

CHANGE OF U.S. ADDRESS INSTRUCTIONS (F-1 & J-1)

If you change your U.S. residential address (the location where you live), you are required by federal regulations to inform the government of the change within **10 days** of making the change.

Important note to TAs & GAs:

Please follow the "registered students" instructions below – NOT the "faculty/staff" instructions

➤ **REGISTERED STUDENTS:**

- *F-1 OR J-1 STUDENTS (INCLUDING THOSE REGISTERED BUT ON OPTIONAL PRACTICAL TRAINING or ACADEMIC TRAINING):*
 1. Go to the University's student Address Update web page: <https://personalinfo.rutgers.edu/pi/>.
 2. Log in and **click on the "Address Update" tab** to update your information. Enter your **US Address** in the '**Local Address**' part of the screen. (**NO BPO OR CPO BOX NUMBERS PLEASE**)
 3. If you have an alternate address in the US where you live when not at the University, such as a relative, you may enter it in the '**Home Address**' part of the screen.
 4. Click "Save/Verify" at the bottom of the screen when you have completed your update. This new information will be sent to SEVIS.

➤ **NON-REGISTERED STUDENTS:**

- *F-1 STUDENTS CURRENTLY ON OPTIONAL PRACTICAL TRAINING:*
 1. Enter new US address on OPT Data Update Form and submit to the Center
- *J-1 STUDENTS CURRENTLY ON ACADEMIC TRAINING OR WHO ARE SPECIAL VISITING STUDENTS:*
 1. Please email all US address changes to: globalservices@gaiacenters.rutgers.edu. Please make the subject of your email: "US Address Update: J-1 Special Visiting Student **or** J-1 Academic Training."

➤ **FACULTY/SCHOLARS:**

1. Please email all US address changes to: globalservices@gaiacenters.rutgers.edu. Please make the subject of your email: "US Address Update: Faculty/Staff."