Completing the Form I-94 for Nonimmigrant Students

**Using all CAPITAL letters. Use English. Use standard United States characters and print clearly.** Letters like å, ë, û, ç are not recognized by U.S. data systems. (Instead, use n, c, u or c.)

**Name (Blocks 1, 2, 14, and 15)**

The family name (Blocks 1 and 14) is also referred to as surname or last name.

If you have only one name, enter it in the Family Name block. Use the letters FNU in the First Name field.

**Spacing** is as important as spelling and must be consistent. For example: some data systems will not read Mc Millan and McMillan as the same name.

**Hyphens** must not be used.

**Print your name exactly as it appears on your Form I-20.**

**Date of Birth (Blocks 3 and 16) and Date Issued (Block 11)**

Your date of birth must be given in Day/Month/Year order. **This is not the same order that appears on your Form I-20 or Form DS-2019.** For example: if you were born on the 9th day of January in the year 1986, you should write 090186 in the Birth Date block (Blocks 3 and 16). The same date format is used in block 11 for Date Issued.

**Country of Citizenship (Blocks 4 and 17)**

In the Country of Citizenship block enter the country that issued your passport. You can find the U.S. spelling in block 1 of the Form I-20 under the “Country of Citizenship.” It is on the second line of the Form DS-2019 under “Citizenship Country.”

**Complete all blocks. (Blocks 1 to 17)**

Upon being granted entry into the United States, the Customs and Border Protection Inspector will stamp the bottom section of the Form I-94 (the Departure Record) with your class of admission and the length of time that you can stay in the United States. This section is generally stapled into your passport. This is a critical document. Make a copy and put it in a safe place. Safeguard the original.

Reduce your workload during the migration period. Check your data now so that only correct data migrates.