

Do you already have your I-94?

The I-94 is a small, paper card that shows you have your asylum approved. It can be helpful for applying for a new Social Security card, demonstrating your asylum status to an employer, applying for benefits, and for other reasons as well. People who receive asylum through a USCIS Asylum Office usually receive the I-94 with their grant letter, but people who receive asylum through the immigration courts need to make an appointment to obtain the form. If you have an attorney, your attorney may be able to help you with this appointment. If you don't have an attorney, or if your attorney suggests that you should call directly, just follow these ten steps!

1. **Have ready the following information/documents:** your A number (the 9 digit number on your immigration documents), your letter from the immigration judge (a photo is OK), and your email address. Also, have a pen and paper ready.
2. **Call USCIS:** 1-800-375-5283 (Monday-Friday, 8:00 A.M. – 8:00 P.M. E.S.T.)
3. **Say why you're calling.** When the automated voice asks why you are calling, say "InfoPass Appointment."
4. **Talk to the USCIS representative.** After a brief wait (usually between 5-30 minutes), a USCIS representative will answer the phone. Explain to this person that you received asylum in an immigration court and now need to make an appointment for your Form I-94.
5. **Provide your information.** The USCIS representative will likely ask for some identifying information, such as your full name, A number, country of origin, address, asylum grant date and date of birth. You should let them know if you have asylee family members who also need an I-94. There is a chance that the representative will ask you for your receipt number; you don't have this, which is OK. You may have to wait a few minutes while they look you up in the system.
6. **If necessary, explain why you need the I-94.** Next, it's possible that the representative might ask you why you need the I-94. If they ask this, you can tell them you need it to apply for an unrestricted Social Security card, to show to an employer, or to receive benefits.
7. **Prepare for a call back.** At this point, they should tell you that someone from USCIS will call you back in the coming days to finalize your appointment. You should write down the information they provide, including your article number and the USCIS phone number they mention.
8. **Take the second call.** When the second person calls you back, you may need to provide your article number and other identifying information. This person should help you schedule your appointment. They will also likely ask you for your email address.
9. **Get ready for your appointment.** Once your appointment is scheduled, USCIS will provide you with a confirmation code and PIN number, and they will email you a confirmation as well. Print this confirmation. If you do not receive an email with your confirmation code and PIN number, visit [this USCIS webpage](#) to view, and then print, your appointment notice.
10. **Attend your USCIS appointment.** Please bring your appointment confirmation page, the letter you received from the Immigration Judge (the Order of the Immigration Judge), and other relevant documents (for example, a form of photo identification, a release order from ICE, etc.). If you live in Maryland, your appointment will be at the USCIS Baltimore Field Office (3701 Koppers Street, Baltimore MD 21227). If you live in a different state, you can use [this website](#) to locate the correct USCIS Field Office. Before you leave your appointment, please double check that your name is spelled correctly on the I-94 card!

This guide was last updated by the Asylee Outreach Project in March of 2021. Please contact asyleeoutreach@hias.org with any questions.