

# BROWN

## 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://oiss.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://oiss.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.*

Questions? Please email us at [student\\_employment@brown.edu](mailto:student_employment@brown.edu)