

## Print your I-94 Travel Record

IPS recommends that you print a copy of your I-94 Travel Record and keep it with you at all times (in your wallet, purse, or bag) instead of carrying around your passport.

How to print your I-94 Travel Record

Step 1: Go to <https://i94.cbp.dhs.gov/I94/#/home>

Step 2: Choose the box labeled **Get Most Recent I-94**

Step 3: Acknowledge and Agree statement

Step 4: Enter Your Traveler Info **exactly** how it appears on your airline ticket

Step 5: Print your I-94 and carry it with you. **\*\*You will need you I-94 to complete on-campus employment paperwork.**

\*if you can not locate your record please contact IPS

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