

F-1

**Tompkins Cortland Community College
Global Initiative Office, Room 230**

NEW ELECTRONIC I-94 DOCUMENT RETREIVAL PROCESS

IMPORTANT: For the first time this year, all F-1 visa holders must retrieve and print two copies of your I-94 document, one for your records, one for the Global Office within one week, we cannot report you has having arrived to your campus in SEVIS, thus you will not be in compliance and your record will be placed on the STOP LIST.

IT IS CRITICAL TO COMPLETE THIS STEP!

U.S. Customs and Border Protection is rolling out an automated I-94 (record of admission) process. This means when you enter the U.S. through a port of entry, you will no longer receive a paper I-94 card. An electronic copy will be printable and still necessary when providing immigration status or applying for benefits such as driver's license or Social Security number. We highly recommend that you print a copy of each I-94 record shortly

If you are having trouble accessing your I-94 card, try the following:

- Try entering your name exactly as it appears on your passport between the << >>
- Try entering your name exactly as it appears on your visa stamp
- Try entering the date the day before you actually entered the U.S.
- Try entering the date the day after you actually entered the U.S.

If you continue to have trouble, please visit the nearest Deferred Inspection Site for Customs and Border Protection. (See Global Staff for instructions on how to contact the Deferred Inspection Site.after your arrival to ensure that you are maintaining a record of this travel.