Harvard Law School

International Summer Employment Program (ISEP) Form

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| Employer Name & Hiring Office Location |  |
| Street Address |  |
| City |  |
| Country  |  |
| Phone |  |
| Website address |  |
| Contact Person’s Name & Title (Please specify Mr./Ms./Mrs./Dr., etc.) |  |
| E-Mail address of the contact person  |  |
| *Are you willing to employ interns to work remotely (out of the country)? (check one)*  | [ ] Entirely Remote [ ] In Person  |
| Required Application Materials (check all that apply) | [ ] Cover Letter [ ] Resume [ ] Transcript/Grades[ ] Online application [ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Where should students direct their application? (include email, URL for online application, etc.) |  |
| Application Deadline |  |
| Number of Attorneys in Office |  |
| Number of Attorneys in Entire Firm |  |
| Primary Practice Areas |  |
| Would prefer students with a background or interest in the following practice area(s) |  |
| Length of Summer Internship (minimum & maximum number of weeks) |  |
| Salary and Benefits (airfare, housing, etc.) |  |
| Language Requirement |  |
| Description of Work to Be Done by Intern |  |
| Employed Harvard Students in Past Summers (please specify years and names if possible) |  |
| What are the Visa requirements for US students working in your country? |  |
| Are there any additional prerequisites for HLS students to work in your country? |  |

Please return this form via e-mail to Stacey Funk, Recruitment and Office Specialist at sfunk@law.harvard.edu  in order to be included in the Harvard Law School International Summer Employment Program.  Please feel free to send any materials or electronic attachments (firm brochures, articles of interest about your firm, published surveys or rankings discussing your firm) for inclusion in your file.

If you have any questions regarding our students or the ISEP program, please contact: Yih-hsien Shen, Associate Director & Director for JD Advising at yshen@law.harvard.edu