University of Richmond School of Law
2017 Summer Public Service Fellowship Employment Form
Second Requestors

Unaffiliated (Not Working for a University of Richmond faculty or staff member)

Required Documents
1. Summer Public Service Fellowship Employment Form
2. Direct Deposit Form with voided check attached (only if banking information has changed since Summer 2016)

Application Deadline: Friday, May 12, 2017

Name
Phone
UR ID#

Grad Month
Grad Year

Email

US Citizen (yes/no)

Would you like to be considered for the Steinberg Award (Environmental employment of 10 weeks or more only)? (yes/no)

Payment Method
Fellowships will be issued via direct deposit only. You can check your direct deposit information by logging into Bannerweb and selecting the “Manage and Set up Direct Deposit” link.

Employer Information

Prospective Employer

Employer’s Address

Employer Contact Name

Employer Contact Title

Fax

Email

Employer’s Brief Mission

Supervising Attorney, if NOT the Employer Contact Person listed above

Have you secured other paid law-related summer employment? □ (yes/no)

If yes, please complete the section below:

Employer

Employer’s Address

Employer Contact Name □ Telephone □

Employer Contact Title

Anticipated Start Date □ End Date □ Total Compensation □

**Fellowship Disbursement**

Contingent on your acceptance of an unpaid, law-related position for a government agency, public interest organization, or the judiciary, and acceptance of the Conditions for Receipt of a Summer Public Service Fellowship outlined below, we are pleased to award you a Fellowship of $3500. If you will not work full time for the entire eight-week period, you will receive a pro rata share of the Fellowship. Your Fellowship payment will be disbursed to you in a single installment at the commencement of your work.

**Tax Implications**

This Fellowship is intended to aid you in the pursuit of this training opportunity. Because no services will be performed for the University’s benefit, the Fellowship is considered to be non-compensatory in nature. For U.S. citizens and U.S persons for tax purposes, no taxes will be withheld from the payments and no year-end reporting, such as a Form 1099, will be provided to you. However, this amount may still be considered taxable income to you. You should consult with your personal tax advisor to determine the appropriate reporting of these amounts on your individual income tax return. You may also wish to refer to IRS Publication 970, *Tax Benefits for Education*, which provides additional information regarding the tax treatment of scholarships and fellowships.
For students who are considered non-resident aliens (NRA) for income tax purposes, different withholding rules may apply. Please consult with the Office of International Taxation, Maryland Hall G-15, to discuss your specific circumstances and to determine whether withholding may be required. NRA students will receive a Form 1042-S from the University at the end of the year.

**Conditions for Receipt of a Summer Public Service Fellowship**

As a condition of receiving a Summer Public Service Fellowship, you must:

- Secure an unpaid, law-related position with a government agency, public interest organization, or the judiciary;
- Work full time for an eight-week period between May and August 2017;
- Not receive academic credit for the work for which you receive the summer public service fellowship;
- Meet with their Career Advisor prior to May 1, 2017, to review their Professional Development Plan;
- Complete and sign this Summer Public Service Fellowship Employment Form and submit all required documentation by May 12, 2017;
- Agree that once you have submitted a Summer Public Service Fellowship Application signed by your prospective supervisor, your summer fellowship is not transferrable to another employer;
- Revisit your Professional Development Plan during the mid-point of the summer, and make plans with your supervisor to achieve your employment goals;
- Beginning on August 31, 2017, sign up via Symplicity to participate in a Fellowship Program Discussion Group, which will be held between August 14 and September 8, 2017 (a four-week period);
- Submit a summer employment evaluation, an updated Professional Development Plan, an interest questionnaire, and an updated resume via Symplicity no later than September 8, 2017;
- Meet with your Career Advisor no later than September 30, 2017, to discuss your internship experience, career goals, and search strategy for post-graduate employment;
- Agree that your name, along with the name of your qualifying summer employer, may be released to Richmond Law students and graduates and used to promote the Summer Public Service Fellowship Program; and
- Notify the CDO regarding any compensation or outside funding received for work with a qualifying employer or any other paid law-related summer employment you have obtained.  

**Terms of Summer Public Service Fellowship**

By signing this Summer Public Service Fellowship Employment Form and accepting a Summer Fellowship, you:

- Acknowledge and agree that, if you do not fulfill the conditions of the Summer Public Service Fellowship Program, you will repay the entire Fellowship to the School of Law. If there are extenuating circumstances, the School of Law may permit you to retain some or all of the Fellowship;
- Understand and agree that you, your employer, or the School of Law may terminate this agreement at any time by providing written notice to the other two parties; and
- Agree to notify the CDO and repay the Fellowship if you do not return to the School of Law in fall 2017.

To the best of my knowledge, the information I have provided on this application is true. I understand that by signing this application, I agree to the University of Richmond School of Law Summer Public Service Fellowship terms and conditions.

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**Student Signature** ________________________________  
**Date** ____________________

**Printed Name** ____________________________________

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**Supervisor Signature** ________________________________  
**Date** ____________________

**Printed Name** ____________________________________

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**Please retain a copy for your records.**

**Please (1) print your completed Employment Form, (2) sign above, and (3) have your supervisor sign above. Please note that a typed/electronic signature will not be accepted. An original signature or scanned copy is required.**

Once you and your supervisor have signed the document, upload this form to Symplicity under the job posting “2017 Summer Public Service Fellowship” no later than May 12, 2017. If necessary, also include your Direct Deposit form.

Should you have any questions about the application process, please contact the Career Development Office.