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 Lifespan can enroll in the Health Insurance Benefits provided through Human Resources
- Brown endorsed Accident and Sickness plan for International Participants [Inbound to Brown] http://brown.edu/go/healthinsurance4scholars
- Other J-1 Compliant Health Coverage

3. I-9 and FNIS

If you receive any payment from Brown you must complete the Foreign National Information System (FNIS). If you are a paid employee at Brown you must additionally complete Form I-9.

FNIS Instructions: http://brown.edu/go/FNIS

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

Please be sure to 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://ihouseri.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