



INTERNATIONAL STUDENT SERVICES

International Student Services
Sierra Vista, 3rd Fl
1500 N Verdugo Rd
Glendale, CA 91208-2894
818-240-1000 x6645
gcciso@glendale.edu

Transfer Instructions

Submit this form to your international student office along with any transfer form they require. If requested by your school, include your GCC acceptance letter. You must request a transfer from your school no later than 60 days after your last day of class or OPT period.

Do not request a transfer until you have received your admission letter from GCC.

Name: _____ Date of Birth: _____
Given Name Last/Family Name MM/DD/YYYY

SEVIS ID Number: _____ GCC Program Start Date: _____
"NXXXXXXXXX" on top of I-20 MM/DD/YYYY

Will you depart the US before starting your program at GCC: [] Yes (see Travel Note below) [] No

If yes, please provide the date you will leave the country: _____
MM/DD/YYYY

Please transfer my F-1 SEVIS record to:
Glendale Community College (LOS214F00981000)

Student Signature & Date: _____

Travel Note: If you are traveling, you will need a transfer pending I-20 from GCC to return to the US. Your record must be transferred by your current school before this can be provided. Please request your transfer pending I-20 from the GCC International Student Office via email at gcciso@glendale.edu at least 2 weeks before you plan to return to the US. You may depart the US without the I-20 but need it to return. Please ensure you provide your full name and ID number when writing our office.

TRANSFER INSTRUCTIONS FOR SCHOOL OFFICIAL

GCC does not require fellow DSOs to complete and return transfer forms. If the student is in active status, please release the student's record on the appropriate date. If the student has indicated travel outside the US before starting at GCC, we would appreciate a release date at least 2 weeks in advance of the leave date, when at all possible.

If the student is out of status and will require a reinstatement, please contact us at gcciso@glendale.edu or (818) 240-1000, Ext. 6645, before transferring the record to GCC.