



CHANGE OF NAME & ADDRESS FORM

All F-1 and J-1 students who move are required by law to report to the U.S. Department of Homeland Security (DHS) their new address within 10 days of their move. Additionally, if you changed your name (if you got married, etc.), you must also report that to the U.S. DHS within 10 business days. In order to report this, please complete the following steps:

1. If you moved, go into your Banner Self-Service account and change your address.
2. If you changed your name, please submit a copy of your new passport with the new name listed on it.
3. Complete and submit this form to International Student & Scholar Services (ISSS) in the CIE.

Only after you complete these steps will your address be completely changed with Xavier and the Department of Homeland Security (DHS). If you do not update your address you may be considered out of status. ***It is the student's responsibility to maintain a current address with Xavier University and the DHS at all times.*** You do not need to change your address at the Registrar's office once you follow the steps above. If you have any questions, please contact your International Student Advisor at international@xavier.edu, or via phone, at (513) 745-2864.

First Name: _____

Family Name: _____

Student ID: _____

Please check below. I am an (a)...

E-mail: _____

- Intensive English Program (IEP) student
- Exchange or BSMP student
- Undergraduate student
- Graduate student
- International Scholar

Phone: _____

Please select one of the following:

My name has changed to: _____
(Please see my attached new passport with my new name.)

My address in the U.S. has changed.

My address in my home country has changed.

New Address (Line 1): _____

(Line 2): _____

(Line 3): _____

(City, State, Zip): _____

(Province/Country): _____

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Intake:

Received by: _____

Date: _____

- Take in request and tell student/scholar this request may take up to 3 business days.
- Tell student/scholar that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

- Pull the File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.

Change Address/New Name in:

SEVIS (Date: _____) (Initials: _____)

Banner (Date: _____) (Initials: _____)

Dispatch:

- Review the file and make a copy of any products (new documents or letters) in GREEN if any.
- Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application forms and other supporting materials).
- Email the student/scholar that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.
- Place any documents or letters in the file cabinet at the front desk for pick up.
- File the folder.

Notes: