**International Student Programs**

International Student Programs (ISP) is part of the Division of Student Life since 2018. The Director of ISP reports to the VP of Student Life/Dean of Students. The office is responsible for overseeing the affairs of international students – particularly those on F-1 visas supported by Davidson. Their secondary function is to also support students with dual citizenship who have resided significantly abroad prior to their arrival to Davidson.

**Retention Schedule**

**Student Files.** Files for individual international students. Files may include

biographical information, immigration information, copies of passports and forms,

correspondence, and other related records. Files may contain restricted

information.

Disposition Instructions: Destroy 5 years after graduation or last date of

attendance or when reference value ends, whichever is later. Send list of

students by category and country to College Archives annually.

**Invoices/ Financial Files.** Records of purchase orders, vouchers, etc. for office

activities. Files may include copies of bills, copies of request of payment forms,

invoices, etc.

Disposition Instructions: Retain in office for a minimum of 1 year and a

maximum of three years. Destroy after 3 years.

**Publications.** Brochures, booklets, and publicity items produced by or for the

office.

Disposition Instructions: Send one copy to College Archives. Discard when

superseded or reference value ends.

**Administrative Records.** Records relating to the administration of the office.

Files may contain correspondence, reports, memorandums, flyers, and reference

information.

Disposition Instructions: Transfer files relating to policy or office history to the

College Archives after 6 years for appraisal and final disposition.