

### Address and Contact Information Update Form

In compliance with the U.S. Department of Homeland Security (DHS), Exchange Visitors are required to have a valid address, email, and phone number during their studies/research in the U.S. DHS may terminate the EV's immigration status automatically if they do not maintain their information with UCLA. Exchange Visitors are **required** to update their address with the Visa Office through their department coordinator within **10 days after change**.

Last Name (as it appears on your DS-2019 form)	
First Name (as it appears on your DS-2019 form)	
SEVIS #	
Email Address	

### New Contact Information

Address	
City	
State	
Zip code	
Phone Number (must be a U.S. phone number)	
Email Address for J-1	
Email Address for J-2	

By submitting this request form you are certifying that the information above is true and correct to the best of your knowledge.

EV's Printed Name

Signature

Date

\_\_\_\_\_

### Application Submission by Department

- The Department Coordinator submits completed form to DGSOM Visa and Licensing Office
- Email all documents in a single email attachment to [VisaAndLicensing@mednet.ucla.edu](mailto:VisaAndLicensing@mednet.ucla.edu)
- Please ensure that *all* required documents are submitted at the time of application. Incomplete application packets will not be processed.
- Subject Line of email should identify: *Department, Address and Contact Information, and Name of Exchange Visitor*