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

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**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/](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.”