English Language Institute
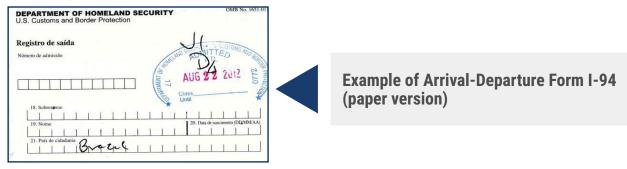
UTEP PROFESSIONAL AND PUBLIC PROGRAMS
EXTENDED UNIVERSITY

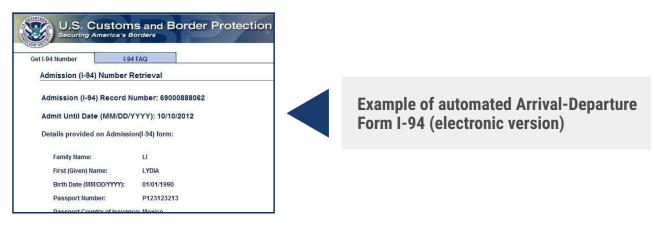## Important Information Regarding Arrival-Departure FORM I-94

What is paper version (hard copy) Arrival-Departure Form I-94?

Form I-94 (paper version) must be completed at the time of entry to the United States by international visitors that are being admitted into the United States in a nonimmigrant visa status. Form I-94 will be given to you shortly before landing in the U.S. and will be stamped by a U.S. Customs and Border Protection (USCBP) Officer at your respective port of entry. The USCBP Stamp on your Form I-94 must show that you are in J-1 Status (See below for a correctly processed Form I-94).

Example of Arrival-Departure Form I-94 (paper version)

What is the automated (electronic) Arrival-Departure Form I-94 and when will it be in effect?

Like the Form I-94 paper version, the automated Form I-94 will be proof of your status. Effective April 30, 2013, CBP will commence the rollout of the automated Form I-94 on a weekly basis for various ports of entries in the U.S. After the week of 5/21/2013, Form I-94 will be accessible online to all international visitors. Paper versions will only be given in very limited circumstances. Depending on your date of arrival (see link above for roll-out schedule), you will be able to retrieve your Form I-94 online. Upon entering the U.S., exchange visitors will receive a paper with instructions on how to access your Form I-94 online. Information on the electronic arrival-departure record can be obtained at **https://i94.cbp.dhs.gov**

Example of automated Arrival-Departure Form I-94 (electronic version)

What should I submit to ELI within 10 days of my arrival?

- If you receive a paper Form I-94, you must submit a copy of it to ELI office, **101 W. Robinson Ave., Memorial Gym, Room 111.**

- If you do not receive a paper Form I-94, ELI requires that you print out a copy of your automated Form I-94 as shown above and submit it to **101 W. Robinson Ave., Memorial Gym, Room 111.**

For more information, you can contact us via email at **p3lang@utep.edu** or visit **ppp.utep.edu/eli.**