Tips to Locate and Print Electronic Form I-94

If you cannot locate the Form I-94 on the CBP website (www.cbp.gov/I94), and instead receive a "Not Found" message, it is possible that the Form I-94 does not exist because of a system error. However, it is more likely that the Form I-94 is in the CBP system, but the data is formatted differently than you entered it, so the I-94 is "hiding." Below are some tips to assist you in obtaining the Form I-94 out of the CBP automation system:

o **First, ensure data is entered correctly in all applicable fields.**

o **Enter the name as stated in the passport, visa, or the submitted Form DS-160.** Although CBP has stated it would draw the name for the Form I-94 from the travel document (e.g. passport biographic page or visa), that is not always the case. The instructions on CBP's website state that the name is drawn from the visa, if any. Therefore, check the passport, visa, and a copy of the submitted Form DS-160 (if available) for name variations. Try entering the name as stated on each document.

o **Enter the first and middle name in the *First Name* field.** In the first name field, type the first and the middle name (if any) with a space in between. Do this even if the middle name is not stated on the passport or visa.

o **Switch the order of the names**. Switch the last and first name when entering the information on the website. Some countries state the name in the passport as first name, last name, rather than the more standard order of last name, first name. This may cause the name to be recorded incorrectly in the CBP system.

o **Enter multiple first names or multiple last names without spaces.** If a person has two first names or two last names, type the first names without a space between them or the last names without a space between them. *Example: type the first names "Mary Jane" as "Maryjane."*

o **Check for multiple passport numbers.** Check the Form DS-160 (if available) for the passport number stated. If the passport number on the Form DS-160 is different than the passport number on which the person was admitted, type the passport number as stated on the submitted Form DS-160. Also, check the passport number stated on the visa. If the passport number is different than the current passport, enter the passport number stated on the visa.

o **Do not enter the year if included in the passport number**. Some passport n nber spwith "08Tryolomtechlytheinpasi
should not arise for newer Mexican passports, as those

o **Check the Classification.** Check the classification des

DEFERED INSPECTIONS

If an F-1 student in the DFW, TX area or a F-2 family member is unable to retrieve the electronic I-94 on the website http://www.cbp.gov/i94 or if there is an error identified on the I-94, the student may contact the local Dallas Deferred Inspection office.

Deferred Inspection Contact Information:

Phone: 972-456-2250
- o Call between Monday through Friday, 8:30 a.m. to 2:30 p.m. to schedule an appointment.
- o If an officer does not answer the phone, a return call is usually made within 48 hours if student/dependent leaves their name, phone number and reason for calling.
- o It is not recommended students report to physical location, unless the student has a scheduled appointment, as he/she typically will be scheduled for an appointment and will have to return on a future date.
- o The student should have readily available the passport(s), I-20 and flight arrival information.

Address:
U.S. Customs and Border Protection
DFW International Airport
Terminal D International Arrivals
CBP Reception Office-