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 if there are tasks you need to complete as part of the hiring process.

Please be sure to pay close attention to the instructions you receive and complete the required steps as soon as possible. **Please note you are only cleared to begin working once you have completed these steps and have received your appointment letter from the HLS Student Hires team.**

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/) website.

Legal First Name:

Legal Last Name:

Harvard E-mail Address:

HUID:

Student Status: *(Current HLS Student; Current Student at other Harvard Graduate School; or 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? (Yes/No)
* 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).