

NYU SCHOOL OF LAW
EMPLOYMENT CONFIRMATION FORM FOR STUDENTS

Part I: To be completed by supervisor, faculty member, or faculty assistant prior to submitting to student

Student's Full Name: _____ Hourly Rate: \$ _____

Appointment Start Date: _____ Appointment End Date: _____

Position Title: _____ Department (if any): _____

Maximum # of Hours Per Week or Total # of Hours for Assignment: _____ hrs/week or _____ total hours

Faculty/Supervisor: _____ NetID: _____

Full Name Signature

Timesheet Approver (if not Faculty/Supervisor): _____ NetID: _____
Full Name

Chartfield: _____ Today's Date: _____
Fund - Org - Program – Project MM/DD/YYYY

Part II: To be completed by student

Full Name: _____

First Name M.I. Last Name

University ID: N_____ NetID: _____ Phone Number: _____

Date of birth (MM/DD/YYYY): _____ Last 4 Digits of Social Security Number: _____

Gender: Female Male Undeclared

Ethnicity: ☐ Hispanic or Latino ☒ Yes ☐ No

Race (you may select more than one):

<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native American or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> White	

Citizenship status: U.S. Citizen Permanent Resident F1 or J1 Visa

Emergency Contact: _____

Full Name	Relationship	Phone Number
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Please check:

I confirm that I am enrolled at NYU for _____ # of credits in Fall 20____ and _____ # of credits in Spring 20____

Student Signature

Today's Date (MM/DD/YYYY)

Instructions regarding student appointment are available at www.law.nyu.edu/hr/hiringstudents.