FNIS Instructions

Brown University is required to comply with United States immigration and tax law when issuing payments to foreign nationals. To comply with these requirements and to process your payment(s) as quickly as possible, you must enter specific data pertaining to your immigration and tax status into FNIS. You are also required to provide the following documents that apply to your Visa status in order to verify your information that you have entered into the FNIS data base: Copy of passport, passport stamps, I-94, Copy of Visa, Copy of DS-2019, I-20 or I-797 depending on your visa type.

Steps to take:

1) Request a username and password
   - Send an email to controller_payroll@brown.edu requesting a username and password
   - Your e-mail should contain your full legal name, and e-mail address
   - Access FNIS at this link: https://fnis.thomsonreuters.com/brown/login.asp

2) Provide all necessary Documents that apply to your Visa type
   - Copy of Passport and Passport Stamps
   - Copy of Visa
   - Copy of I-94
   - Copy of either the DS-2019, I-20, I-797 form depending on your Visa type

3) Enter the requested information in FNIS
   - Upon entering FNIS, you must click the consent button.
   - Please complete all of the necessary information for Steps 1 – 6.
   - The information on page 5 relates to your entry and exit dates for current status and earlier visits to the United States.
   - Confirm the accuracy of the data entered on page 6.

4) Wait for the Controller’s Email
   - You will receive an email from the Controller’s Office once your data has been approved.
   - Follow the instructions you receive from the Controller’s email.
   - Please allow up to seven business days for the analysis to be completed.

5) Print, review and sign the available tax forms
   - Log into FNIS and review, print, and sign all of the tax forms to the Brown Business Center (BBC)
   - The Brown Business Center is located in the J. Walter Wilson, room 213, 69 Brown St. on the second floor.
   - Notify the department that will be providing payment to you that you have completed FNIS.

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For Best FNIS Compatibility with Internet Browsers...

- Windows users should use Internet Explorer or Firefox as your web browser when using FNIS.
- Macintosch users should use Firefox as your web browser.
- Linux is currently unsupported.
NOTE: Do NOT use SAFARI as your web browser as you will not be able to complete FNIS if using Safari.