International Student Employment Checklist

1) Find a job! All available on-campus opportunities are accessible at http://brown.edu/studentemployment (NOTE: International Students are eligible for on-campus jobs only).

2) Complete your I-9 Form at the Brown Business Center, 2nd floor of J.Walter Wilson. The I-9 Form is a legal document and is a requirement. Students must complete this form before they start working. Documents you may use to complete your I-9 Form (e.g. passport) are listed on the form. Visit the Student Employment 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: http://www.brown.edu/about/administration/international-student-and-scholar-services/social-security/social-security-number-support-letter-international-students
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). http://www.brown.edu/about/administration/international-student-and-scholar-services/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, access the “Direct Deposit” link at http://brown.edu/studentemployment (website menu item on right).