

**PETER A. ALLARD SCHOOL OF LAW
STUDENT APPOINTMENT FORM**

Instructions:

1. Section 1 to be completed by Faculty/Staff authorizing the hiring; please sign where indicated.
2. Section 2 to be completed by the Student.
3. Submit the completed form to May Villacampa in Room 258, Allard Hall in order to initiate the payroll process.
4. Please note: students are not eligible for payment prior to authorization of their employment by a Faculty or Staff member.

SECTION 1: AUTHORIZATION OF EMPLOYMENT BY FACULTY/STAFF:

Faculty/Staff Member:

Name of Student:

Speedchart/Project Grant to be charged to:

Start Date of Appointment:

End Date of Appointment:

Maximum hours (required field):

(Note: Max hours includes statutory holidays)

Maximum dollars:

(Note: Max dollars includes statutory holiday pay)

Work Learn: JD: LLM: PHD: GTAI GTAI I

Signature of Faculty/Staff: _____

SECTION 2: TO BE COMPLETED BY STUDENT:

Mr. Ms. First Name: _____ Surname: _____

UBC Employee ID Number (if employed by UBC previously): _____

Student Number: _____ Phone Number: _____

Date of Birth: _____ Social Insurance #: _____

Email: _____

Current Mailing Address:

Apt No./House No. & Street

City/Province/Postal Code

****INTERNATIONAL STUDENTS MUST PROVIDE US WITH A COPY OF THEIR
STUDENT VISA****