



**Plan After Graduating From MCC**

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

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

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

Personal email address (not MCC email): \_\_\_\_\_

Graduation Quarter and Year: \_\_\_\_\_

Are you working? \_\_\_\_\_

If yes, 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 \_\_\_\_\_

**NOTE:** You must stop working by the last day of the graduating quarter, unless you have authorization.

**This is not the official application for graduation.** To submit your graduation application, go to:  
 My Way > Student Self Service (purple button) > Graduation Overview > Apply (right side)  
 The due dates are Fall – Nov 1, Winter – Feb 1, Spring – Apr 1, and Summer – July 1.

Please check which option you plan to do:

\_\_\_ **Apply for OPT** up to 90 days before the last day of classes and no later than 60 days after the last day of classes. Please view “OPT Application and Directions” at <https://www.mccneb.edu/Prospective-Students/Resources/International/International-Student-Services-Forms.aspx> and request an I-20 for OPT from ISS after you have all the required documents to apply. You may elect to enroll in insurance up to 14 months after graduation and must pay the premium for each quarter before being enrolled in insurance on a quarterly basis. If you do not want to stay on insurance, your coverage will be cancelled effective the last day of your graduating quarter. Any claims incurred after that date will be your responsibility.

**Do you want to stay on insurance after your graduation? Yes or No** \_\_\_\_\_

\_\_\_ **Transfer from MCC to another school** in the U.S. no later than 60 days after my last day of classes. Please complete and submit the “Transferring Out of MCC” form that is available at <https://www.mccneb.edu/Prospective-Students/Resources/International/International-Student-Services-Forms.aspx> to ISS. See below about insurance.

\_\_\_ **Leave the US** and not return to MCC the next quarter. ISS will shorten the program end date in SEVIS to the last day of the quarter. You will have 60 days to leave the U.S. from the last day of my classes. See below about insurance.

\_\_\_ **Reapply to MCC** for another program before 60 days from the last day of my classes. Please submit an Application for International Student Admission, Financial Affidavit, and a bank letter/statement that meets the requirements listed on the Financial Affidavit. If you will have a gap of one quarter between the last program and the new program, you may elect to enroll in insurance. The premium must be paid in advance. If you do not stay on insurance, your coverage will be cancelled effective the last day of the last quarter at MCC. Any claims incurred after that date will be your responsibility. If you have a gap between levels, you must be enrolled in or in status at least three consecutive quarters before vacation eligibility.

1) **Which program will you apply for? Include a code, like LATAA** \_\_\_\_\_

2) **Which quarter will you start the new program?** \_\_\_\_\_

3) **Do you want to stay on insurance if you have a gap between quarters? Yes or No** \_\_\_\_\_

\_\_\_ **Apply for a change of status** within 60 days of my last day of classes. See below about insurance.

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

**INSURANCE** – If you are transferring out, leaving the US, or applying for a change of status, then your insurance will be cancelled effective from the last day of the last quarter you were an F-1 student. Any claims incurred after that date will be your responsibility and may not include any insurance benefits. (continued)



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If you are eligible for an insurance premium 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.

**GRADUATION SASHES (OPTIONAL)** - You are welcome to purchase a graduation sash showing your home country by displaying your country's flag that you can wear along with your graduation gown during your graduation ceremony. If you are interested, please purchase the sash through Vision Wear at <https://www.visionwear.com/>. This company has provided sashes for F-1 students at MCC in the past.



### SECTION II – TO BE COMPLETED BY A COUNSELOR, ACADEMIC ADVISOR, OR THE COORDINATOR OF ISS

Before F-1 students may apply for benefits, such as OPT, ISS needs confirmation that the student finished or is in the last quarter of a certificate of achievement or an associate degree program.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ MCC E-mail: \_\_\_\_\_

\_\_\_ I am confirming that the above-named student passed all certificate of achievement or associate degree requirements in \_\_\_\_\_ quarter (example 22/SS).

**OR**

\_\_\_ I am confirming that the above-named student is expected to complete all certificate of achievement or associate degree requirements during \_\_\_\_\_ quarter (example 22/SS).

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

**Submit the completed form to International Student Services at [iss@mccneb.edu](mailto:iss@mccneb.edu)**

### SECTION III – TO BE COMPLETED BY ISS

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

- \_\_\_ Open the shared drive and go to "RCL Vacation and Graduating F-1 Students\RCL Vacation and Graduating F-1 Student.xls". Go to the tab for the quarter that the student will be finishing the program, such as 15.FA Grad. Enter the Students name, phone #, and ID #. Put an X in the column to indicate that the student turned in this form. Save the spreadsheet.
- \_\_\_ If the student plans to transfer, follow the checklist on the Transfer Out of MCC form and do not continue on this page.
- \_\_\_ Inform the student that s/he must stop working by the last day of the quarter, unless the student has authorization from USCIS. If the student is reapplying to MCC, then s/he may work on campus after the SEVIS record is active for the new program (after FT registration).
- \_\_\_ Email Beth Heck the last day of on campus employment for the student, if employed.
- \_\_\_ Put a note in STRK about the student's choice above, notifying Beth Heck, and about insurance.
- \_\_\_ After the final file has been sent to the insurance company, change FPER to "OP" for OPT, to "GH" if going home, "UK" if leaving the US but not going back to the home country, or "GR" if graduated or applying for a COS. If the student is re-enrolling at MCC and has not yet applied, use "GR". If student does not want insurance but is reapplying to MCC, change FPER to "P" and change start quarter. If the student applied to MCC and has been accepted, change to "P" and updated the starting quarter. If the student is applying for OPT or has a gap quarter and wants to stay on insurance, keep FPER as "F1".
- \_\_\_ After Records processes the graduation applications at the end of the quarter, make sure the student graduated by reviewing XAPX. Make sure the degree code and the graduation date are listed.
- \_\_\_ Update NIIS –Form Purpose
- \_\_\_ Check to see if any holds in PERC need to be removed.
- \_\_\_ Email Nancy re: possible refund.
- \_\_\_ If student is not staying on insurance, check insurance database for claims, email ins company, inform the student of the last day of coverage, and uncheck student from ins Access database.
- \_\_\_ Add the student's personal email address in both SEVIS and NAE.
- \_\_\_ Shorten the program end date to the last day of the quarter in SEVIS and put a remark in SEVIS.
- \_\_\_ Save the SEVIS Student Information as a PDF and upload in Etrieve.
- \_\_\_ Upload this Plan in Etrieve.