

Brown University Student Fellowships, Prizes, and Awards Registration Form

Instructions for Secure Site

To provide payment to a student, the Student Fellowships, Prizes and Awards Registration Form needs to be completed on our secure website. This form can be completed by the student or the department requesting the payment.

The Student Fellowships, Prizes and Awards Registration Form is to be completed when the student is to be paid by check. The standard Supplier and Individual Payee Registration Form is required if payment to the student is to be made via Direct Deposit. (Note: Direct Deposit can only be made to a US Bank Account.)

Form Instructions:

Recipient's General Information

e-Mail:

Brown e-Mail address of the recipient of the award, fellowship or prize.

First and Last Name sections:

This name will appear on the check; the first and last name will automatically complete once the Brown e-Mail address is input.

Address Sections:

Recipient's Permanent Address

The permanent address of the recipient.

Recipient's Address for Check Delivery:

This is the address where the check will be mailed. This address must be one where the student is able to receive and deposit the check payment within 180 days of it being delivered.

If this address is the same as the permanent address, please indicate by clicking on the check box, "Check here if same as Permanent Address".

Recipient's Tax Information

Tax number type:

If the recipient has a tax identification number, select the option that identifies the type of identification number, and then input the tax identification number. Otherwise, click on the last selection, "No U.S. tax reporting number."

Foreign National Status:

Select the appropriate status by clicking on "Yes", if the recipient is a foreign national; "No", if the recipient is not a foreign national.

Brown Department Information

Brown Department:

Name of the Brown University Department requesting the payment.

Your Information:

e-Mail

e-Mail of the Brown Department contact requesting the payment.

Phone Number

Phone number of the Brown Department contact requesting the payment.

If you have questions about completing the Student Fellowships, Prizes and Awards registration, please contact the Supplier Registration Coordinator at 401-863-5264 or send an eMail to suppliermanagement@brown.edu.