

## Student Employment for BRDD Students with International Student Status

As an international student, you are not eligible for federal US financial aid. This includes Federal Work Study. However many campus jobs are not only available to students with work study and Dual Degree students are **able to hold student employment on either Brown or RISD's campus!**

Because international students on the F-1 Student Visa are only allowed to work on-campus at the institution that issued their I-20, you must take a few additional steps in order to work at RISD. This document outlines those steps:

1. Apply for a student job at RISD and get hired!
2. Apply for your Social Security Card
  - Get a letter verifying your employment from RISD.
  - Bring your letter verifying employment to Brown Office of International Student and Scholar Services (OISSS) to get another letter from Brown.
  - Bring both letters along with your passport, F-1 or J-1, Visa, I-94 Card, and Form I-20 or DS-2019 to the Social Security Administration Office:  
  
Social Security Administration  
6<sup>th</sup> Floor  
One Empire Plaza  
Providence, RI 02903
- Apply for your Social Security card and wait a few weeks for it to arrive via mail.
3. Bring your RISD letter of employment, stating the dates and hours of your employment, to the Brown Office of International Student and Scholar Services. Brown OISSS will issue you a letter for "on-campus employment at an off-campus site".
4. Bring documentation to RISD Financial Aid:
  - a. Bring your Brown-issued "on-campus employment at an off-campus site" letter to the RISD Work Study Office to become eligible to complete a W-4 and I-9.
  - b. Complete W-4 and I-9 online.
  - c. Bring your I-20 and visa to Student Employment Office at RISD.
  - d. Review paperwork with staff.

Each calendar year, you must renew your W-4 and I-9 forms.