

# Record Keeping Requirements

Designated school officials (DSOs) are required to keep records containing specific information and documents for each F-1 and M-1 student they enroll. DSOs must have access to each student's records should a U.S. Department of Homeland Security (DHS) official request the records. (8 CFR 214.3 (g)).

As a best practice, DSOs should keep copies of the following records in the student's file:

- Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status"
- Passport ID page
- Student's U.S. address
- Academic transcripts
- Proof of student's financial ability
- Student's application to the school
- Student's acceptance letter
- Proof of language proficiency, if applicable
- Employment Authorization Document and Form I-797, "Notice of Action," if applicable
- Certificate of graduation or diploma, if applicable
- Termination date and reason, if applicable

## ADDITIONAL DOCUMENTS

In addition, the Student and Exchange Visitor Program (SEVP) recommends keeping these records on file:

- Photocopy of the student's F-1 or M-1 visa
- Photocopy of Form I-94, "Arrival/Departure Record"
- Record of change to nonimmigrant status, if applicable

## REMEMBER

According to SEVP regulations, schools must keep a student's records for at least three years after the student is no longer pursuing a full course of study. These records are in addition to the information found in an F-1 or M-1 student's Student and Exchange Visitor Information System record.

SEVP-certified schools are subject to review at any time. In addition, provisions outlined in the Family Educational Rights and Privacy Act do not apply to F and M international students.

For more information about record keeping requirements, contact your local field representative.