

MEMORANDUM

TO: All Foreign Nationals Residing in the United States
FROM: Seyfarth Shaw Business Immigration Group
RE: Address Change Notification Requirements

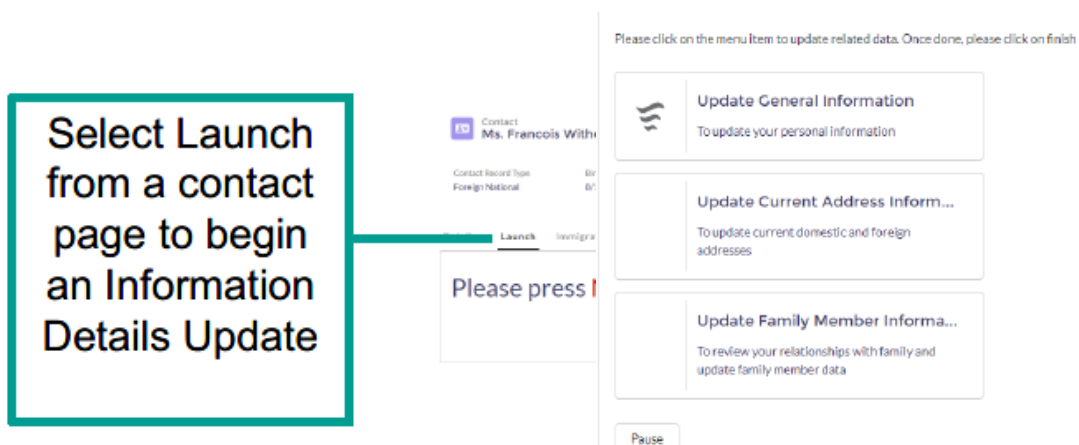
Most non-U.S. citizens, including nonimmigrant visa holders and legal permanent residents (“green card” holders), must report a change of address to the U.S. Citizenship and Immigration Services by filing Form AR-11 within 10 days of changing residence within the United States or its territories. This requirement exists even if the change of residence is temporary. Visit <http://www.uscis.gov/addresschange> for detailed instructions on the address change process and to complete the Form AR-11 Change of Address.

If you or your dependent family members have pending applications with USCIS, you should reference the receipt number(s) when completing Form AR-11 so that USCIS can update the mailing address for the case. Receipt numbers for pending petitions can be located on the Caribou portal. Please note that pending H-1B or L-1 petitions do not need to be referenced, as the address used for these petitions is the employer’s.

Updating your address in Caribou

You can update your address in Caribou by completing a quick “information update” questionnaire. Navigate to the “my data and relationships” tile, click on your name, and select the “Launch” tab to start an update questionnaire.

Click on the topic box that you need to update. **Do not click “Next”** until you are completely finished updating your information.



Select Launch from a contact page to begin an Information Details Update

Please click on the menu item to update related data. Once done, please click on finish

Update General Information
To update your personal information

Update Current Address Inform...
To update current domestic and foreign addresses

Update Family Member Informa...
To review your relationships with family and update family member data

Pause

If you should have any questions about changing your address, please reach out to your immigration contact person at Seyfarth Shaw LLP. We will be happy to address your questions.