

Notifying USCIS of a Change of Address

Almost all nonimmigrants, including all those in F, J, H, O or TN status—as well as permanent residents of the US—are required to notify the US Citizenship and Immigration Service (USCIS; the former INS and BCIS) of a change of residential address within 10 days of the change (only nonimmigrants in A or G diplomatic status are exempt from change of address notification). It is very important to comply with this requirement since the initial penalty for failure to report a change of address is a fine of up to \$200 and/or imprisonment for not more than 30 days; in addition, unless you can prove that your failure to report was “reasonably excusable or was not willful,” the law directs the Attorney General to take you into custody and deport you from the United States.

How should I report a change of address to USCIS?

If you are in F-1, F-2, J-1 or J-2 status you must report a change of address to the institution that prepared your F or J immigration document (i.e. your I-20 or DS-2019). Your institution, in turn, must notify USCIS electronically via the Student and Exchange Visitor Information System (SEVIS). At the University of Pennsylvania we require F and J students to report all address changes via Penn InTouch, which you can access at the PennPortal. We receive these changes nightly from PennInTouch and report them to USCIS the next business day. All Penn-sponsored J scholars, for their part, must report changes of address to the Office of International Programs directly either via email or by completing a change of address form at OIP’s front desk. (Address changes entered in any University system except PennInTouch will not reach OIP.)

If you are in any other nonimmigrant status (such as H-1 or TN-1)—or if you are a permanent resident of the United States—you must report a change of address directly to USCIS on the attached Form AR-11 (unless you are subject to “Special Registration;” then you must file Form AR-11SR instead of Form AR-11). (Please note that all those in F or J status, including those subject to Special Registration, should *not* file Form AR-11 or Form AR-11SR.) Before you send the completed form to USCIS, be sure to make a photocopy for your records. Then take the form to the post office and purchase a “certificate of mailing” when you hand the envelope to the postal clerk (\$0.90, in addition to the normal postage). The photocopy and the certificate of mailing will allow you to prove, in case of need, that you notified USCIS of your address change. (USCIS in the future may be unable to find record of your change of address notice.)

When do I report a change of address to USCIS?

The law requires you to report your change of address to USCIS within 10 days of the change.

Should I report my current address to USCIS now?

This depends on whether you are still living at the same address that you provided to the immigration service when you last entered the US and completed your Arrival/Departure Record, Form I-94. If you are still living at the address you wrote down on your I-94 Arrival/Departure Record, you do not need to report this address to USCIS again. If you are not currently living at this address, you should complete Form AR-11 and send it to USCIS with your current address now (regardless of how long you have resided at this address; it is better to submit an address change late, rather than not at all; F and J visa holders, as noted above, do not submit Form AR-11 but instead report the new address to OIP). (If you are not sure what address you wrote down on your last I-94 Arrival/Departure Record, complete Form AR-11 and add a notation indicating that this is your current address but that you are unsure what address you reported to USCIS upon your last entry to the US)

Can I use a post office box address for USCIS?

No, the law requires you to report to USCIS the address in the US where you actually reside.

Should I report a US summer address to USCIS?

You should report a summer address in the US to USCIS if this address will be the only address where you can be contacted over the summer. But if you continue to maintain your academic year address as well, or if you can still be contacted via your academic year address over the summer, then you do not need to consider your summer address a new address requiring notice to USCIS. (Note: When reporting a summer address Form AR-11 includes a line where you can indicate how many months you expect to reside at the summer address; you should file another Form AR-11, however, when you reestablish your academic year address.)

How should I complete Form AR-11?

Some of the information requested on Form AR-11 is self-evident. Below is guidance on items that may not be as clear:

I AM IN THE UNITED STATES AS: Check "Other" and write visiting scholar or another appropriate title if you are not a visitor or permanent resident of the US. (If you are a student or a scholar in J status, you should not be using form AR-11.)

COPY NUMBER FROM ALIEN CARD A: If you are a nonimmigrant cross out the "A" and write in "I-94" and the number on your I-94 card here. If you are a permanent residents write the alien registration number from your green card here.

PRESENT ADDRESS: Write your new address that you are sending to USCIS here.

LAST ADDRESS: Write your previous address, i.e. your old address, here.

I WORK FOR OR ATTEND SCHOOL AT: You can use OIP's address here: University of Pennsylvania, Office of International Programs, 3701 Chestnut Street, Philadelphia, PA 19104.

DATE OF ENTRY INTO U.S.: Write here the date (mm/dd/yyyy) of your most recent entry into the US.

IF NOT A PERMANENT RESIDENT, MY STAY IN THE U.S. EXPIRES ON: Write the expiration date that appears on your I-94 card (not the expiration date of the entry visa stamp in your passport).

Mailing Form AR-11

After making a photocopy for your records, mail your completed form AR-11 to the address below.

US Citizenship and Immigration Services
Change of Address
PO Box 7134
London, KY 40742-7134

For commercial overnight or fast freight services, only:

US Citizenship and Immigration Service
Change of Address
1084-I South Laurel Road
London, KY 40742-7134

Related Links

OIP Instructions and Forms: <http://www.upenn.edu/oip/iss/forms.html>

PennPortal: http://medley.isc-seo.upenn.edu/penn_portal/view.php

Penn InTouch: <https://sentry.isc.upenn.edu/intouch/>

USCIS Form AR-11: <http://www.uscis.gov/graphics/formsfee/forms/ar-11.htm>

USCIS Form AR-11SR: <http://www.uscis.gov/graphics/formsfee/forms/ar-11sr.htm>