

www.brown.edu/studentemployment

WORKING AT BROWN – A GUIDE FOR STUDENTS

Brown offers a wide variety of part-time employment opportunities. The [Student Employment Office](#) is here to provide you with guidance and information on securing a job.

All undergraduate students enrolled at Brown are allowed to work.* *A financial aid award is not required for on-campus employment.*

BRING TO BROWN...

If you wish to work at Brown, you will need to complete a [Form I-9](#) to verify eligibility to work.

You must bring with you:

1. Passport or
2. Driver's license and birth certificate or
3. [Other documents](#) as specified by U.S. Citizenship and Immigration Services.

You may not begin working until after you have completed your Form I-9.

FIND A JOB – GETTING STARTED

1. Go to brown.edu/studentemployment
2. Select "[Students](#)" to view instructions for securing employment, getting paid and other job-related tasks.
3. Apply for jobs:
 - Apply through the website for on-campus jobs.
 - Want job search and interviewing tips? See [\(Section V\) of the Student Handbook](#), "Getting a Job at Brown."
4. Monitor your applications:
 - Use your "[Dashboard](#)" to keep track of your applications and [JobMail](#) account.
 - Be sure to check your email for communication from potential employers.

*INTERNATIONAL STUDENTS

There are a few additional details for international students to know and to navigate.

- F-1 status carries the automatic benefit of on-campus work privilege. J-1 status requires students to seek prior written permission from their program sponsor before beginning work (either on- or off-campus).
- Before international students begin work at Brown, they should consult the [International Student Employment Checklist](#) for information on obtaining a Social Security number and registering for the Foreign National Information System (FNIS).
- [Office of International Student and Scholar Services](#) (OISSS) will be happy to talk with you. They are located in J Walter Wilson, 4th floor.
- International students should never work off-campus without prior permission from the OISSS or the U.S. Citizenship and Immigration Services (USCIS).

Sign-up for [JobMail](#):

Be automatically notified when new jobs that interest you become available.

Have your paychecks automatically put into your bank:

Sign up for [Direct Deposit](#)



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