International Student Employment Checklist

1) **Find a job!** All available student employment opportunities are accessible in Workday. Go to [Workday@Brown](http://Workday@Brown) Select "Workday Access" and log in using your Brown username and password. Once you are logged in, in the Workday search bar, type **Find Jobs - Student**.

2) **Complete your I-9 Form** at the **Brown Business Center**, in Page-Robinson Hall, room 213. The I-9 Form is a legal document and is a requirement. Students must complete this form **before** they start working. Refer to the [List of Acceptable Documents](http://List of Acceptable Documents) for guidance on the types of documents required to complete your I-9 Form. Visit the [Brown Business Center web site](http://Brown Business Center web site) for additional information.

**Once hired by a department, you will also need to:**

3) **Apply for a Social Security card.** Follow the steps for **Applying for a Social Security Card** described on the OISSS web site: [https://www.brown.edu/about/administration/international-student-and-scholar-services/social-security](https://www.brown.edu/about/administration/international-student-and-scholar-services/social-security) Having a social security card and number are required if you work in the United States. Carefully review and follow all of the instruction on the OISSS web site.

4) **Submit your information into the Foreign National Information System (FNIS).** [http://www.brown.edu/about/administration/international-student-and-scholar-services/taxes/fnis-instructions](http://www.brown.edu/about/administration/international-student-and-scholar-services/taxes/fnis-instructions)

5) **Open up a Bank Account** for your paycheck to be deposited. (In the Fall, look for Banking Fair information as part of the orientation program.)

6) **Sign up for Direct Deposit** so your paycheck can be deposited into your bank account without delay. To do this, select the "Payroll Resources" link at [http://brown.edu/studentemployment](http://brown.edu/studentemployment) (Quick Links menu item on right).

*An electronic version of this form with active links can be found on the Student Employment website, [http://brown.edu/studentemployment](http://brown.edu/studentemployment), under Student Resources.*