



THE UNIVERSITY OF CHICAGO
OFFICE OF INTERNATIONAL AFFAIRS

Document Retention Policy

The Office of International Affairs retains documents related to your immigration status for a period of time in compliance with U.S. law and with institutional policy. At the end of that retention period, paper documents are destroyed. While our electronic record is preserved indefinitely (start dates vary), it is very limited in scope and does not provide such information as endorsements by government officials on your documents or copies of the documents themselves. It is of the utmost importance that you retain all documents relating to your non-immigrant status in the U.S. in perpetuity. If you need a copy of a document in our possession (for example in connection with an application for another status), the list below shows you for how long documents are kept. During that time, we will gladly make your document available to you. (Please contact us at international-affairs@uchicago.edu with your request.) Beyond the retention period listed, we can no longer provide documents.

F-1 Students

J-1 Students

J-1 Scholars

Documents are kept for two years beyond the last year you were sponsored in F-1 or J-1 status by the University.

For example, if you graduated from the University and were employed under Optional Practical Training (OPT) or Academic Training (AT) afterwards, and you completed your OPT or AT in August of 2007, we would retain your documents for the remainder of the 2007-2008 academic year as well as the 2008-2009 and 2009-2010 years. Your documents would be destroyed soon after June 30, 2010.

If you graduated on June 9, 2007 and did not have OPT or AT under our sponsorship, we would keep your documents through the end of June 2010.

Documents of Korean students who leave the University for military service in their home country are retained for one additional year.

H-1B Employees

Permanent Residents

Documents are retained indefinitely