

Greetings,

Congratulations on your new role at HLS. To initiate your hire, I will need to submit some information to our Student Hires team in Human Resources. Please complete the information below and return to me as soon as possible. Shortly after I submit this information, you will receive a message from HLS HR with additional instructions. Please be sure to pay close attention to the instructions you receive and complete the required steps as soon as possible as you cannot begin work until you are hired as a student employee, and you cannot be hired until you complete the necessary steps. For additional information on the hiring process, please review the [Student Hires](https://hls.harvard.edu/staff-dashboard/human-resources/resources-for-employees/student-hires-at-hls/) (https://hls.harvard.edu/staff-dashboard/human-resources/resources-for-employees/student-hires-at-hls/) website.

Legal First Name:

Legal Last Name:

Harvard E-mail Address:

On-Campus or Current Address:

Personal Phone Number:

HUID:

Student Status: *(Current HLS Student; Current Student at other Harvard Graduate School; HLS Alumni; Harvard Undergraduate)*

Are you a US Citizen or Permanent Resident in the US? *(Y/N)*

If you are not a US citizen, do you have or have you applied for a Social Security Number? *(Y/N)*

If you are not a US citizen, what is your international student visa type? *(J-1, F-1, or Other)*

Should you have any questions or concerns regarding the process please reach out to [studenthires@law.harvard.edu](mailto:studenthires@law.harvard.edu)