



# STUDENT ARRIVAL CHECKLIST

## 1. F-1/J-1 SEVIS REGISTRATION



Newly arrived students in initial F-1 or J-1 status will need to complete and submit the “New Student Registration” request on the Requests and Documents Tab within their OISSS Gateway account to activate their F-1 or J-1 SEVIS record to maintain valid F/J Immigration Status.

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

## 2. 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 should save a printout or PDF of your I-94 in your records to prove your immigration status.

[www.cbp.gov/i94](http://www.cbp.gov/i94)

## 3. BROWN ID CARD



Graduate students should visit the Brown ID Card office website: <https://card.brown.edu/> for instructions on how to obtain their ID. Most undergraduate students will receive university ID cards from Residential Life when checking into their resident hall.

## WORKING ON CAMPUS?

### 4. I-9 AND SPRINTAX-CALCULUS

If you receive funding or pay from Brown you must complete Form I-9 with HR, and SPRINTAX-CALCULUS.



I-9: instructions:

<https://www.brown.edu/about/administration/human-resources/hr-service-center/i-9-forms>

SPRINTAX-CALCULUS instructions:

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

### 5. SOCIAL SECURITY NUMBER (SSN)



If you are employed in the U.S. you are required to get a Social Security number. Please check the OISSS website for details on eligibility and how to apply: <https://brown.edu/go/ApplySSN>

# RESOURCES

- **International Student Orientation**  
<https://brown.edu/go/intlUndergradOrientation>  
<https://brown.edu/go/intlGradOrientation>
- **OISSS Practical Resources**  
<https://oiss.brown.edu/working-and-living>
  - Moving to Providence
  - Health and Safety
  - Social Security
  - Driver's License or State I.D.
  - Taxes
  - Banking and Finance
  - Legal and Immigration Resources
  - Food, Shopping and Recreation
  - Transportation and Hotels
- **OISSS Gateway**  
<https://brown.edu/go/oissgateway>
- **Maintaining Your Immigration Status**  
<https://brown.edu/go/F-1Status>  
<https://brown.edu/go/J-1StudentStatus>
- **OISSS Events and Workshops**  
<https://oiss.brown.edu/announcements>
- **Global Brown Center for International Students (GBC)**  
<https://brown.edu/globalbrowncenter>
- **English Language Support**  
<https://sheridan.brown.edu/services/english-language-support>
- **Department of Public Safety**  
<https://dps.brown.edu/>  
 401-863-4111 for on-campus emergency services.
- **Office of the Chaplains and Religious Life**  
<https://chaplains.brown.edu>
- **Brown University Student Organizations**  
<https://brown.edu/life-brown/student-organizations>

OISSS, PAGE-ROBINSON HALL, 4TH FLOOR, RM420, 69 BROWN STREET  
 (401) 863-2427 OISSS@BROWN.EDU

**SCHEDULE AN ADVISING APPOINTMENT: [HTTPS://BROWN.EDU/GO/OISS](https://brown.edu/go/oiss)**  
 WORKING HOURS M-F: 8:30AM-5PM SUMMER HOURS M-F: 8AM-4PM