



Colby·Sawyer  
College

## Information Privacy Policy for International Applicants

During the International Admissions application process, students are required to submit supportive documentation for a comprehensive admission evaluation. The documents required are:

- All academic records
- Word-for-word English translations
- Proof of English proficiency
- Essay/personal statement

These documents may be submitted digitally and to ensure these documents are transmitted safely and securely, we request students to use the File Request link we will provide from Dropbox.

Directions to submit digital supportive documentation:

1. As an applicant, you will receive correspondence providing File Request link from International Admissions Colby-Sawyer College Dropbox
2. Click on link and choose appropriate button based upon location of documents being submitted
3. Upload first document; additional documents will be added by choosing “add another file”
4. When all files are added, select “upload” button

The information collected will be used internally only for admission evaluation purposes. Records will be printed and placed in a paper record within the Admissions Department. These records will be maintained for ten years for any student enrolled/graduated from Colby-Sawyer College. After that time, records are destroyed. If a student applied but did not enroll at Colby-Sawyer College, the record will be maintained for two years. After that time, records are destroyed. This is in cooperation with U.S. Higher Education Data Standards.

Students may also submit paper documents via postal mail. These records will be received, processed and maintained within the same parameters as indicated above.

If you have any questions pertaining to this Information Privacy Policy, please contact International Admissions ([international@colby-sawyer.edu](mailto:international@colby-sawyer.edu)).

Thank you.