

**SIMMONS & UNGAR LLP**  
**INSTRUCTIONS FOR FORM AR-11**

(available at <http://www.uscis.gov>; click the Immigration Forms tab)

The USCIS requires any person in lawful status in the U.S. to file (via e-filing or mail) Form AR-11 within ten (10) days of a move to a new address. This includes, but is not limited to, persons with B, H, L, O, E, F, P, K, TN, and J status, persons entering on the visa waiver program, permanent residents, conditional permanent residents, asylees, refugees, and applicants for permanent residency through the adjustment of status process (Form I-485). The USCIS also requires **all family members** who are not U.S. citizens file their own separate Forms AR-11.

**For persons entering with non-immigrant status (for example, B, H, L, O, E, F, P, K, TN, and J) or through the visa waiver program, and any other persons issued Form I-94 upon entry to the U.S., it is necessary to file Form AR-11 with the USCIS if your address is different from the one provided to USCIS upon your most recent entry (and every time you move thereafter).**

**Furthermore, the USCIS requires you to file Form AR-11 (using the address indicated on the form) every time you change your address. *This is true even if you have sent an application to the USCIS with your new address or notified a local or regional USCIS office about your change of address.***

Although most of the information requested on Form AR-11 is basic (your country of citizenship, your date of birth), below are some pointers on filling out the form:

- “I am in the United States as a”:
  - “Visitor”: This applies if you hold B-1/B-2 status, or entered the U.S. through the visa waiver program.
  - “Student”: This applies if you hold F-1 or M-1 status.
  - “Permanent Resident”: This applies if: 1) you have a permanent resident (“green”) card; 2) your I-485 adjustment of status application was approved; or 3) you obtained an immigrant visa at the Consulate and were given an “I-551” stamp upon entering the U.S. *If you have been given permanent residence on a conditional basis, please note on the form that your residence is “conditional.”*
  - “Other”: We recommend that you check this box and explain if:
    - You hold temporary status, other than B-1/B-2, F, or M (for example, “H-1B” status, “O-1” status, “P-1” status, or “L-1” status).
    - If you hold status because you are the spouse or child of a person with non-immigrant status (i.e. if your I-94 or visa says “H-4”, “L-2,” etc).
    - You have been granted asylum (put “asylee” in the box) or you have been granted refugee status (put “refugee” in box).
- “A#.” Persons who have applied for adjustment of status (permanent residency), persons who are permanent residents, certain persons who held student status in the past, asylum applicants, persons in court proceedings, and a small number of

other individuals are assigned an A# or “alien number.” Most non-immigrant visa holders **do not** have A #s.

- “Present Address”: Please put your new address here.
- “Last Address”: Put your old address here. **If you are in doubt regarding what to put down as your last address because you are not sure which address USCIS has listed as your last address, give the last address at which you actually lived so that you are giving true information on the form.**
- “Port of Entry into U.S. & Date of Entry into U.S.”: Please put your most recent date of entry into the U.S. as indicated by your I-94 (for non-immigrant status holders), the stamp on your advance parole document (for applicants for adjustment of status), or the most recent entry stamp in your passport (if you are a permanent resident). Name the most recent airport, land crossing, or seaport at which you entered.

Additionally:

- If you: 1) have any application or petition pending with USCIS, or 2) were granted permanent residence but have not yet received your permanent resident (“green”) card, please complete Form AR-11 and contact our office if you are our client. Although you must file Form AR-11 yourself, we will notify the separate USCIS office handling your pending application, petition, or green card.
- If sending via mail, use the address indicated at the bottom at the current version of the form, and keep copies of the form and the certified/return receipt U.S. mail proof. If e-filing, print out and keep copies of the page(s) you fill out and the confirmation page.
- \*\*For persons who are in or have been in court proceedings, or who currently are not in lawful status in the United States, we recommend that you seek the advice of an attorney regarding this requirement before sending Form AR-11 to the USCIS.

**WARNING: FORM AR-11 MAY BE CHANGED AT ANY TIME WITHOUT NOTICE. ALTHOUGH WE MAY PROVIDE YOU WITH A COPY, YOU SHOULD ALWAYS CHECK THE WEBSITE TO MAKE SURE YOU HAVE A CURRENT VERSION.**