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 printout of this record for initial paperwork at Brown or its Affiliated Hospitals.

   [www.cbp.gov/i94](http://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 Lifespan 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](https://go.brown.edu/healthinsurance4scholars)
   - Other J-1 Compliant Health Coverage

3. **1-9 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](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](https://card.brown.edu) for instructions on how to obtain it.

   Rhode Island Driver’s License or State ID
   [http://www.dmv.ri.gov/](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](http://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

Please consult each website link for more complete information.
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://ihouseriri.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