

Your First Days at Brown: A Checklist for New International Graduate Students (F&J) and Scholars (J)

Your first days in a new environment can be very challenging. You may feel tired and disoriented, especially if you traveled a long distance to get to Brown and/or if this is your first time in the United States. One way to ease some of the stress associated with the first few days is to arrive as prepared as possible. Review this guide and familiarize yourself with the map of campus (accessible online: http://www.planetary.brown.edu/pdfs/Facility%20Functions_8.5x11.pdf). Make contact with your department ahead of time to review any additional requirements or resources they have to offer you. You will likely be required to attend several orientation sessions. In addition to providing pertinent information, these sessions are also a great opportunity to network with other new international students or scholars as well as interact with university faculty and staff.

- Tip 1:** You will be given a lot of documents to review and forms to fill out during your first days at Brown. Read these materials carefully and consider reviewing them again a week or two later when time permits.
- Tip 2:** Be patient and flexible. Ask questions. If someone isn't able to answer your question, ask if they can refer you to another department that may be able to assist you.

Utilize the following checklist to ensure completion of important tasks in a timely manner:

DAY ONE

1. Check in with your department

For your department's address and a campus map, utilize the A-Z directory at www.brown.edu

- OIP Fellows report to the Office of International Programs (OIP), J. Walter Wilson, Suite 420.

WITHIN THREE DAYS

2. Check in with the Office of International Student and Scholar Services (OISSS)

You are required to appear at OISSS within three days of your arrival

- Bring your passport with visa; I-94 card; Form I-20(F-1)/DS-2019(J-1); and if applicable, your dependents' immigration documents.
- Receive the OISSS release form, required for full activation of your Brown ID card
- If funded by Brown, receive instructions regarding the Foreign National Information System (FNIS)
- Receive date and location of the upcoming international student and scholar orientation program
- Submit your signed Health Insurance Memo of Understanding (J-1 only).

OISSS: J. Walter Wilson, Suite 510, 69 Brown Street Phone: 401-863-2427
Hours: Mon.-Fri. 10a.m.-5p.m. (academic year); 10a.m.-4p.m. (summer)

3. Secure a Brown University Identification Card (Brown ID)

Take your passport and OISSS release form to the Brown University Card Office where you will receive a Brown ID as well as instructions on how to activate your Brown e-mail account.

- Graduate students: Obtain a Brown ID immediately after check-in with OISSS
- Paid Faculty/Staff: Contact the Card Office 2-3 days after submitting the Form I-9 to confirm if your ID is ready to be issued (this may take up to 5 days)
- Unpaid Faculty/Staff: Bring your appointment letter and the OISSS release form to the Card Office. A record will be created for you and an ID issued.

Card Office: J. Walter Wilson, Suite 511, 69 Brown St. Phone: 401-863-2273
Hours: Mon.–Fri. 8:30a.m.-5p.m. (academic year); 8a.m.-4p.m. (summer)

4. Begin the I-9 Process

If funded by Brown University, you must complete the I-9 employment authorization form. Section 1 of Form I-9 must be completed no later than the first day of employment; I-9 documents must be submitted and section 2 of Form I-9 must be completed within three business days of the employment begin date .

- **Graduate Students**: Graduate School, Horace Mann Hall, 47 George Street
- **Scholars**: Human Resources, Brown Office Building, 3rd floor, 164 Angell Street
Hours: 8:30 am- 12:30 pm (preferred)

TEN DAYS AFTER YOUR ARRIVAL TO THE U.S.

5. Apply for a Social Security Card (if eligible)

Wait at least ten business days after your arrival to the U.S. before applying to the Social Security Administration (SSA) to ensure that your immigration records reflect your port of entry information.

- International students/scholars employed by Brown University must apply for a social security card in order to receive payment for employment and proper tax withholdings.
- The SSA will not issue a Social Security number to short-term scholars whose appointment at Brown is less than one month
- OISSS will provide further instructions
- Keep the receipt issued by the Social Security Office.

Social Security Administration: 380 Westminster Street, 3rd floor Phone: 401-528-4501
Hours: Mon.–Fri. 9a.m.-4p.m.

WHEN THE SOCIAL SECURITY CARD ARRIVES

6. Complete the Foreign National Information System (FNIS) Process

If funded by Brown University, you will enter data pertaining to your immigration and tax status into FNIS so that the Payroll Office can determine your level of taxation.

- Follow the instructions on the FNIS handout provided upon check-in with OISSS (online: http://brown.edu/Administration/OISSS/general_info/docs/fnis_instructions.pdf)

7. Submit Forms to the Payroll Office

Take a copy of your social security card along with the taxation forms you downloaded from FNIS to the Payroll Office.

You may submit the Form I-9 and begin employment at Brown University prior to completing the FNIS process. However, until you complete the FNIS process and submit the signed forms to the Payroll Office, you will not benefit from any applicable tax treaty and will be taxed as a resident for tax purposes.

The Payroll Office: Brown Office Building, 164 Angell Street, 2nd floor Phone: 401-863-2617
Hours: Mon.-Fri. 10:00 a.m. to 4 p.m.