<u>Student Form I-9 and Onboarding Instructions</u>

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

1. Log in to Workday using your Brown username and password. Access Workday with this link: https://www.brown.edu/about/administration/workday/

2. On your Workday homepage, navigate to "my tasks". Complete **all onboarding tasks**.
   a. **Direct deposit** can not be completed until you present your original I-9 documentation to the HR Service Center. The HRSC staff can assist with completing this task if needed.
   b. If you do not have any tasks in your Workday inbox, type **"Complete Form I-9"** in the Workday search bar at the top of the page; then proceed to follow the Completing the I-9 Form instructions.

   Completing the I-9 Form:
   Personal information will auto-populate in Section 1. Please review the following information before submitting:
   ❖ Enter or confirm your **<u>full legal name</u>**.
   ❖ The address on the I-9 Form will auto-populate with "Brown University". You must change this address to: 69 Brown Street or a U.S Mailing Address.
      ➢ Nothing will be mailed to the address you provide.
   ❖ Enter your U.S Social Security Number in the designated field (if applicable).
   ❖ Select your citizenship status. (Please refer to the International Student Supplementary Onboarding Instructions if you do not identify as a U.S. citizen).
   ❖ Select the asterisked "I Agree" box. This serves as your electronic signature.
   ❖ If you did not use a preparer or translator, select "I did not use a preparer or translator".
   ❖ Select the "Submit" button at the bottom of the page.

3. In order to complete the I-9 Form, you must present your original I-9 Form document(s) to the HR Service Center in person or virtually via a scheduled Google Meet appointment with an HR Coordinator. Please visit the HR Service Center website for additional information on the remote I-9 Form process.

International Student Supplementary Onboarding Instructions

The following information is intended to provide guidance to students who do not identify as a U.S. citizen.

Completing the I-9 Form:

- ❖ If you identify as a **<u>Lawful Permanent Resident</u>**
  - ➢ Please select "A Lawful Permanent Resident" as your Citizenship.
  - ➢ Enter your Alien Registration/USCIS number (this can be found on the front of your Permanent Resident Card).

- ❖ If you identify as a **<u>nonresident (F-1, J-1, H-1B, O-1):</u>**
  - ➢ 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. <u>You only need to fill out information for one of these options:</u>
  - ➢ 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

Direct Deposit Election: Individuals are not eligible to enroll in direct deposit if they do not have a U.S Social Security Number.
- ❖ If you do not have a U.S Social Security Number please select "skip this task".
- ❖ If you do not enroll in direct deposit, a paycheck will be sent to your campus mailbox.
- ❖ When you receive your U.S Social Security Number, notify the HR Service Center. The HRSC staff can assist with the process to enroll in direct deposit.

Complete State and Local Tax Withholding/Federal Withholding Elections:
- ❖ Submit the State and Local Tax Withholding and Federal Withholding Elections tasks.
- ❖ International students must register with Brown's Sprintax Calculus system. Instructions can be found on the Foreign National Payments and Taxation website.