

Directions for Completing the Form I-94

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection OMB No. 1651-0111

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	

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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	

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See Other Side

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Use all CAPITAL letters. Use English. Use standard United States characters (i.e., A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z). Letters like ñ, é, ü, ç are not recognized by DHS or DOS data systems.

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

The Family name (Blocks 1 and 14) is also referred to as surname or last name. (If the nonimmigrant has only one name, it should be entered into the surname or last name field. Leave the first and middle name fields blank.)

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 passport or national ID card.

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 (dd/mm/yy) 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 block 1 on the Form DS-2019 under Citizenship Country Code.

Be sure you complete all required blocks (Blocks 1 through 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. 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.