

Reporting Change of US Address ^{or} Foreign Address

Students and scholars on F-1 or J-1 visas are required to report any changes of US and permanent foreign addresses to Department of Homeland Security (DHS) through their Designated School Official/Responsible Officer (Center for Global Engagement staff) within **10 days** of moving or reporting to campus. Changes in address are required by US immigration regulations for SEVIS purposes (no P.O. boxes). Please e-mail your DSO/ARO or come to the CGE Office to make sure your SEVIS (immigration) record is up to date.

UPDATING IMMIGRATION:

To update your addresses, you can stop into the office or e-mail your DSO directly at igradel@lockhaven.edu, pmensch@commonwealthu.edu, or rgreen3@commonwealthu.edu with the following information:

LOCAL ADDRESS: Used for SEVIS purposes and by any CU offices that need to update information about your program or student services. Please see below for examples of address formats depending on where you live:

Bloomsburg:	Lock Haven:	Mansfield:
Proper format - lower campus Name (first, last) Room 222 Elwell Hall 525 East Second Street Bloomsburg PA 17815 <i>Room number and hall name must be included.</i>	Proper format – on-campus Name (first, last) Commonwealth University-Lock Haven Hall Name, Room # and Box # 401 N. Fairview Street Lock Haven, PA 17745	Proper format – on-campus Name (first, last) Assigned Building Address (<i>see below</i>) Box Number Mansfield, PA 16933
Proper format - upper campus (JKA, MPA, MOA) Name (first, last) 2222 JKA 525 East Second Street Bloomsburg PA 17815 <i>Do not write the word "box" in address line</i>	Proper format – off-campus Name (first, last) 1234 Name of Street Apartment Number (<i>if any</i>) [Name of Town], PA [Postal Code]	Individual Building Addresses: Sycamore - 50 Morris Drive Oak - 64 Morris Drive Hickory - 66 Morris Drive Spruce - 125 Clinton Drive
Proper format – off-campus Name (first, last) 1234 Name of Street Apartment Number (<i>if any</i>) [Name of Town], PA [Postal Code]		Proper format – off-campus Name (first, last) 1234 Name of Street Apartment Number (<i>if any</i>) [Name of Town], PA [Postal Code]

FOREIGN PERMANENT ADDRESS: This information will have been collected when you arrived for International Student Orientation. If your foreign permanent address changes after orientation, you must come into the office or e-mail John immediately to update your SEVIS record.

All changes of address must also be reported to Commonwealth University. This can be done by visiting the Office of the Registrar and completing the CU change of address form.

Additional questions about address changes for international students should be directed to the CGE Office.