

## **Filling Out Form I-94**

11/04/2005

For nonimmigrant visitors entering the United States with a visa, there is a requirement to fill a Form I-94 (white form). This form has two specific perforated sections to it. The visitor or the carrier representative fills out Form I-94 upon arrival in the United States. The bottom section of Form I-94 is a departure coupon and must be returned to U.S. officials upon exiting the United States.

The information requested on Form I-94 includes:

- Full Name
- Date of Birth
- Gender
- Country of Birth
- Country of Citizenship
- Passport Number
- Airline and Flight Number
- City Where Boarded
- Address While in the United States

In addition, there are several fields on the back upper portion designed for immigration related issues such as alien number, student number, and receipt number, which also need to be completed upon arrival to the United States. The back lower portion requests: **DO NOT WRITE ON THE BACK OF FORM!**

- Full Name
- Birth Date
- Country of Citizenship

After the successful completion of processing the applicant, a **Customs and Border Protection (CBP)** officer stamps the applicant's arrival and departure portions of the completed Form I-94, the passport and the customs declaration. The officer retains the arrival portion of the Form I-94 and returns the departure portion of the Form I-94 and passport to the applicant.

### **OTHER INFORMATION:**

The departure portion of Form I-94 and passport is to be in the applicant's possession at all times until the applicant departs the United States. If an applicant boards a commercial conveyance to depart the United States, the transportation carriers are:

- To remove the departure portion of the Form I-94 from the applicant's passport.
- Annotate the reverse of the departure portion of the Form I-94 with the facts of the applicant's departure from the United States.
- Return the departure portion of the Form I-94 to the nearest CBP office.

It is the applicant's responsibility to make sure the transportation carriers collect the applicant's departure portion of the Form I-94. If an applicant departs the United States by way of land through Canada or Mexico, it is the applicant's responsibility to return the departure portion of the Form I-94 to CBP prior to his/her departure

### **Printer Friendly Version Of:**

[http://www.cbp.gov/xp/cgov/travel/id\\_visa/i-94\\_instructions/filling\\_out\\_i94.xml](http://www.cbp.gov/xp/cgov/travel/id_visa/i-94_instructions/filling_out_i94.xml)

Primary Inspection

Admission Number

Welcome to the United States

0 0 0 0 0 0 0 0 0 0 0 0

\_\_\_\_\_

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

0 0 0 0 0 0 0 0 0 0 0 0

\_\_\_\_\_

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

0 0 0 0 0 0 0 0 0 0 0 0

\_\_\_\_\_

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

Applicant's Name \_\_\_\_\_  
Date Referred \_\_\_\_\_ Time \_\_\_\_\_ Insp. # \_\_\_\_\_

Reason Referred

212A    PP  Visa  Parole  SLB  TWOV  
 Other \_\_\_\_\_

Secondary Inspection

End Secondary Time \_\_\_\_\_ Insp. # \_\_\_\_\_

Disposition \_\_\_\_\_

18. Occupation	19. Waivers
20. CIS A Number A-	21. CIS FCO
22. Petition Number	23. Program Number
24. <input type="checkbox"/> Bond	25. <input type="checkbox"/> Prospective Student

26. Itinerary/Comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. TWOV Ticket Number  
\_\_\_\_\_

**Warning** A nonimmigrant who accepts unauthorized employment is subject to deportation.  
**Important** Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law.  
Surrender this permit when you leave the U.S.:  
- By sea or air, to the transportation line;  
- Across the Canadian border, to a Canadian Official;  
- Across the Mexican border, to a U.S. Official.  
Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-94 prior to surrendering this permit.

Record of Changes

Port: \_\_\_\_\_  
Date: \_\_\_\_\_  
Carrier: \_\_\_\_\_  
Flight # / Ship Name: \_\_\_\_\_

Departure Record