



BROWN

**Office of International Student & Scholar Services**

Page-Robinson Hall, Suite 420  
69 Brown Street, Box 1906  
Providence, RI 02912  
Email: [oiyss@brown.edu](mailto:oiyss@brown.edu)

Phone 401-863-2427  
Fax 401-863-7543  
<https://oiyss.brown.edu>

**Your First Days at Brown:  
A Checklist for New International Graduate Students (F&J) and Scholars (J)**

Your first days in a new environment can be very challenging. You may feel tired and disoriented, especially if you traveled a long distance to get to Brown and/or if this is your first time in the United States. One way to ease some of the stress associated with the first few days is to arrive as prepared as possible. Review this guide and familiarize yourself with the map of campus (accessible online: <https://m.brown.edu/map/>) Make contact with your department ahead of time to review any additional requirements or resources they have to offer you. You will likely be required to attend several orientation sessions. In addition to providing pertinent information, these sessions are also a great opportunity to network with other new international students or scholars as well as interact with university faculty and staff.

- Tip 1:** You will be given a lot of documents to review and forms to fill out during your first days at Brown. Read these materials carefully and consider reviewing them again a week or two later when time permits.
- Tip 2:** Be patient and flexible. Ask questions. If someone isn't able to answer your question, ask if they can refer you to another department that may be able to assist you.

**Utilize the following checklist to ensure completion of important tasks in a timely manner:**

**DAY ONE**

**1. Go to [www.cbp.gov/i94](http://www.cbp.gov/i94)**, enter your passport information and print out your I-94 admission information for evidence of your admission into the U.S. (carry this document along with your DS-2019 or I-20)

**2. Check in with your sponsoring department**

*For your department's address and a campus map, utilize the A-Z directory at [www.brown.edu](http://www.brown.edu)*

**WITHIN THREE DAYS OF ARRIVAL TO CAMPUS**

**3. Complete Registration with the Office of International Student and Scholar Services (OISSS)**

*Students & Exchange visitors are required to confirm arrival at their sponsoring institutions within 30 days of the program start date indicated in your I-20/DS-2019 form. Failure of doing so will result in termination of your SEVIS record. Please check in with our (OISSS) office within 3 days of arrival to campus to complete this important legal step or immediately contact your department & our office if you cannot arrive at Brown as planned.*

- F-1 and J-1 **students** should log into their OISSS Gateway account, click the Requests&Documents tab and select+complete the “**New Student Registration**” request. <https://brown.edu/go/oiyssgateway>
- J-1 **scholars** should complete their registration by responding to the email they receive entitled “OISSS Registration and Arrival Instructions”. If they do not receive this, they can email [oiyss@brown.edu](mailto:oiyss@brown.edu) for the instructions.

*To complete your registration, you will need the following:*

1. Passport with visa;
2. I-94 admission printout from <http://www.cbp.gov/i94> or I-94 card;
3. Form I-20(F-1)/DS-2019(J-1);

4. If applicable, the above for your dependents;
5. J-1 Scholars only: Your signed Health Insurance Memo of Understanding.

OISSS staff will also provide you with instructions for the following:

- For those funded by Brown, the SPRINTAX-CALCULUS instructions
- Date and location of the next upcoming international student and scholar orientation

**OISSS: Page-Robinson Hall, 4th Floor, Suite 420, 69 Brown Street Phone: 401-863-2427  
Hours: Mon.-Fri. 8:30-5pm (academic year); 8-4pm(summer)**

#### **4. Secure a Brown University Identification Card (Brown ID)**

Take your passport to the Brown University Card Office where you will receive a Brown ID as well as instructions on how to activate your Brown e-mail account.

- Graduate students: Obtain a Brown ID immediately after check-in with OISSS
- Paid Faculty/Staff: Contact the Card Office 2-5 days after submitting the Form I-9 to confirm if your ID is ready to be issued (this may take up to 5 days)
- Unpaid Faculty/Staff: Bring your appointment letter to the Card Office. A record will be created for you and an ID issued.

**Card Office: <https://card.brown.edu/> Page-Robinson Hall, Suite 511, 69 Brown St. Phone: 401-863-2273**

#### **5. Begin the I-9 Process**

*If funded by Brown University, you must complete the I-9 employment authorization form. Section 1 of Form I-9 must be completed no later than the first day of employment; I-9 documents must be submitted and section 2 of Form I-9 must be completed within three business days of the employment begin date.* HR Service Center:

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

#### **6. Begin the SPRINTAX-CALCULUS Process**

*If funded by Brown University, you will enter data pertaining to your immigration and tax status into SPRINTAX-CALCULUS so that the Controller/Payroll Office can determine your level of taxation.*

<https://oiss.brown.edu/working-and-living/taxes/sprintax-calculus-instructions>

You may submit the Form I-9 and begin employment at Brown University prior to completing the SPRINTAX-CALCULUS process. However, until you complete the SPRINTAX-CALCULUS process and submit the signed forms to the Brown Business Center, you will not benefit from any applicable tax treaty and will be taxed as a resident for tax purposes.

#### **TEN DAYS AFTER CHECKING IN WITH OISSS**

#### **7. Apply for a Social Security Number (if eligible)**

*Wait at least ten business days after completing Registration with OISSS, before applying to the Social Security Administration (SSA) to ensure that your immigration records reflect your port of entry information. Your F-1/J-1 immigration record needs to be registered/validated by OISSS prior to SSN application.*

International students/scholars employed by Brown University must apply for a Social Security Number in order to receive payment for employment and proper tax withholdings.

- The SSA will not issue a Social Security number to short-term scholars whose appointment at Brown is less than one month
- OISSS will provide further instructions upon check in
- Keep the receipt issued by the Social Security Office.

**Social Security Administration: 6<sup>th</sup> Floor, One Empire Plaza Phone: 877-402-0808  
Hours: Monday through Friday 9am-4:00pm**