



Transfer Out of MCC

Due Dates:

F-1 students must email 1) this Transfer Out of MCC form, 2) the other college's acceptance letter, 3) the other college's Transfer In Form, if applicable, to iss@mccneb.edu by the following due dates after each quarter:

Fall - November 30th

Winter - March 4th

Spring - June 1st

Summer - August 30th

SECTION I – TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____

Student ID #: _____ Phone #: _____ SEVIS#: _____

(It is in the upper, right corner of your I-20 and starts with NO.)

If you are working, are you working on campus or through OPT, SEH, TPS, or EAD for another status? _____

If you are working on campus, please list the department. _____

I request my SEVIS record be transferred to the following college in the US: _____

INSURANCE – I understand that my insurance will be cancelled effective the last day of the quarter that I was connected to MCC. Any claims incurred after that date will be my responsibility and may not include any insurance benefits. If I am eligible for an insurance refund, the refund will be applied to any tuition and fees balances I may owe first. I will receive the balance either back on the credit card used to pay the insurance or a check if paid with cash. I will not get a refund if I transfer after MCC submits the final file to the insurance company.

Signature: _____ **Date:** _____

SECTION II – TO BE COMPLETED BY ISS

SEVIS:

- Complete the other college's SEVIS/Transfer Release form, if they have one.
- Upon receipt of an acceptance letter, initiate the transfer out process in SEVIS. The release date will typically be the day after the last day of MCC's quarter, unless the student is on OPT
- Type "Remarks" in SEVIS of who admitted the student – signed name on the acc ltr
- Save the "Student Information" page in SEVIS by clicking on Print and saving the doc as a PDF.

Colleague:

- Put a note in STRK with the transfer out college name and the person who signed the acc letter
- Change FPER to T
- Change NIIS Form Purpose to 0
- Remove the IN hold in PERC.
- Check RGN to see if the student is enrolled in classes after the transfer out date.
- Enter the end date in STAD for Naomi - INTL advisor
- Email CG and NN to end the SN/Adv in STAD

Insurance:

- Check if the student has active ins claims in the Wellfleet database, or ask Naomi to check.
- Uncheck student in the ISHI database
- Email AHP to remove student from coverage and give the effective end date, and cc LM and NG
- Email the student the ins end date and not to use MCC insurance anymore, cc LM and NG

SharePoint:

- Update the RCL/Vac/Grad Excel spreadsheet under the last quarter the stu is enrolled in.

Other:

- Email Jamie this form, the acc ltr, the other college's transfer in form, the SEVIS PDF, any other docs
- Email the stu to drop MCC classes starting after transferring out, unless the stu will be a visiting F-1
- Email Beth Heck the last day of on campus employment for the student, if employed.