

Campbellsville University

Change of Address Compliance Notification

Office of International Student Services
Administration Building, LEC East
2210 Greene Way, Suite 109
Louisville, Kentucky 40220

This **Compliance Notification** is for all F-1 nonimmigrant international students who need to maintain their F-1 status during their Program of Study and Optional Practical Training (OPT), both Post-Completion and STEM Extension OPT. **You must give careful attention to this Notification, since it is integral to your Maintenance of Status as an F-1 Visa holder.** If, after reviewing this document, you have additional questions or concerns, you may contact a Designated School Official (DSO) at (502) 694-4764 ext 9799 or ImmigrationOffice@campbellsville.edu.

GENERAL OVERVIEW

According to the **Code of Federal Regulations**, available in digital form at [Electronic Code of Federal Regulations \(eCFR\)](#), the regulation **8 CFR 214.2(f)(17)** says:

Current name and address. A student **must inform the DSO and the Service** of any legal changes to his or her name or of any change of address, **within 10 days of the change, in a manner prescribed by the school.** A student enrolled at a SEVIS school can satisfy the requirement in 8 CFR 265.1 of **notifying the Service by providing a notice of a change of address within 10 days to the DSO, who in turn shall enter the information in SEVIS within 21 days of notification by the student...** Except in the case of a student who cannot receive mail where he or she resides, the address provided by the student **must be the actual physical location where the student resides** rather than a mailing address. In cases where a student provides a mailing address, the school must maintain a record of, and must provide upon request from the Service, the actual physical location where the student resides. *(bolded for emphasis)*

STUDENTS NOT CURRENTLY PARTICIPATING IN OPTIONAL PRACTICAL TRAINING (OPT)

In order to maintain status at Campbellsville University, F-1 students who are **not** on OPT must comply with the reporting obligation by notifying a DSO of any address changes within 10 calendar days of the change. To notify a DSO, students must submit changes of address by logging into TigerNet and completing the [Address Change Form](#).

When the Address Change Form has been submitted, the change will not be automatically processed or immediately visible in your TigerNet student portal, Moodle portal, myGlobalCU portal, or SEVP Portal. The process takes approximately 48 hours to complete.

Once you have submitted the change in TigerNet, the new address will be entered into your university records and the SEVIS system will be the last stage in the update.

STUDENTS CURRENTLY PARTICIPATING IN OPTIONAL PRACTICAL TRAINING (OPT)

In order to maintain status while participating in OPT, students must follow the instructions above **and also update their address in SEVIS through their SEVP Portal.** SEVIS must be updated after every address change and every employer change — including every period of unemployment. In addition, students on STEM Extension OPT have reporting obligations due every 6 months, which includes updating personal contact information.