

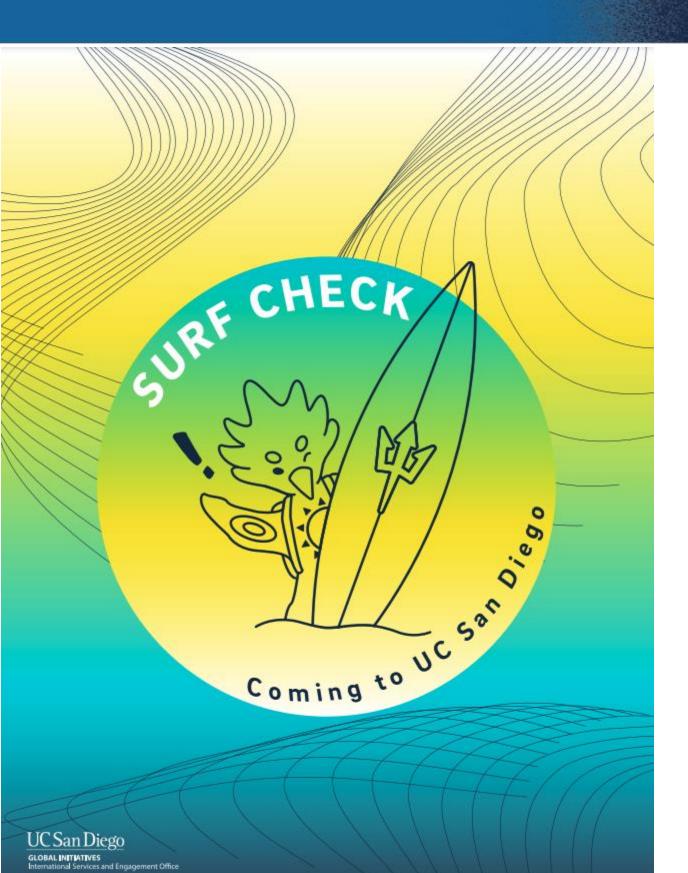


ISEO has created a **Welcome Guide** filled with helpful checklists and interactive links:

- Next steps to take **before you start classes**
- Next steps to take preparing for arrival
- Next steps to take upon arrival

Learn more at https://iseo.ucsd.edu/programs/guides.html

Surf Check Guide



Surf Check Guide: Coming to UC San Diego

- Created for students by students covering the most frequently asked questions international students
- Covers topics like housing, arranging transportation from airport to campus, setting up a phone account, bank account, and more!

Learn more at

https://iseo.ucsd.edu/programs/guides.html



iPrograms

Redefining the world we know with one experience at a time.













iPrograms.ucsd.edu

iEvents Calendar

iEvents.ucsd.edu



Tue Feb 27th - Sun Mar 17th

ISEO Is Hiring: Marketing & Communications Student Assistant

Communications & Marketing Student Assistant (STDT 4) For the 2024-2025 Academic Year Estimated salary: \$18 per hour Application Deadline: ...

Professional-Development





Wed Feb 28th - Sun Mar 17th

ISEO Is Hiring: Undergraduate Programs Student Assistant

Undergraduate Programs Student Assistant (STDT 3) For the 2024-2025 Academic Year Estimated salary: \$17 per hour Application Deadline: ...

Students Employment
Professional-Development



Wednesday Coffee and Crafts

Wednesday Coffee and Crafts is an



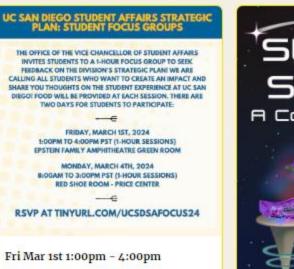
Fri Mar 1st 10:00am - 12:00pm

Friday Chat

Participation in our English conversation tables are a wonderful way for you to practice your English and make friends. The conversation ...

Volunteer-Led Off-Campus
In-Person Global-Community
Scholars Families





UCSD Student Affairs Strategic Plan: Student Focus Groups

Register Here

The Office of the Vice Chancellor of Student Affairs is looking for feedback and input from students for our Strategic Plan! We will be ...

Students In-Person On-Campus Free-Food



Thu Mar 7th 11:00am - 12:00pm



Sun Mar 3rd 5:30pm - 8:30pm

Sunday Supper: A Cosmic Cantina

This long-standing tradition is a quarterly dinner for residents and friends of I-House to celebrate and gather in the Great Hall. Come to ...

The Great Hall

l-House Social In-Person Students





Mon Mar 4th 8:00am - 3:00pm

UCSD Student Affairs Strategic Plan: Student Focus Groups

RSVP AT TINYURL.COM/UCSDSAFOCUS24

Register Here

The Office of the Vice Chancellor of Student Affairs is looking for feedback and input from students for our Strategic Plan! We will be ...

Students In-Person On-Campus





Mon Mar 4th 4:00pm - 5:00pm

International Student Advisory Council (ISAC) March Meeting

Register Here

The International Student Advisory Council (ISAC) is comprised of leadership from student leaders and stakeholders invested in the ...

GETCCR Grad-Students Student Ore

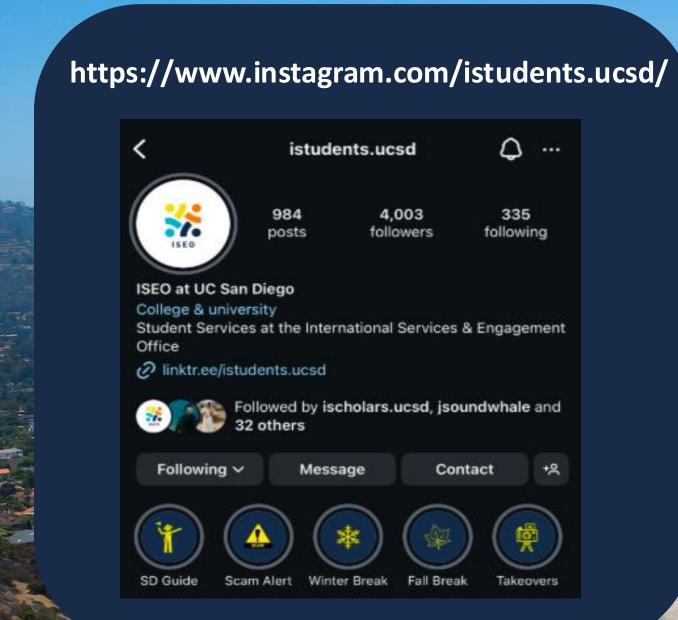


Tue Mar 12th 12:00pm - 2:30pm Federal Tax Workshop

Register Here

Professor Steve Gill, San Diego State University, Fowler College of Business faculty member, and Douglas Kelley, Accounting Lecturer at San...

Follow us on Instagram!





UC San Diego

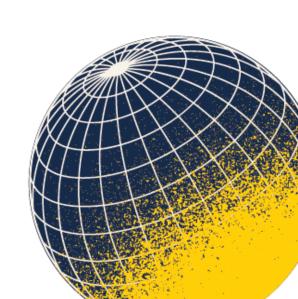
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Additional Resources

UC San Diego

GLOBAL INITIATIVES

International Services and Engagement Office



IMPORTANT DEADLINES & REMINDERS

NOW

NOW

Mid-May

July

Sept

Begin requesting your visa documents via iServices

Visit: iServices.ucsd.edu

Apply for <u>on-campus</u> <u>housing</u>

Visit: hdh.ucsd.edu

Housing, Dining and Hospitality (HDH) starts to send out housing contracts in Mid-May. Offers are made 60 days prior to requested move-in date.

Visit: hdh.ucsd.edu

Deadline to submit health immunization requirements and complete OPHD training

Visit: studenthealth.ucsd.edu

Tuition due

Move-In

Check-In

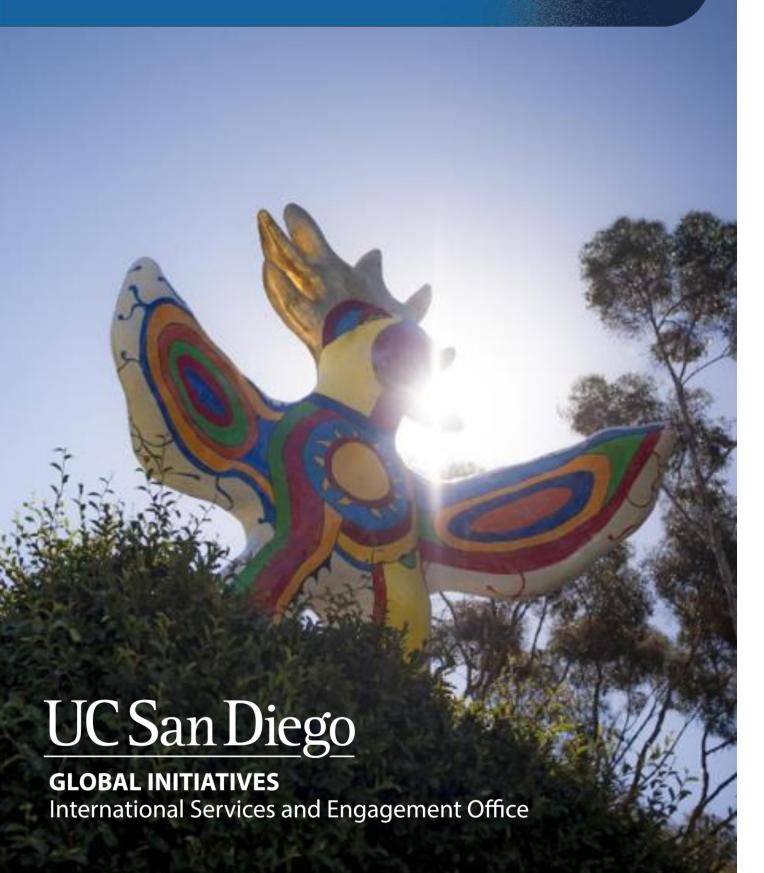
New International Student Orientation

Visit: iOrientation.ucsd.edu

UCSan Diego

GLOBAL INITIATIVES
International Services and Engagement Office

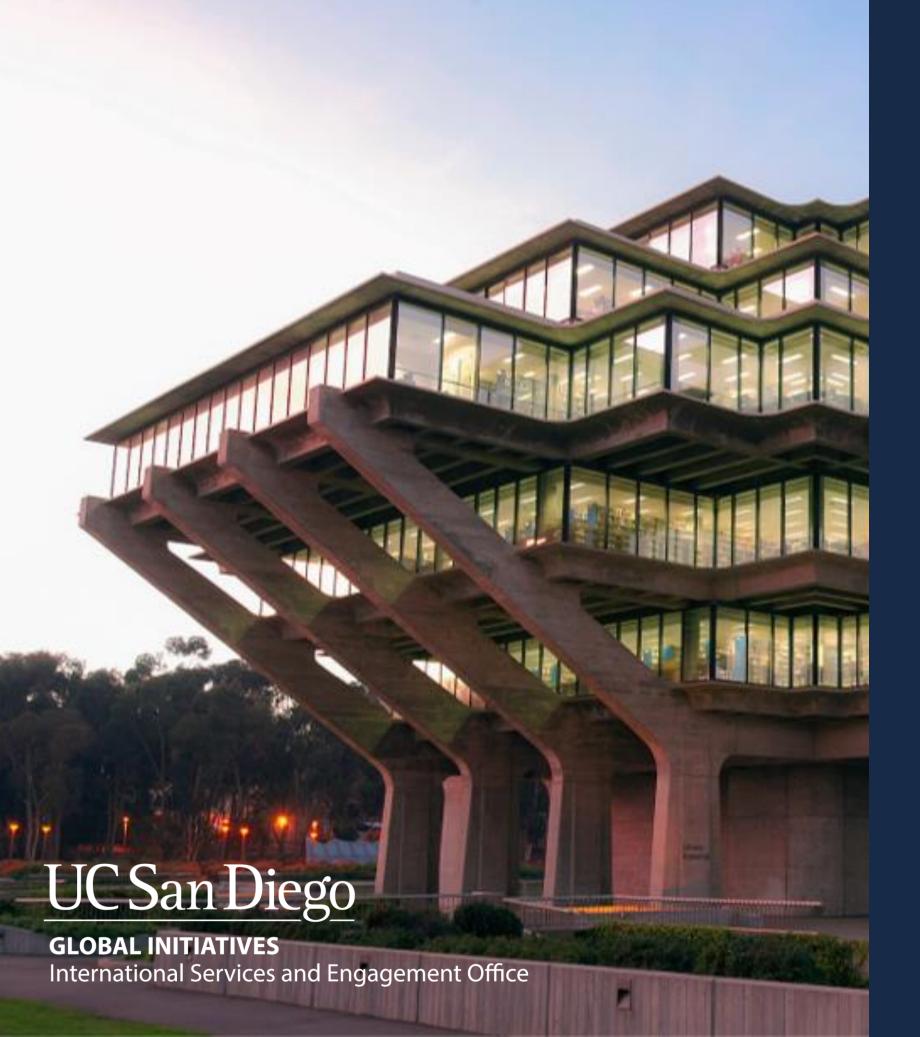
Upcoming Pre-Arrival Webinars



- March 25: Student Life & Getting Involved on Campus
- April 15: Finances & Student Accounts Webinar
- April 24: Campus Safety
- May 6: Getting Set Up in the U.S. (Surf Check Live)
- May 8: SEVIS Transfer Process

All webinars will be recorded and posted at iNewStudentWebinars.ucsd.edu





MONDAY - FRIDAY: 9am - 4pm +1 858.534.3730 iContact.ucsd.edu

iNewStudent.ucsd.edu



UC San Diego International Services and Engagement Office



UC San Diego ISEO



@istudents.ucsd



@ISEOUCSD

Follow us on Social Media!

Questions?

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