



Reporting a Change of Address to OIA

All non-U.S. citizens must notify the Office of International Affairs (OIA) of a change of residential address within 10 days of the change. Non-U.S. citizens report the change of address by completing the **Change of Address Form** and submitting it to OIA. Please be advised that reporting a change of address to OIA does not update your address in UTLINK or the school or department in which you study or work. Please report your current address to the appropriate school or program sponsor in addition to notifying OIA.

Reporting a Change of Address to USCIS

In addition to notifying OIA of a change of residential address, all non-U.S. citizens, to include dependents, must notify U.S. Citizenship and Immigration Services (USCIS) of a change of residential address within 10 days of the change in accordance with 8 C.F.R. § 265.1.

F and J Visa: If you are in the U.S. on the F or J visa and your Form I-20 or DS-2019 was issued by The University of Texas Health Science Center at Houston Office of International Affairs, you will comply with the requirement to notify USCIS by completing the **Change of Address Form** and submitting it to your IVA within 10 days of the change. Your IVA will then update your Student & Exchange Visitor Information System (SEVIS) record with the new address. If your Form I-20 or DS-2019 was not issued by OIA, please contact the DSO/ARO who processed your immigration document in order to report a change of address. J-1 Physicians in medical training must also notify changes in mailing address to ECFMG; this can be done on line via OASIS.

Note:

F-1 students recommended by OIA and approved for optional practical training must also complete the **OPT Reporting Requirement Form** and submit it to his/her IVA.

Other Nonimmigrant Visa: If you are in the U.S. in a different nonimmigrant status, such as H-1B, you must notify USCIS of any move within the U.S. and its territories within 10 days of the change of address. One option to report a change of address is to use the USCIS Electronic Change of Address tool found at <https://egov.uscis.gov/crisgwi/go?action=coa>. If you choose not to use the Electronic Change of Address tool, you may also report a change of address by completing the Form AR-11, Change of Address Form that can be downloaded from the USCIS website www.uscis.gov. If subject to "Special Registration," it is mandatory that you complete the Form AR-11 SR, Alien's Change of Address Card *instead* of the Form AR-11. The Form AR-11SR, Alien's Change of Address Card can also be downloaded from the USCIS website. Both the Form AR-11 and Form AR-11SR will be mailed to USCIS at the address indicated on the form. If submitting the Form AR-11 or Form AR-11SR to USCIS by mail, OIA suggests that you send the form using certified mail as evidence that it was sent and received by USCIS.

Note:

Notifying USCIS of a change of address by mailing a Form AR-11 or Form AR-11SR will not update your address on any pending application/petition that has been submitted on your behalf. If your address changes while your application/petition is pending with USCIS, you will need to call USCIS customer service at 1-800-375-5283 in order to report the change of address and update the address on the pending application/petition. Although calling USCIS customer service updates the address on your pending case, it does not meet the legal requirement of completing the Form AR-11, Form AR-11SR, or using the USCIS Electronic Change of Address tool to report the change.