



## Student Form I-9 and Onboarding Instructions

The following instructions provide guidance for students seeking to complete their student Onboarding. Please note, students cannot work on campus until they have completed a Form I-9 and submitted their Onboarding tasks.

1. Log in to Workday using your Brown username and password. Find Workday with this link: <https://www.brown.edu/about/administration/workday/>. Select “Workday Access” on the right hand side.
2. On your Workday homepage navigate to your inbox. There you will find five tasks. **All items must be submitted in order for your hire to be processed.** (Your tax forms and direct deposit can be edited at any time if you wish to change/update).

**Note:** To skip direct deposit, please select the gear symbol in the top right hand corner, and choose “skip this task.” To submit the Federal Withholding elections, click on the task in the inbox and then select “Submit” in the bottom left corner.

### Information on Completing the I-9 Form:

**If you do not have Onboarding items in your inbox:**

- On your Workday homepage, go to the search bar in the top left corner of the page.
  - Type “Complete Form I-9”.
  - Select the first option- A screen will appear asking you to confirm that you are the person filling out the I-9 form.
  - Press the “OK” button in the bottom left corner of the screen.
1. When you open the Form I-9, some of your personal information will auto-populate, such as your name, date of birth, and Social Security Number (if applicable). The address on the form will auto-populate with “Brown University.” **You must change this address.** If you would like to use your Brown mailing address, please change the street address to “**69 Brown Street.**” Otherwise, you should enter a US home address. Nothing will be mailed to the address you use. If anything is left blank in error, please provide the correct information.
  2. Select your citizenship status (**please see the next page for more detailed instructions if you do not identify as a U.S. citizen**).
  3. Select the asterisked “I Agree” box. This serves as your electronic signature. The system will give you an alert warning that any unfilled boxes in the “Employee Information and Attestation” section will be auto filled with “N/A” indicating that those values are not applicable. **You may still submit the form.**
  4. If you did not use a preparer or translator, select “I did not use a preparer or translator.”
  5. Select the green “Submit” button in the bottom left corner.



## International Student Supplementary Form I-9 Instructions

The following information is intended to provide basic guidance to students who do not identify as a U.S. citizen. If you have any questions or concerns, please feel free to call the HR Service Center at (401) 863-5200, or to visit our office located on the 2<sup>nd</sup> floor of Page-Robinson Hall. Our office hours are Monday-Friday 9-4:30.

### **If you identify as a permanent resident:**

- ❖ Please select “A lawful permanent resident.”
- ❖ The system will then ask for your Alien Registration/USCIS number (This can be found on the front of your permanent resident card)

### **If you identify as a nonresident (F-1, J-1, H-1B, O-1):**

- ❖ Please select “An alien authorized to work until.”
- ❖ The system will then ask for your “expiration date.” This date is often called the “Program End Date” (This can be found on your work authorization document e.g. I-20, DS-2019, H1-B, ect).

### **The system will then ask for either one of the following (You only need to fill out information for one of these options)**

- ❖ Alien Registration/USCIS
- ❖ I-94 number (This can be located through the federal I-94 database.
  - Find the database by using this link: <https://i94.cbp.dhs.gov/I94/#/home>
  - Once there, select “Get Most Recent I-94” along the top of the screen and enter your information. The Admission Number is your I-94 number.
- ❖ Foreign passport number