

ADDRESS REPORTING

Instructions for Students in F-1 and J-1 status

You are required by law to report to the U.S. Department of Homeland Security (DHS) your initial U.S. living address and any change of address in the United States within 10 days of moving. You will also need to report your address to Washington University when you check in and each time you move.

Washington University – WebSTAC

You must report your initial address and any change of address on-line in WebSTAC. The “Local” address option should reflect where you are currently living, *do not* use a departmental address. You will use your WUSTL Key to access your WebSTAC profile. It is *your* responsibility to make sure your local address is *always* correct in the WebSTAC system. Please also maintain the following: local phone number, permanent home country address in the “Home” address option, and e-mail address in the “E-mail” address option. To enter or change your local address in the WebSTAC system:

1. Go to WebSTAC: <https://acadinfo.wustl.edu/Private/WebSTAC.asp>
2. Click the WUSTL Key login button, enter your WUSTL Key and password and click “Log In.”
3. Go to the menu on the left-hand side. Click the option “Contact Information” and then “Addresses.”
4. Click the “chg” button next to the “Local” address field.
5. Enter your new or changed local address information showing **where you live in St. Louis**. When you are finished, click “Submit Address.”
6. After you receive confirmation that your address has been successfully updated, ensure your “Home” address (address in your home country) and “E-Mail” are correct and make any changes needed.
7. When finished, click “Log Out” from the menu on the left-hand side.

Department of Homeland Security (DHS) – AR-11 form

To report a change of address to DHS, you must submit Form AR-11. Persons who are subject to special registration must complete Form AR-11SR. For information on special registration, please see the U.S. Citizenship and Immigration Services (USCIS) website on special registration at: <http://www.uscis.gov> → Forms → Alien’s Change of Address Card (2nd option in the table)

Online

Most students can now notify DHS to change their address online at <https://egov.uscis.gov/crisgwi/go?action=coa>. Make sure you print a copy of the final submitted form. If this is your first address in the U.S., simply enter “N/A” into the “Last Address” fields.

By mail

You may download the paper form from <http://www.uscis.gov/ar-11> if you prefer to mail it in. If you opt for this method, be sure to make a copy of the completed and signed Form AR-11/AR-11SR before sending it to DHS. It is recommended that you send your Form using the “return-receipt requested” service from the Postal Service or an overnight delivery service (i.e. Federal Express), as proof that your form was delivered to and received by DHS. Keep copies of both your completed Form and delivery receipt for the duration of your stay in the U.S.

When completing the form, please keep in mind the following:

- The **“Copy Number from Alien Card”** field refers to a number that begins with the letter A. This number is usually only assigned to those with work authorization (ex., OPT, H-1B status, Permanent Resident). You probably will not have an A number and can leave this field blank.
- The **“Present Address”** refers to your new address; i.e., the address where you will physically live. This address must be a street address and not a post office box.
- As a nonimmigrant, you should complete the portion of the form that asks if the address is temporary.
- For the section asking for the **“Employer’s Name or Name of School”**, list the general school address of One Brookings Dr, St. Louis, MO 63130. Do not include a box number.
- For the fields marked **“Port of Entry into U.S.”** and **“Date of Entry into U.S.”**, list the place and date you most recently entered the United States (this is indicated on your I-94 card).

If you have any questions about reporting your address or changes, please contact the OISS at oiss@wustl.edu or by calling (314) 935-5910. You can also visit our website at: <http://oisshome.wustl.edu/>.