

I-94 Changes Summary Sheet

Background

The Form I-94 Arrival/Departure Record is an official Department of Homeland Security (DHS) form issued to certain non-U.S. citizens and non-U.S. permanent residents entering the U.S. I-94s are one of the documents non-citizens can show to verify their immigration status and/or employment authorization for public benefits and other programs. The I-94 includes information such as the individual's first and last name, date of birth, country of citizenship, the individual's legal reason for being in the U.S. (class of admission) and the date through which they are legally allowed to remain in the U.S.

In April 2013, DHS' Customs and Border Patrol (CBP) altered its process for issuing I-94 forms to certain individuals arriving to the U.S. by air and sea (not land). Instead of continuing to issue a paper I-94 document to arriving individuals, CBP began to record the individuals' I-94 information online and instructed individuals who wanted a physical copy of the document to access and print the electronic I-94 record on a secure government website (www.cbp.gov/i94). However, CBP continued to issue paper I-94 forms to certain classes of non-citizens such as refugees, and certain asylees and parolees.

In September 2015, CBP changed its process for issuing I-94s to refugees and began to issue them electronically instead of in paper format. CBP is still issuing certain asylees and parolees a paper I-94.

Since applicants may present either a paper or electronic version of the I-94 document to prove their immigration status, W-2 agencies should familiarize themselves with both versions of the form. The following United States Citizenship and Immigration Services website provides samples of both the electronic I-94 and paper I-94: <http://www.uscis.gov/i-9-central/form-i-94>. These samples are also provided below.

Important Points:

- Workers must not require an applicant to present a particular version (paper or electronic) of the I-94 form. Both versions of the form are valid.
- The [Non-Citizen Eligibility Desk Guide](#), located in the W-2 Manual Appendix, lists the various codes that prove various qualifying non-citizen statuses. The code can be found on both the paper and electronic version of the I-94 form, under "Class of Admission."
- The electronic version of the I-94 may reference an "expiration date" in the upper right-hand corner of the print-out. This does not refer to an expiration date for the individual's immigration status; it refers to a date by which the federal government must review the particular version of the form. Workers must not deny forms based on this expiration date.
- Workers should treat the electronic I-94 form the same as the paper I-94 form. In other words, workers must not require an applicant presenting an electronic I-94 to provide any additional documents to verify his or her immigration status that they would not require if the individual presented a paper version of the I-94 form.

DCF/DFES/BWF is updating W-2, Refugee Cash Assistance and Refugee Medical Assistance documents as needed to reflect the changes to the I-94 form and how it is issued. If needed, BWF will communicate additional information to agencies regarding the changes.

Form I-94

Form I-94:

U.S. Customs and Border Protection Securing America's Borders	
Get I-94 Number	I-94 FAQ
<u>Admission (I-94) Number Retrieval</u>	
Admission (I-94) Record Number: 69000888062	
Admit Until Date (MM/DD/YYYY): 10/10/2012	
Details provided on Admission(I-94) form:	
Family Name:	L1
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Form I-94A:

Departure Number	
813106636 11	
Department of Homeland Security	
CBP I-94A (11/04) Departure Record	
	
Family Name SAMPLE	
First (Given) Name AHMET	Birth Date (Day Mo Yr) 22 12 50
Country of Citizenship PAKISTAN	
20041122 US-VISIT 20050207 MULTIPLE	
See Other Side	STAPLE HERE