



Leave of Absence or Withdrawal

Withdrawing from MCC means you do not intend to return to your studies at MCC in the future, and you will be departing the U.S.

Completing your MCC degree outside the U.S. means you will not come back to the U.S. as an F-1 student. Your immigration status will be terminated, and you will only be able to re-enter the U.S. as an F-1 student if you have a new I-20 from MCC or another institution.

Leave of absence means that you intend to return to your studies at MCC. The Department of Homeland Security and Customs and Boarder Protection sometimes allows students to be out of the U.S. for up to 5 months and return on the current I-20, if the leave is approved. If you are out of the U.S. for more than 5 months, then you will need to obtain new immigration documents prior to returning to the U.S..

Procedures:

1. Speak with the International Student Services (ISS) regarding your leave
2. Complete and submit this form to ISS
3. Pay all outstanding balances due to MCC and withdraw/drop any courses, if necessary
4. Depart the U.S. within 15 days.

Reentry after leave of absence

- If your absence from the U.S. has been less than 5 months, you may seek advice about entering with your current I-20 and a valid travel signature
- If your absence from the U.S. will exceed 5 months, contact ISS and reapply to MCC. ISS may prepare the new I-20 and mail it to you. Note: You must pay the SEVIS fee based on your new I-20 and Department of State advises students to apply for a new visa at a U.S. Consulate or Embassy before reentry if returning from leave more than 5 months with an initial attendance I-20.
- Check in at ISS after returning from a leave of absence. Please bring your I-20, passport, visa, and I-94 printout from www.cbp.gov/i-94 with you.



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SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
 Student ID #: _____ Phone #: _____ SEVIS #: _____
 (It is in the upper left corner of your I-20 that starts with N00.)
 Full Address: _____ Personal Email: _____
 Departure Date (required): _____ Re-Entry Date (if returning): _____

- I will not continue studying through MCC. I understand that I need to leave the US in 15 days.
- I will not return to MCC as an F-1 student, but I will complete my MCC studies online. (ESL is not available online, and some courses for certificates of achievement and associate’s degrees are not offered online. Please check the catalog or contact an academic advisor for details.)
- Leave of absence due to an emergency.
- Leaving the US and not finishing OPT. I understand that my SEVIS record will change from active to completed, which means that I will not be able to enter the US with my I-20.

INSURANCE - 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. 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 after MCC submits the final file to the insurance company.

Signature: _____ Date: _____

SECTION II – TO BE COMPLETED BY THE ISS P/D SO STAFF

P/D SO Initials & Date: _____ Comments: _____

- Update address and personal email in SEVIS and Colleague, if needed.
- Naomi checks for claims and notifies ins company and student.
- Uncheck the student in the ins database.
- Email Student Financial Services (Adrian Miller) about a refund or credit towards tuition
- Email the student informing when insurance will expire, not to use ins anymore,
- PERC – Check if any INTL holds need to be lifted
- STRK – Enter notes
- FPER – Change F to GH (going home) or to UK (unknown) if the student is going to another country
- NIIS – Change Form Purpose to 0 (zero)
- End Naomi as the INTL advisor in STAD
- Email Cheryl Goodman to end the SN/Adv in STAD
- Terminate the SEVIS record for “Authorized Early Withdrawal”. Note if the student expects to return in the remarks. Or, complete the SEVIS record if the student is not finishing OPT.
- Click Print to save the SEVIS Student Information page as a PDF
- Upload all documents in Etrieve