

I-94 Card Replacement Instructions

Form I-102 is needed to apply for a new I-94 card. Download the form and instructions at <http://www.uscis.gov/files/form/i-102.pdf>. **Consult an ISO advisor and/or your immigration attorney if you plan to travel outside the U.S. soon or are not sure if you need to apply for a new card.**

Special Instructions for Completing Form I-102:

- **Part I**

1. **A#**-Leave this blank (unless you have an A# associated with a permanent resident application)
2. **Status Expires on mm/dd/yy**-If you are in F-1 or J-1 status, write "D/S" and if you are in H-1B status, write in the expiration date on the H-1B approval (these should match what was on your latest I-94 card)
3. **I-94, I-94W, or I-95 Arrival/Departure Document#**-Write in the 9-digit number from your I-94 card, unless it is unknown.

- **Part II**

1. Check **Box a: I am applying to replace my lost or stolen Form I-94 (or I-94W)**
2. Check **No** (unless you are filing another application with USCIS at the same time)
3. Check **No** (or seek legal advice if you are in removal proceedings/deportation from the U.S.)
4. **Class of Admission**- Write "F-1", "J-1", or "H-1B" depending on your status and in **Place of Admission** put the location of entry into the U.S. (where you were inspected for admission to the U.S.)

- **Attach the Following to Form I-102:**

1. Check for \$330 (check USCIS web site instructions for any changes to fee) made payable to "Department of Homeland Security"
2. Photocopy of passport pages with photo, biographic information, issuance date and place, expiration date, and any extensions. If not available, submit a copy of other evidence of identity, such as a U.S. or state ID or Driver's License and/or photo ID issued by your home country's government.
3. Photocopy of U.S. visa stamp used to enter the U.S., if available.
4. Photocopy of I-94 card front and back, if available. If unavailable, submit one of the following if available:
 - a) Copy of the passport page verifying date of last U.S. entry
 - b) Copy of other evidence of admission, such as airline ticket, *and* statement explaining why you cannot provide other evidence of admission

5. Photocopy of all I-20's or DS-2019's issued if you are in F-1 or J-1 status
6. Photocopy of any I-797 Approval Notice for H-1B status (or for Change of Status to F-1 or J-1 status)
7. If your card was stolen, attach a copy of the police report.
8. Any other supporting documentation that may be helpful

Send the I-102 and supporting documents to the USCIS Service Center indicated in the USCIS instructions for Louisiana.