



**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 college in the US: \_\_\_\_\_

**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 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**

**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

**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 NB, HM, and NG
- Email the student the ins end date and not to use MCC insurance anymore, cc NB, HM, and NG

**SharePoint:**

- Enter information in RCL/Vac/Grad Excel spreadsheet under the quarter the stu will be enrolled last.

**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.