

Mills College - Admissions Document Retention Policy

The following schedule specifies the length of time Mills College retains admissions data and documents for applicants who enroll at Mills.

Representative Admissions Documents	Retention Period
Acceptance letters	5 years after graduation or date of last attendance
Advanced placement records	5 years after graduation or date of last attendance
Applications for admission or readmission (reentry)	5 years after graduation or date of last attendance
Correspondence, relevant date	5 years after graduation or date of last attendance
Entrance examination reports/test/scores (e.g., ACT, SAT, LSAT, MCAT, GRE)	5 years after graduation or date of last attendance
Letters of recommendation	Upon Enrollment
Medical records	5 years after graduation or date of last attendance
Military documents	5 years after graduation or date of last attendance
Placement tests records/scores	5 years after graduation or date of last attendance
Recruitment materials*	Upon Enrollment
Residency classification forms	5 years after graduation or date of last attendance
Student waivers for rights of access to see letters of recommendation for admission	Until terminated
Other test scores	5 years after graduation or date of last attendance
Transcripts other colleges	5 years after graduation or date of last attendance
Transcripts high school	5 years after graduation or date of last attendance
International Student Documents: <ul style="list-style-type: none"> • Copy of Employment Authorization (work permit), if granted • Copy of Alien Registration Receipt Card (evidence of admissibility as a permanent resident) • I-20 (certificate of eligibility for F-1 visa status) • Copy of I-94 Card (document issued to non-immigrants; also known as Arrival-Departure Record) • IAP 66 (certificate of eligibility for J-1 visa status) • Passport number • Statement of Educational Costs (shows estimate of total school year costs) • Statement of Financial Responsibility (shows evidence of adequate financial resources) 	No upper limit for international students on student visas. For exchange visitor visas, 3 years after graduation or date of last attendance.

*Recruitment materials may include any documents, papers, letters, memoranda, e-mail messages, images, cards, books, photographs, sound or video recordings, electronic media, and other information-recording media, regardless of physical form or characteristic, that is generated and/or received in connection with the College's operations, business, strategy, services, or transactions of any kind.

Admissions data and documents are retained for applicants that do not matriculate until two years after the start of the term for which the application was submitted.