



# HLS Research Assistant Set-Up Form

## PART 1:

Manager/Supervisor – Please supply the following information

### Billing Code

2	6	5						x	x	x	x	0	0	0	0	0	1	5	5	0	3	0	1	0	0	0	0					
TUB			ORG				OBJECT				FUND						ACTIVITY						SUB-ACT.				ROOT					

Hourly Rate: **\$11.50** This Research Assistant is working for \_\_\_\_\_.

Faculty/Assistant Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

## PART 2:

Research Assistant – Please supply the following information

Start Date (or date of first time sheet): \_\_\_\_\_

Which forms are you attaching?

- ☐ I-9 + supporting docs (passport/ID/Immigration Docs)
- ☐ W-4
- ☐ Foreign National Information Form
- ☐ Direct Deposit Form
- ☐ My I-9 is on File

Are you currently:

- ☐ Graduate Student at Harvard Law School
- ☐ Graduate Student at other Harvard school
- ☐ Harvard Undergraduate Student
- ☐ Spouse of HLS Student
- ☐ Not affiliated with Harvard
- ☐ Other \_\_\_\_\_

Name: \_\_\_\_\_

Harvard ID #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Local Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

US Citizen? ☐ Yes ☐ No

Email Address: \_\_\_\_\_

If no, country of citizenship \_\_\_\_\_

Phone Number: \_\_\_\_\_