



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 Brown Health can enroll in the Health Insurance Benefits provided through Human Resources

- Brown endorsed Accident and Sickness plan for International Participants [Inbound to Brown]

<https://go.brown.edu/healthinsurance4scholars>

- Other J-1 Compliant Health Coverage

3. I-9 AND SPRINTAX-CALCULUS

If you receive any payment from Brown you must complete SPRINTAX-CALCULUS. If you are a paid employee at Brown you must additionally complete Form I-9.

SPRINTAX-CALCULUS Instructions:

<https://go.brown.edu/SPRINTAX-CALCULUS>

I-9: The HR Service Center is located in Page Robinson Hall, Suite 213

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. brown.edu/go/ApplySSN

LOCATION

Social Security Administration
Empire Plaza
1 Empire St. 6th Floor
Providence, RI

REQUIRED DOCUMENTATION

- I-94 Record
- Passport
- Visa Stamp
- DS-2019/H-1B I-797 Approval Notice
- Brown/Hospital appointment/hire letter

RESOURCES

- **OISSS Practical Resources**

<https://oisss.brown.edu/working-and-living>

- Moving to Providence
- Health and Safety
- Social Security
- Driver's License and State ID
- Taxes
- Banking and Finance
- Legal and Immigration Resources
- Food, Shopping and Recreation
- Transportation and Hotels

- **OISSS Maintaining your J-1 Status:**

<http://brown.edu/go/J-1ScholarStatus>

- **OISSS Events and Workshops**

<http://brown.edu/go/announcements>

Other Offices

- **International House of Rhode Island**

<https://ihouserio.org/>

- **Sheridan Center [English Language Support]**

<https://www.brown.edu/sheridan/programs-services/english-language-learning>

- **Department of Public Safety [DPS]**

<https://dps.brown.edu/> 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/>

OISSS, PAGE-ROBINSON HALL, SUITE 420, 69 BROWN ST.
(401) 863-2427 OISSS@BROWN.EDU

WORKING HOURS M-F: 8:30AM-5PM, SUMMER HOURS M-F: 8AM-4PM
OISSS STAFF WORKS REMOTELY ON FRIDAYS.