



Authorized Early Withdrawal – Pending Permanent Residency or a Change of Status

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
 Student ID #: _____ Phone #: _____ SEVIS #: _____
 Address: _____
 Personal Email Address: _____

Are you going to continue studying at MCC? Yes No _____

I understand that my SEVIS record will be terminated. I will need to cease on-campus employment, unless I have received my Employment Authorization Document (EAD).

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.

ISS needs a copy of your I-797 Receipt Notice from USCIS for your Change of Status application. Please email it with this form.

Signature: _____ Date: _____

SECTION II – TO BE COMPLETED BY THE ISS P/DSO STAFF

P/DSO Initials & Date: _____ Comments: _____

- Update the address in SEVIS, if needed.
- Add the student’s personal email address in SEVIS.
- Terminate the SEVIS record for “Authorized Early Withdrawal” and enter the application receipt date and notes in the remarks section.
- Copy the Student Information page in SEVIS that shows that the record is terminated and paste into Word and save as a PDF to upload in Etrieve
- Update the address and email address in Colleague, if needed.
- If the student has a NE address, enter “R” in the Res Status/Date field in RGPE. Do not delete the F. Enter in a new area, such as 2 of 2. We need to have a history of the F.
- Enter notes in STRK
- Change FPER to UK
- Change NIIS Form Purpose to 1617 - Terminated – AEW
- Check PERC for INTL holds
- Email this form to Naomi
- Check for insurance claims in the insurance company’s database
- Uncheck the student in the MCC ISHI database.
- Email Student Financial Services, if any charges need to be refunded or credited to tuition.
- Email the student about the last day of insurance coverage, if the student was on insurance
- STAD – End Naomi as the INTL advisor.
- Upload documents in Etrieve