

STEPS to complete your I-9/employment paperwork include checking in with the following offices:

- 1. Office of International Student and Scholar Services (OISSS)***
J. Walter Wilson, Suite 520, 69 Brown Street (corner of Brown and Waterman); (401) 863-1248
**Only International Postdocs need to check in here. OISSS will verify that your VISA is ok. Please bring passport and visa. Those on J-1 Visas should also bring DS-2019 form; F1 holders should bring I-20.*
- 2. BROWN CARD OFFICE***
J. Walter Wilson, Suite 511, 69 Brown Street (corner of Brown and Waterman); (401) 863-2273
You **must** get a Brown photo ID card to access buildings. If your PAF has been entered in HRIS, you will be “in the system” to get your Brown ID. It can take up to three days to get email access. You may stop by the **Center for Information Technology (CIT)** at 115 Waterman Street to get your Brown email address set up sooner.
**International Postdocs should bring the OISSS Release Form and Passport to the Brown Card Office.*
- 3. PAYROLL OFFICE***
Brown Office Building (BOB), 164 Angell Street, 2nd floor (above bookstore); (401) 863-2361
You **MUST** stop at the Payroll Office to fill out a W-4 form, or you will not have the proper taxes taken out of your paycheck. To enroll in direct deposit you will need to bring a voided check.
**Foreign Postdocs must complete FNIS (pertains to immigration/tax status) prior to going to Payroll to get your home country tax treaties set up.*
- 4. BENEFITS OFFICE**
Brown Office Building (BOB), 164 Angell Street, 3rd floor (above bookstore); (401) 863-2141
You **MUST** stop by or contact the Benefits Office to set up an appointment for the benefits orientation to discuss health and retirement benefits. Brown University’s health insurance plans require that you elect coverage within **31 days** of your hire date.
- 5. SOCIAL SECURITY OFFICE*** Phone(s): 1-800-772-1213 or (401) 528-4501
 - Federal Center, 380 Westminister Street, 3rd Floor, (second building in from corner of Empire St. and Westminister St.) Monday-Friday 9:00am – 4:00pm;
 - Social Security Administration, 55 Broad Street, Pawtucket, RI, 02860
 - Social Security Number application and instructions can be found at www.ssa.gov/online/ss-5.pdf

NOTE: All postdocs **MUST** have a social security number **or** PROOF that an application has been filed in order to be PAID by the Brown University Payroll Office.

Documents to bring to SS Office include: Passport, Visa or Green Card, DS-2019 form, you’re your Appointment Letter.

**International Postdocs must wait ten (10) days from date of arrival before going to the Social Security Office/Federal Center because SS Office needs time to verify your immigration entry records.*

If you have any questions regarding your postdoctoral appointment, please feel free to contact The Office for Graduate and Postdoctoral Studies at (401) 863-1614 (or 863-3281 main office).

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