



Student FAQs: Paying International Student Workers - Supplier Invoice Process

- 1. I am a student at Brown University currently working outside the U.S. I just wanted to confirm whether this process applies to me, as I am not an international student but a legal permanent resident / green card holder.**

This process only applies to international students who are non-resident aliens working outside the United States. Students who are U.S. citizens, permanent residents, or resident aliens can remain on payroll.

- 2. If I am a U.S. citizen do I need to fill out these forms?**

If you are a U.S. citizen, this process does not apply to you. This process only applies to international students who are non-resident aliens working outside the United States. Students who are U.S. citizens, permanent residents, or resident aliens can remain on payroll.

- 3. Does this still apply to me if I worked during the summer and am not working now?**

If you are not currently working a student job, this process does not apply to you. If you were to be hired or re-hired and you are a non-resident alien working outside of the United States, then this process would apply to you.

- 4. I am an international student working and studying remotely but am residing in the U.S. Do I need to fill out the form?**

International students working and studying in the United States are not required to complete this process. This only applies to international students who are non-resident aliens working outside the U.S.

- 5. I have completed my supplier registration form online and my form W-8Ben, but I am not sure where to submit the form. Could you please direct me to the contact the W-8Ben should be sent?**

If you have questions about the form W-8Ben, email controller_payroll@brown.edu. If you are unsure about where to send your invoice and W-8Ben form, please reach out to your manager.

