

HARVARD LAW SCHOOL
Volunteer Verification Form
For Unpaid Summer Employment
2024 - 2025

Harvard Law School - Student Financial Services
Wasserstein Hall Suite 5027
1585 Massachusetts Avenue - Cambridge, MA 02138
P: (617) 495-4606 - F: (617) 496-5453

Section A: To Be Completed by Harvard Law School Student

HLS Student Full Name: _____

HLS Student ID: _____

Section B: To Be Completed by Verifying Employer/Supervisor

Employer Name: _____

Employer Address: _____

Employment Start Date: _____ Employment End Date: _____

Average Weekly Hours: _____ Total Hours Worked: _____

Was this a completely unpaid volunteer position? YES NO

If there is any other information we should know about the dates or hours worked (breaks in employment, varying hours per week, etc), please provide details below:

If the student received any form of compensation, please provide details and amounts for each below (ex: rent, utilities, airfare, bonus, scholarship, stipend, etc):

Employer/Supervisor's Name & Title: _____

Employer/Supervisor's Signature & Date: _____

Employer/Supervisor's Email: _____

**Please have the student upload this completed form to their Application Requirements in the SFS Self-Service Portal at sfs.law.harvard.edu*