



**Authorized Early Withdrawal – Pending Permanent Residency or a Change of Status**

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**SECTION I -- TO BE COMPLETED BY THE STUDENT**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_ SEVIS #: \_\_\_\_\_

Address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Receipt Date - Pending: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Month Day Year

Are you going to continue studying at MCC? Yes No \_\_\_\_\_

I understand that my SEVIS record will be terminated. I will need to cease on-campus employment, unless I have received my Employment Authorization Document (EAD).

Your insurance will be cancelled effective the last day of the quarter that you were connected to MCC. Any claims incurred after that date will be your responsibility and may not include any insurance benefits.

If you are eligible for an insurance refund, the refund will be applied to any tuition and fees balances you may owe first and then you will receive the balance either back on your credit card that you used to pay the insurance or a check if you paid with cash. You will not get a refund if you transfer after MCC submits the final file to the insurance company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II – TO BE COMPLETED BY THE ISS P/DSO STAFF**

P/DSO Initials & Date: \_\_\_\_\_ Comments: \_\_\_\_\_

- Update the address in SEVIS, if needed.
- Add the student's personal email address in SEVIS.
- Terminate the SEVIS record for "Authorized Early Withdrawal" and enter the application receipt date and notes in the remarks section.
- Copy the Student Information page in SEVIS that shows that the record is terminated and paste into Word and save as a PDF to upload in Etrieve
- Update the address and email address in Colleague, if needed.
- If the student has a NE address, enter "R" in the Res Status/Date field in RGPE. Do not delete the F. Enter in a new area, such as 2 of 2. We need to have a history of the F.
- Enter notes in STRK
- Change FPER to UK
- Change NIIS Form Purpose to 1617 - Terminated – AEW
- Check PERC for holds
- Give this form to Naomi
- Check for claims and inform AHP
- Email the student about the last day of insurance coverage, if the student was on insurance
- Update the insurance database.
- Email Nancy if any charges need to be removed.
- STRK - WTHD
- STAD
- Upload documents in Etrieve