HOW TO RETRIEVE YOUR ELECTRONIC I-94 RECORD

The I-94 is an important document which records the date and purpose of your entry to the US, and how long you are allowed to stay. In the past the I-94 was a small white card which all students received upon entering the US. However, starting in the summer 2013, all airports have stopped issuing this card. Instead, your entry is recorded into an electronic database using your passport. You can go online to this electronic database to retrieve your I-94 record.

The OIS does recommend that you bring this document to your OIS check-in after you first arrive in New York. So, please make sure to print it ahead of time following the instructions below.

NOTE: If you received a paper I-94 card, or if you have a problem retrieving your electronic I-94 card, please notify us when you check in.

To Retrieve your I-94 Document:
1. WAIT until AFTER you have entered the US, then go to www.cbp.gov/i94
2. Click “get their I-94 Number”, which is hyperlinked within the text
3. Agree to the terms and conditions by checking “Yes, I have read and understand the information and agree to these terms”, then click “Submit”
4. Enter your Family name and given name in lines 1 and 2 as they appear on your PASSPORT
   Note: If you have trouble accessing your I-94 record, it might be because of the way you are entering your name. First, you should try your name as it is written in your passport. Then, if that does not work, try other some other combinations, such as given name and middle name together, or middle name and family name together, or, if you have many middle names, try leaving some of them out. Please try ALL combinations of your name before contacting us.
5. Enter your date of birth in line 3, your passport number in line 4, and the country in which your passport was issued in line 5.
6. Click “Get most recent I-94”

Very important! Make sure yours says D/S