

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Admissions Record Management and Retention Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-011	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

An admission decision is only as trustworthy as the record behind it. This policy establishes AIU's standards for the collection, verification, management, transfer, storage, retention, and protection of undergraduate admissions records and supporting documentation, ensuring records are maintained accurately, securely, and consistently throughout the applicant lifecycle, consistent with consistent institutional practice and accurate institutional information.

Scope

This policy applies to all undergraduate admissions records created, received, processed, or maintained by the Admissions Office and the University's Document Control Team, in both physical and electronic form, from the time an application is submitted until the records are transferred to permanent storage.

Purpose

- Establish consistent standards for admissions records management across the applicant lifecycle
- Define concrete retention periods so that this policy functions as an operating standard rather than a reference to an undefined external schedule
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Admissions Record: Any document or information created, received, or maintained as part of the undergraduate admissions process.

Applicant File: The complete collection of admission documents, correspondence, approvals, and supporting records relating to an applicant.

Official Student File: AIU's permanent admission record maintained by the Document Control Team following completion of the admissions process for a matriculated student.

Document Control Team: The University department responsible for maintaining, safeguarding, organizing, archiving, and retrieving official student records following transfer from the Admissions Office.

Retention Period: The period during which admissions records are retained before archival or secure disposal, as defined in Article 4 of this policy.

Policy

Article 1: Records Covered

Admissions records include, but are not limited to, admission applications; Civil ID and passport copies; high school transcripts and graduation certificates; Ministry of Education equivalency certificates; placement testing results and exemption records; transfer credit documentation; admission decisions; scholarship or sponsorship documentation; correspondence related to the admission process; appeals and supporting documentation under EMA-003 Article 8; and any additional record required by AIU or PUC.

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Article 2: Collection, Verification, and Active File Maintenance

The Admissions Office collects all documentation required to evaluate an applicant, reviews submitted documents for completeness and authenticity, and contacts applicants to provide outstanding information before an admission decision is finalized. Throughout the admissions process, the Admissions Office maintains an active applicant file containing all documentation, correspondence, decisions, and supporting records, accurately maintained within the University's approved admissions and student information systems under EMA-010.

Article 3: Transfer to the Document Control Team

Following completion of the admissions process for a matriculated student, and receipt of all required documentation, the Admissions Office prepares the student's official admission file, including all original documents and associated electronic records, for transfer to the Document Control Team, and ensures the file is complete before responsibility is transferred. The Document Control Team then assumes responsibility for the official physical and electronic student file, organizing, indexing, protecting, and maintaining it to support retrieval, auditing, regulatory reporting, and long-term preservation.

Article 4: Retention Periods

Record Category	Retention Period
Official student file of a matriculated student (admitted and enrolled)	Retained permanently as part of the student's official academic record.
Applicant file where the applicant was admitted but did not enroll	Retained three years from the admission decision, then securely disposed of.
Applicant file where admission was denied	Retained three years from the decision, to support PUC audit requirements and the appeal timeline under EMA-003 Article 8, then securely disposed of.
Records involving a substantiated fraud or misrepresentation finding under EMA-002, EMA-003, or EMA-006	Retained permanently, or for the period required by applicable law or regulatory referral, whichever is longer.
Appeals records under EMA-003 Article 8	Retained with the applicant file to which they relate, for the same period as that file.

These periods apply pending publication of AIU's institution-wide Records Retention Schedule; where that Schedule is subsequently published and specifies a different period for admissions records, the published Schedule governs and this Article is updated administratively to match it.

Article 5: Access, Confidentiality, and Security

Access to admissions records is limited to authorized University personnel whose official responsibilities require it. Admissions records contain confidential personal and academic information and are protected

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against unauthorized access, disclosure, alteration, or loss, in accordance with the Privacy and Personal Data Protection Policy. The University implements administrative, technical, and physical safeguards to ensure the security and integrity of all admissions records.

Article 6: Disposal

Upon expiration of the applicable retention period, records are securely archived or disposed of in accordance with University procedure and applicable legal and regulatory requirements. Disposal of records is documented and the documentation of disposal is itself retained for three years.

Responsibilities

The Admissions Office collects, reviews, verifies, and maintains applicant documentation throughout the admissions process, and ensures each file is complete before transfer to the Document Control Team. The Document Control Team maintains AIU's permanent student admission records and ensures their security, integrity, accessibility, organization, retention, and retrieval. Information Technology supports the availability, security, backup, and integrity of the University's electronic admissions and document management systems. All authorized personnel granted access to admissions records maintain confidentiality and comply with applicable University policy governing records management and data security.

Compliance

Admissions records are managed in accordance with AIU's Admissions Policies, Records Management Policy, Information Systems and Technology Governance Policy, Privacy and Personal Data Protection Policy, PUC requirements, and applicable governmental regulation. Failure to comply with this policy may result in administrative action.

Related Policies

- EMA-002 Admission Requirements and Application Management Policy
- EMA-003 Admission Criteria and Procedures
- EMA-010 Admissions Information Systems Management Policy
- ADM-002 Privacy and Personal Data Protection Policy

President Signature	Signature: _____ Date: _____
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