

Admission Number *Welcome to the United States*

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**I-94 Arrival/Departure Record - Instructions**

This form must be completed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit.

Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.

This form is in two parts. Please complete both the Arrival Record (Items 1 through 13) and the Departure Record (Items 14 through 17).

When all items are completed, present this form to the CBP Officer.

Item 7 - If you are entering the United States by land, enter **LAND** in this space. If you are entering the United States by ship, enter **SEA** in this space.

CBP Form I-94 (10/04)

Admission Number OMB No. 1651-0111

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**Arrival Record**

1. Family Name		_____	
2. First (Given) Name		3. Birth Date (Day/Mo/Yr)	
_____		_____	
4. Country of Citizenship		5. Sex (Male or Female)	
_____		_____	
6. Passport Number		7. Airline and Flight Number	
_____		_____	
8. Country Where You Live		9. City Where You Boarded	
_____		_____	
10. City Where Visa was Issued		11. Date Issued (Day/Mo/Yr)	
_____		_____	
12. Address While in the United States (Number and Street)			
_____			
13. City and State			
_____			

CBP Form I-94 (10/04)

Departure Number OMB No. 1651-0111

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**I-94  
Departure Record**

14. Family Name		_____	
15. First (Given) Name		16. Birth Date (Day/Mo/Yr)	
_____		_____	
17. Country of Citizenship			
_____			

CBP Form I-94 (10/04)

See Other Side **STAPLE HERE**

## Completing the Form I-94 for nonimmigrant students

Use all CAPITAL letters. Use English. **Use standard United States characters and print clearly.** Letters like ñ, é, ü, ç are not recognized by U.S. data systems. (Instead, use n, e, u or c.)

### Name (Blocks 1, 2, 14, and 15)

The Family name (Blocks 1 and 14) is also referred to as surname or last name.

If you have only one name, enter it in the Family Name block.

**Spacing** is as important as spelling and must be consistent. For instance, systems will **not** read Mc Millan and McMillan as the same name.

**Hyphens** must also be used consistently.

**Print your name exactly as it appears on your Form I-20 or DS-2019.**

### Date of Birth (Blocks 3 and 16) and Date Issued (Block 11)

Your date of birth must be given in Day/Month/Year order. **This is not the same order that appears on your Form I-20 or DS-2019.** For example, if you were born on the 9th day of January in the year 1986, you should write 090186 in the birth date block (Block 3 and 16). The same date format is used in block 11 for Date Issued.

### Country of Citizenship (Blocks 4 and 17)

Country of citizenship is the country that issued your passport. You can find the U.S. spelling in block 1 of the Form I-20 under the "Country of citizenship." It is on the second line of the Form DS-2019 under "Citizenship Country."

**Be sure you complete all required blocks (Blocks 1 to 17).**

Upon being granted entry into the United States, the CBP Inspector will stamp the bottom section of the Form I-94 (the departure record) with your class of admission and the length of time that you can stay in the United States. This section is generally stapled into your passport. This is a critical document. Make a copy and put it in a safe place. Safeguard the original.

Source:

[http://www.ice.gov/sevis/faqs/data\\_integrity.htm](http://www.ice.gov/sevis/faqs/data_integrity.htm)