Office of International Student & Scholar Services (OISSS)  

Scholar Arrival Checklist

1. I-94 Arrival Record
Each time you enter the U.S. it is important to check your I-94 Arrival Record for accuracy. Any errors should be reported to OISSS immediately. You will need a print out of this record for initial paperwork at Brown or its Affiliated Hospitals.

www.cbp.gov/i94

2. Health Insurance
J-1 visa holders and any J-2 dependents are required to have health insurance in place for the duration of their time in the U.S. J-1 visa holders should report their health insurance coverage to OISSS.

- Employees of Brown or Lifespan can enroll in the Health Insurance Benefits provided through Human Resources
- Brown endorsed Accident and Sickness plan for International Participants [Inbound to Brown] http://brown.edu/go/scholarhealthinsurance
- Other J-1 Compliant Health Coverage

3. I-9 and FNIS
If you receive any payment from Brown you must complete the Foreign National Information System (FNIS). If you are a paid employee at Brown you must additionally complete Form I-9.

FNIS Instructions: http://brown.edu/go/FNIS

I-9: For current instructions, please email the HR Service Center at hrservicecenter@brown.edu

4. Brown ID & RI Driver’s License
Your department can request a Brown ID for you. Please visit the Brown ID Card office website: https://card.brown.edu/ for instructions on how to obtain it.

Rhode Island Driver’s License or State ID http://www.dmv.ri.gov/

5. Social Security Number (SSN)
If you are employed in the U.S. you are required to get an SSN. During the pandemic, Brown will convey your information to the SSA and you will be contacted to set up an appointment.

brown.edu/go/ApplySSN
Resources

- OISSS Practical Resources
  http://brown.edu/go/OISSSPracticalResources

- Finding a Place To Live
- Utilities, Internet & Phones
- Banking
- Establishing Credit History
- Obtaining a Driver’s License or State ID
- Public Transportation
- Campus and Public Safety
- Hospitals and Medical Care Centers
- Health Care Services
- Legal Information
- Adjusting to Life in the U.S.

- OISSS Maintaining your J-1 Status:
  http://brown.edu/go/MaintainJ-1Status

- OISSS Events and Workshops
  http://brown.edu/go/OISSSEvents

Other Offices

- International House of Rhode Island
  https://ihouseri.org/

- Sheridan Center [English Language Support]
  https://www.brown.edu/sheridan/programs-services/english-language-learning

- Department of Public Safety [DPS]
  https://www.brown.edu/about/administration/public-safety/
  Call 401-863-4111 for on-campus emergency and non-emergency public safety services.

- Office of the Chaplains and Religious Life
  https://www.brown.edu/campus-life/spiritual-life/chaplains/

- Nelson Fitness Center
  https://brownrec.com/

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(During the pandemic our office remains closed to the public)
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Office Hours M-F: 8:30AM-5PM, Summer Hours M-F: 8AM-4PM