



Transfer Out of MCC

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.)

Are you working? _____

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 school: _____

Optional: In order to better understand our students, please check all the boxes that are reasons related to your transfer:

- Graduated from MCC and will enroll in a bachelor's or higher level degree
- Enrolled in prerequisites at MCC for a bachelor's or higher level degree and did not graduate from MCC
- Enrolled in ESL courses at MCC and will enroll in a program at another school
- Enrolling in a program that is not offered at MCC
- Other _____

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 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.

I understand that I or the transferring institution must provide an acceptance letter to MCC's ISS before my SEVIS record will be released. I understand that ISS will no longer have access to my SEVIS record after the release date.

Signature: _____ **Date:** _____

SECTION II – TO BE COMPLETED BY ISS

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| <ul style="list-style-type: none"> <input type="checkbox"/> EH - Complete the other school's Transfer Release form & request the other school to send an acceptance letter. <input type="checkbox"/> EH - Upon receipt of acceptance letter, initiate the transfer out process in SEVIS. If the release date is not included in the letter, contact the school for the date. The release date will typically be the day after the last day of the quarter. <input type="checkbox"/> EH - Put remarks in SEVIS of who requested the release from the other institution. <input type="checkbox"/> EH - Copy SEVIS "Current Request/Authorization Details" & "Student Information" pages indicating transfer into Word, convert to a PDF, and upload in Etrieve <input type="checkbox"/> EH - Email Beth Heck the last day of on campus employment for the student, if employed <input type="checkbox"/> EH - Change FPER to T <input type="checkbox"/> EH - Change NIIS Form Purpose to 0 | <ul style="list-style-type: none"> <input type="checkbox"/> EH - Put a note in STRK about the transfer and about the email to Beth Heck. <input type="checkbox"/> EH - Remove the IN hold in PERC. <input type="checkbox"/> EH - Remind student to drop any MCC classes, if the student will not attend them. <input type="checkbox"/> EH - Enter survey information in Excel. <input type="checkbox"/> EH - Upload all documents in Etrieve, except this form. <input type="checkbox"/> EH - Email this form to Naomi. <input type="checkbox"/> NG - Inform the student about last day of coverage and cc NB. <input type="checkbox"/> NG - Enter WTHD notes in STRK if the student "stopped out". <input type="checkbox"/> NG - Update STAD. <input type="checkbox"/> NG - Upload this form in Etrieve. |
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