STUDENT MANAGEMENT
Records relating to the management of students within the university

ST10:  Applications for Admission

This is a Personal Information Bank

These records are comprised of supporting documents for applications for admission to the university's undergraduate and graduate programs.

Most applications to UW programs are processed through the Ontario Universities Applications Centre (OUAC) and the information is transmitted directly to the student information system (Quest). Required supporting documentation may be received in paper or in electronic form. Beginning November 18, 2008, all supporting documentation for graduate students is captured and maintained in the OnBase document management system.

The records include application forms, exchange program applications, transfer credits, transcripts, test scores, supplementary information forms, references, resumes, samples of work, departmental recommendations, offers of admission, and related correspondence.

Authority: University of Waterloo Act, 1972
Media: Electronic and paper
Related Records: For records relating to student applications held in the student information system, see ST70: Student Information System (Quest)

Responsible Unit(s): Undergraduate students: Registrar; Graduate students: from November 18, 2008: Graduate Studies Office; prior to November 18, 2008: Academic department or school to which the student applied
Retention: Matriculated applicants: Admissions records are retained as part of the undergraduate or graduate student file
Incomplete, unsuccessful, or not matriculated applicants: 1 year after the end of the admit term (including deferred admit term)
Administrative withdrawals: 20 years
Note: Paper source documents for images in OnBase are securely destroyed 3 months after the images are committed to OnBase.

Disposition: Secure Destruction

Version: 1.00  Approved: July 26, 2010