

WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

Instructions for Printing Form I-94

In order to increase efficiency, reduce operating costs, and streamline the admissions process, U.S. Customs and Border Protection (CBP) has automated the Form I-94 at air and seaports of entry. Except in limited circumstances, the paper Form I-94 will no longer be provided to you upon arrival.

You will be provided with a CBP admission/entry stamp in your passport which should include your date of entry, port of entry, immigration status (i.e. F-1, J-1, etc.), and your status expiration date (i.e. D/S). A printout of your Form I-94 can be obtained at <https://i94.cbp.dhs.gov/>. Click “Get most recent I-94”, consent to enter the website, and complete the form. Official guidance on the automated Form I-94 can be found at www.cbp.gov/travel/international-visitors/i-94-instructions.

If your Form I-94 (paper or electronic) and/or passport stamp (if you have one) are not marked correctly according to your status, you can request a correction if you are still at the port of entry.

This is what your electronic Form I-94 will look like.



The screenshot shows the U.S. Customs and Border Protection website interface. At the top left is the Department of Homeland Security logo. The header reads "U.S. Customs and Border Protection" with the tagline "Securing America's Borders". Below the header are two navigation tabs: "Get I-94 Number" and "I-94 FAQ". The main content area is titled "Admission (I-94) Number Retrieval". It displays the following information:

- Admission (I-94) Record Number: 69000888062
- Admit Until Date (MM/DD/YYYY): 10/10/2012
- Details provided on Admission(I-94) form:
 - Family Name: LI
 - First (Given) Name: LYDIA
 - Birth Date (MM/DD/YYYY): 01/01/1990
 - Passport Number: P123123213
 - Passport Country of Issuance: Mexico
 - Date of Entry (MM/DD/YYYY): 04/11/2012
 - Class of Admission: B1

This automated version of your Form I-94 may be required by the U.S. Citizenship and Immigration Services, Social Security Administration, Registry of Motor Vehicles, and other agencies as evidence of your lawful admission to the U.S. It is recommended that you print out a copy of your Form I-94 each time that you enter the U.S.

Tips for Retrieving your Automated Form I-94

Retrieving a copy of your Form I-94 may be challenging due to the multiple instances of data entry. You may need to try variations of the required data in order to locate your entry record.

1. Make sure that all of the information that you enter is exact and complete
2. Use the information on your visa first. If your record cannot be found, use the information on your passport and then the information on your Form I-20/Form DS-2019
3. Enter your first and middle name in the “First Name Field”
4. Switch the order of the names
5. Enter multiple first names or multiple last names without spaces
6. Enter your date of entry first and then try the next two days
7. Check for multiple passport numbers-If you have more than one passport try entering each passport number.
8. Some passport numbers may begin with the year in which the passport was issued causing the number to be too long for the passport number field. Do not enter the year. *(For example, a Mexican passport that was issued in 2008 may have a passport number that starts with “08” followed by nine digits. Try entering the passport number without the “08”)*
9. Check the classification designated on the visa and compare it to the classification on the admission stamp in the passport.
10. Verify that the information that is noted on your automated Form I-94 is correct
11. Print and keep a copy of your automated Form I-94 each time you enter the U.S. for your records

If you are unable to locate and print your automated Form I-94 please contact the Slater International Center at 781-283-2082 and we will assist you.

Frequently Asked Questions

What is a Form I-94?

The Form I-94 is the Department of Homeland Security (DHS) Arrival/Departure Record issued to aliens who are admitted to the U.S. A CBP officer generally attaches the Form I-94 to the non-immigrant visitor’s passport upon U.S. entry. The visitor must exit the U.S. on or before the departure date stamped on the Form I-94.

How will the new I-94 automation impact international travelers’ entry to the U.S.?

Form I-94 automation will not impact a traveler’s ability to enter the U.S. CBP will continue to create a Form I-94 record for all travelers who require one, but the form will be created in an electronic format. If a traveler requires a paper version of the Form I-94, it will be available at <https://i94.cbp.dhs.gov/>.

Will CBP provide a traveler with any documentation or evidence showing status and time allowed in the U.S.?

Yes. CBP will provide each traveler with an admission stamp that is annotated with date of admission, class of admission, and “admitted until” date. The electronic arrival/departure record can be obtained at <https://i94.cbp.dhs.gov/>. CBP will also remind travelers of their last possible departure date from the U.S. according to the terms of their admission, via email and a feature on the Form I-94 website.

Will travelers need to do anything differently when exiting the U.S.? How can they be sure their departure will be recorded properly with this new the Form I-94 automation process?

Travelers will not need to do anything differently upon exiting the U.S. Travelers issued a paper Form I-94 should surrender it to the airline, boat line, or CBP upon departure. The departure will be recorded electronically with information provided by the carrier or by CBP. If travelers did not receive a paper Form I-94 and the record was created electronically, CBP will record their departure using manifest information obtained from the carrier.