

## **INSTRUCTIONS FOR FORM AR-11:**

### **Form AR-11 or Alien's Change of Address Card:**

**Note:** If you still reside at the same address you wrote on your I-94 arrival record when you last entered the U.S., there is no need to submit this form.

**NAME:** Enter your name as it appears on your Passport.

**I AM IN THE UNITED STATES AS:** Check "Student" if you are a student in F1 or J1 visa status and "Other" if you are a J1 exchange visitor (research scholar, short-term scholar, professor, specialist). Also, mark "Student" even if you have already graduated but are on post-completion practical training (OPT for F1 students) or Academic Training (AT for J visa-holders).

**COUNTRY OF CITIZENSHIP:** Your citizenship. Also the country that issued your passport.

**A Number:** The A number is assigned to U.S. Legal Permanent residents. For non-immigrants in F or J visa status, leave this section blank.

**PRESENT ADDRESS:** This must be your Physical address, that is, the address where you reside. You must not use a P.O. Box, University Box or other mailing address. Nor may you use an FSU Department, Office or Work address. Do not use the International Center address either. The INS requires a RESIDENCE address.

If you live in an FSU dormitory, contact the Housing office for your corresponding street address.

**IF ABOVE ADDRESS IS TEMPORARY, I expect to remain there:** If this applies to you, use your best estimate.

**LAST ADDRESS:** Enter your last residence address.

In some cases, you may have never filed Form AR-11 before and no longer remember the address you gave on your last I-94 arrival card. Or, you may have moved residences several times and never filed Form AR-11. Make your own best judgement and enter the last address you remember. The IC staff cannot make that decision for you. You will have to decide what you are comfortable reporting as your last known address.

**I WORK FOR OR ATTEND SCHOOL AT:** Please enter your FSU department address.

If you are currently on post-completion Optional Practical Training, enter the name of your employer. If you are on OPT but are still unemployed, you may use the International Center address: 107 S. Wildwood Dr. Tallahassee, FL 32306-4240.

**PORT OF ENTRY INTO US:** Port of Entry refers to the International Airport/City where you last entered the U.S. This can be found on the stamp on your most recent I-94 or Form I-20/DS2019 (formerly IAP-66), or on your passport.

**DATE OF ENTRY INTO US:** Refers to the date when you last entered the U.S. This can be found on the stamp on your most recent I-94 or Form I-20/DS2019 (formerly IAP-66), or on your passport.

**IF NOT A PERMANENT RESIDENT, MY STAY IN THE US EXPIRES ON:** Those in F-1/F2 or J-1/J2 visa status should write "D/S" (Duration of Status) and the expiration date on their I-20 or program end date on their IAP-66/DS 2019. For example: D/S: 04/30/2003.

Students in F visa status who have graduated and are on post-completion Optional Practical Training (OPT) should indicate the expiration date on their Employment Authorization Document (EAD or commonly called OPT card). If the application for OPT has not been approved by the INS, enter the end date of the requested period of practical training on the Form I-765 you submitted to the INS (this date was also indicated by your IC adviser on your I-20 which was endorsed for OPT).

J visa students on post-completion Academic Training can enter the end date on their authorization document (DS2019 or authorization letter from the IC adviser).

### **Common concerns:**

**If I moved a while ago and have not submitted your AR-11 form, what do I do?**

Fill out and mail the form as soon as possible. We recommend sending it via registered or certified mail with a return receipt. Ask your post office for details.

**If I moved to a different apartment in the same apartment complex, or a different room in the same dorm, do I have to report this?**

Yes. The intent of the requirement is for the INS to have information on your **current** physical address at all times.

**If I cannot remember what I wrote on my last I-94 card, what do I do?**

Write the last address you remember. Use your best judgement.

**If I moved several times since I entered the US. What do I do?**

Indicate only your latest information. Enter your very last address (the address you resided in previous to your current address) in Last Address and your current address of course for Current Address.

**I have a mailing address. Is this okay to report?**

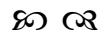
The INS wants a physical address, i.e., where you physically live or reside.

If I submit the information to you or if I updated my University record, do I fulfill this requirement and so do not need to send form AR-11?

University regulations also require you to update the Registrar's office database within 10 days of a Change of Address. This does not satisfy the INS requirement because FSU does not provide this information to the INS. You also need to submit your information to the IC separately because we need to have both your physical and, if different, your mailing address. We are working toward database integration so that, in the future, you will only need to change your address on the Registrar's database to satisfy University, IC and INS requirements.

If I have a temporary address and I am keeping a permanent one elsewhere, do I have to report on my temporary address?

No. As long as it is just that – temporary, and you do still have a permanent address.



*We welcome questions or comments and we will add them as general queries (not specific to any individual) to this page if appropriate. Email: [mira@admin.fsu.edu](mailto:mira@admin.fsu.edu)*

.