

Stanford Law School

Student Hire Request

Are you receiving Financial Aid? Yes No

Type of Appointment: Legal Assistant Teaching Assistant Student/Hourly

Name:	Student ID#:
Email:	Phone:
Year in Law School:	

Quarter: Fall Winter Spring Full Academic Year Summer

Start Date:	End Date:
Hours Per Week*:	Total Hours Required Per Quarter*:
<i>*Hours for Legal/Teaching Assistants must be specific-see Assistantship Rate sheet</i>	Hourly Rate:
Professor/Supervisor Name:	
Account # PTA:	

Approvals

Professor/Supervisor Signature:	Date:
Course (Teaching Assistant only):	
Comments:	

For Financial Aid Use Only

Date Received:	Date Entered PS:
% FTE:	Date Entered GFS:
Database ID:	Date Entered Oracle:
Payroll Docs Date:	Revision Date:
PS Transaction:	TA: Job Description <input type="checkbox"/>
	TA: English Proficiency <input type="checkbox"/>
	T: S: