

### *I-94 Admission Record Retrieval Instructions:*

- Go to the official website here: <https://i94.cbp.dhs.gov/i94/>
- On the first page at the top you will see links, choose the one in the middle, titled "Get Most Recent I-94"
- Click on "CONSENT AND CONTINUE" to the user terms that will pop up in a new window.
- Enter ALL First (Given) Names on your passport. If there are two names, enter both names.
- Enter ALL Last (Family) Names/Surnames on your passport.
- Enter your Date of Birth in the DAY-MONTH-YEAR format requested.
- Enter your PASSPORT number.
- Enter the Country of Issuance for your passport.
- Click the "NEXT" button.
- Your I-94 record should display. Scroll down the screen and click on the "PRINT" option to get a paper copy.
- You should present a paper copy to both your employer, as well as the Social Security office when you submit your Social Security application.
- If you have problems **after trying this**, then call the Janus office (Monday-Friday between 9am and 5pm EST) at 1-866-249-3888.