International Student Employment Checklist

☐ 1) **Find a job!** All available student employment opportunities are accessible in Workday. Go to 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 Student Jobs.

☐ 2) Complete your **I-9 Form** at the HR Service 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 for guidance on the types of documents required to complete your I-9 Form. Visit the HR Service 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://oisss.brown.edu/working-and-living/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).** https://oisss.brown.edu/working-and-living/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 (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, under Student Resources.*