



**International Student Services**  
**Sierra Vista, 3<sup>rd</sup> Fl**  
**1500 N Verdugo Rd**  
**Glendale, CA 91208-2894**  
**818-240-1000 x6645**  
**[gcciso@glendale.edu](mailto:gcciso@glendale.edu)**

## Orientation Clearance Appointment Request Form

Download this form **before** completing it to make sure your answers will be saved.

**Please use the subject line: "Orientation Clearance Appointment" and send the form to [gcciso@glendale.edu](mailto:gcciso@glendale.edu).**

- **If you are a transfer student**, please make sure your local mailing address and U.S. phone number are correct in the Demographics section of [MyGCC](#) before sending us this email.

<b>Family/Last Name</b> <i>(as appears on your passport)</i>	<b>First/Given Name</b> <i>(as appears on your passport)</i>
GCC Student ID Number	<b>GCC Student Email Address:</b> <i>Must end in @student.glendale.edu – check spelling carefully</i>
ESL SPS Confirmation (check one): <b>I completed the Credit ESL Self-Placement Survey (SPS) in <a href="#">MyGCC</a>:</b> <input type="checkbox"/>	
<b>I am not required to take the Credit ESL SPS because:</b>	
<input type="checkbox"/> My native or first language is English	
<input type="checkbox"/> I graduated or am transferring from a school that teaches only in English	
<input type="checkbox"/> I am returning to GCC after being away for less than one year	
Orientation Clearance Counseling Appointment: Your Availability Academic counseling hours are Monday through Thursday from 9:00 am to 4:30 pm, and Friday from 9:00 a.m. to 3:00 p.m. Please list the times you are available for each day of the week during these hours. <b>Include the full range of times you are available (i.e. Mondays from 10:00 am to 4:00 pm); please avoid listing only one time (i.e. 2 pm) whenever possible.</b> You may want to use this <a href="#">online time converter</a> for Glendale, California.	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Completion Verification By providing my electronic signature below, I confirm I have completed all portions of the Online Orientation in MyGCC and the Credit ESL SPS, if required.	
Signature & Date:	

**Don't Miss Your Appointment!** You will receive an email within 1-3 business days of submitting your Orientation Clearance Appointment Request Form. Please check your **GCC student email daily** to avoid needing to reschedule your Orientation Clearance Appointment!

**Next Steps:** Please visit our [Admitted Students](#) page to register for Part 2: In-Person Orientation.