



HLS Teaching Assistant/Fellow Set-Up Form

PART 1:

Manager/Supervisor – Please supply the following information

Billing Code

2	6	5						X	X	X	X																		
TUB			ORG				OBJECT				FUND				ACTIVITY				SUB-ACT.				ROOT						

Start Date _____ End Date _____

Will this TA/TF be paid monthly or weekly? ☐ Monthly ☐ Weekly | If Monthly, what is the stipend amount: _____

This Teaching Assistant/Fellow is working for _____.

Manager's Name _____ Phone Number _____

Manager's Signature _____

PART 2:

Teaching Assistant/Fellow – Please supply the following information

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: _____