



MEMORANDUM

TO: Foreign Nationals Residing in the United States
FROM: Seyfarth Shaw Business Immigration Group
RE: Short I-94 Admission Records

It is crucial that we receive a copy of any I-94 admission record issued to a foreign national (and/or to any dependent family members) when re-entering the U.S. This is the only way we are able to monitor the actual expiration date of the foreign national's current status in the U.S.

The I-94 is the document that defines how long the holder may remain in the U.S. and supersedes all other documents. Frequently, individuals may receive a "short" I-94 admission granting them less time than anticipated (commonly due to officer error or an imminently expiring passport). It is, therefore, critical that the most recent I-94 expiration date be monitored closely to ensure that there are no gaps in work authorization and that no "unlawful presence" is accrued.

U.S. Customs and Border Protection ("CBP") no longer requires international non-immigrant visitors to fill out a paper Form I-94 Arrival/Departure Record upon arrival to the U.S. by air or sea; rather, CBP gathers travelers' arrival/departure information automatically from their electronic travel records. This means that foreign nationals are now able to access their arrival/departure record information online. Thus, in order to provide us with a copy of any new electronic I-94 admission record, we request that foreign nationals visit the **CBP's website**, where they will be prompted to provide the following data points:

The screenshot shows the U.S. Customs and Border Protection website interface. At the top, there is a header with the agency logo and the text "U.S. Customs and Border Protection Securing America's Borders". Below this, there are navigation tabs for "Get I-94 Information" and "I-94 FAQ". The main content area is titled "Get I-94 Information" and contains instructions: "The following information is required to retrieve your I-94 information. Enter the information as it appears on the travel document you used to enter the United States." and "This website provides information maintained in CBP systems. The information returned may not reflect applications submitted to or benefits received by U. S. Citizenship and Immigration Services or Immigration and Customs Enforcement." The form fields include: "Last/Surname:" with a text input box; "First (Given) Name:" with a text input box; "Birth Date:" with three dropdown menus for "Year (YYYY)", "Month:", and "Day (DD)"; "Passport Number:" with a text input box; and "Country of Issuance:" with a dropdown menu. At the bottom of the form are two buttons: "Get Most Recent I-94" and "Get Travel History". A note at the bottom states: "Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number."

Once the data is entered, foreign nationals should click Submit, either print or save the document to .pdf, and upload that new I-94 admission record to Caribou.

CBP now offers nonimmigrant U.S. visitors access to their I-94 arrival/departure record and their arrival/departure history. The CBP webpage allows nonimmigrant travelers to access arrival/departure records going back five years from the request date. Travelers will have electronic access to the date and port of entry of their arrivals and departures.

If you should have any questions about your I-94 admission record, please reach out to your immigration contact person at Seyfarth Shaw LLP. We will be happy to address your questions.