



Plan After Graduating From MCC

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
 Student ID #: _____ Phone #: _____
 Personal email address: _____
 Graduation Quarter and Year: _____

This is not the official application for graduation. To submit your graduation application, go to:
 My Way > My Services for Students > Academic Profile > Graduation Application
 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 my last day of classes and no later than 60 days after my 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 make an appointment with ISS after you have all the required documents to apply. OPT students may elect to enroll in insurance up to 14 months after graduation. OPT students must pay the premium for each quarter before being enrolled in insurance on a quarterly basis. OPT students must contact ISS if they want to discontinue coverage.
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. My insurance will be cancelled.

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. I will have 60 days to leave the U.S. from the last day of my classes. My insurance will be cancelled.

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 have a gap between levels, you will need to be enrolled in or in status at least three consecutive quarters before being eligible for a vacation quarter.
Do you want to stay on insurance if you have a gap? Yes or No _____

Apply for a change of status within 60 days of my last day of classes. My insurance will be cancelled.

Signature: _____ Date: _____

**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 18/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 18/SS).

Signature: _____ Date: _____



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The student needs to submit the completed form to International Student Services.

SECTION III – TO BE COMPLETED BY ISS

P/DSO Initials & Date: _____

- If the student plans to transfer, follow the checklist on the Transfer Out of MCC form and do not continue on this page.
- 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.
- Put a note in STRK about the student's choice above 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.
- 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
- Print the SEVIS Student Information and, if pertinent, the Request/Authorization Details page
- Inform the student of the last day of insurance coverage
- Scan all documents
- If the student applied for OPT, move the file to the OPT drawer and keep the e-file in the active e-folder. If the student is leaving the US or is applying for a COS, archive the file and e-file. If the student is reapplying to MCC, move the file to the initial drawer, and keep the e-file in the active e-folder.



Graduation Sashes

SECTION I -- TO BE COMPLETED BY THE STUDENT

Student Name Last Name: _____ First Name: _____

Student ID #: _____ Phone #: _____

Personal email address: _____

Graduation Quarter and Year: _____

Upon your graduation, would you be interested in purchasing a Graduation Sash? (This sash will represent your home country by displaying your country's flag that you can wear along with your graduation gown during your graduation ceremony.)

Yes or No _____

If yes, please write the name of the country. You may choose up to 4 countries per sash. All countries may not be available.

1. _____

2. _____

3. _____

4. _____

Prices vary so you will receive more information before order is placed. There are additional fees for each flag. (In the past, they have been approx. \$35 for a single flag sash.) You will receive more information regarding price before order is placed.



(This form is for ISS office uses only, please scan and put in "Graduation Sash" folder.)