



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 N00.)

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 _____

If you are entitled to 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. If you want to transfer after MCC submits the final insurance file to the insurance company, you will not get a refund for the quarter.

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

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> EH - Complete the other school's Transfer Release form & request the other school 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 - Print SEVIS "Current Request/Authorization Details" & "Student Information" pages indicating transfer <input type="checkbox"/> EH - Change FPER to T <input type="checkbox"/> EH - Change NIIS Form Purpose to 0 <input type="checkbox"/> EH - Put a note in STRK about the transfer | <ul style="list-style-type: none"> <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 - Give this form and related docs to KO <input type="checkbox"/> KO - Update the insurance database <input type="checkbox"/> KO - Inform the student about last day of coverage and cc NB and NG <input type="checkbox"/> NG – If the student marked no to either question, enter WTHD notes in STRK. Otherwise, give the docs to PT staff <input type="checkbox"/> NG – Update STAD <input type="checkbox"/> PT Staff - Scan and file <input type="checkbox"/> PT Staff - Archive physical file and e-file |
|--|---|