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

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