

United States Patent and Trademark Office



How to Complete Your Student Volunteer Agreement

Note: The "Selecting Supervisor Signature" and "Human Resources Specialist Signature" fields will be completed once you submit the form to your supervisor. A completed copy of this form will be returned to you before the conclusion of the externship.

1. Complete U.S. Patent and Trademark Office Student Volunteer Agreement—Student Volunteer Agreement (Attachment A)

Note: You must be sure to have the "Witness Signature" field appropriately completed by a witness. The "Selecting Supervisor Signature" field will be completed once you submit the form to your supervisor

2. Complete U.S. Patent and Trademark Office Student Volunteer Agreement—Wavier of Compensation (Attachment B)

Note: You must be sure to have the "Witness Signature" field appropriately completed by a witness. The "Selecting Supervisor Signature" field will be completed once you submit the form to your supervisor.

3. Turn your completed Student Volunteer Agreement into your supervisor on your start date. Your supervisor will submit your agreements to the Extern Program Manager.

Please contact externs@uspto.gov should you have any questions.