

# **Student visa case files (GRS-1487)**

## **Utah General Retention Schedule**

### **Description**

These files document foreign students attending district schools. Students must be certified eligible to attend an authorized school in the United States and have a valid student visa. All fees must be paid before admission. These files include student's name, local address, Form I-20 (school copy), home country, admission number, Immigration and Naturalization (INS) number, district information, school attendance, type of study, cost to the United States, payment schedule, visa information, immunization information, payment agreement, student form, school transcripts, affidavit of financial support from family, application for admission, and host family agreement.

### **Retention and Disposition**

Retain for 4 years, and then destroy records.

### **Appraisal**

These records have administrative value(s).

### **Appraisal Note**

Value of records is based on their usefulness for carrying out the agency's current business.

### **Categories**

Education

### **Effective**

10/1998

### **Previous Schedule Number**

SD-17-12