



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

Please complete this form and submit it to your current international student advisor with a copy of any transfer form your school requests and your GCC acceptance letter, if requested by your school, to request your transfer. You must request a transfer from your school no later than 60 days after your last day of class. Please 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: _____
MM/DD/YYYY

Travel Note: If you are traveling, please note that you must also request 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 this 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 DSO/ROs 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.