



Controller's Office

Brown University
Box 1873
Providence, RI 02912
Email: controller_payroll@brown.edu
Phone: 401-863-7189

FNIS Instructions

Brown University is required to comply with United States immigration and tax law when issuing payments to foreign nationals. To comply with these requirements and to process your payment(s) as quickly as possible, you must enter specific data pertaining to your immigration and tax status into FNIS. You are also required to provide the following documents that apply to your Visa status in order to verify your information that you have entered into the FNIS data base: Copy of passport, passport stamps, I-94, Copy of Visa, Copy of DS-2019, I-20 or I-797 depending on your visa type.

Steps to take:

1) Request a username and password

- Send an email to controller_payroll@brown.edu requesting a username and password.
- Your e-mail should contain your full legal name, and e-mail address.

Access FNIS at this link: : <https://fnis.thomsonreuters.com/brown/login.asp>

2) Provide all necessary documents that apply to your Visa type

- Copy of Visa (All Visa Types except for the WB Visa Waiver, which is obtained by completing an ESTA application)
- Copy of Passport and Passport Stamps (All Visa Types including Visa Waiver)
- Copy of I-94 (All Visa Types – you can retrieve your information at the following link <https://i94.cbp.dhs.gov> Click on tab that reads get most recent I-94.
- DS-2019 (J-1 Visa Only)
- I-20 (F-1 Visa Only)
- I-797 form (H1-B Visa, O Visa, P Visa)

3) Enter the requested information in FNIS

- Upon entering FNIS, you must click the consent button.
- Please complete all of the necessary information for Steps 1 – 6.
- The information on page 5 relates to your entry and exit dates for **current status and earlier visits to the United States.**
- Confirm the accuracy of the data entered on page 6.

4.) Wait for the Controller's Email

- You will receive an email from the Controller's Office once your data has been approved.
- Follow the instructions you receive from the Controller's email.
- Please allow up to seven business days for the analysis to be completed.

5) Print, review and sign the available tax forms

- Log into FNIS and review, print, and sign all of the tax forms and return it to the Brown Business Center (BBC).
- The Brown Business Center (BBC) is located in the J. Walter Wilson Building, Room 213, 69 Brown St. on the second floor.
- Notify the department who is providing payment to you, that FNIS has been completed.

For Best FNIS Compatibility with Internet Browsers...

Windows users should use Internet Explorer or Firefox as your web browser when using FNIS.

Macintosh users should use Firefox as your web browser.

Linux is currently unsupported.

NOTE: Do NOT use SAFARI as your web browser as you will not be able to complete FNIS if using Safari.