



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

- **If you are a transfer student**, update your local mailing address and US phone number in the demographics section in [MyGCC](#), if necessary, *before* sending us this email.

Family/Last Name (as appears on your passport)	First/Given Name (as appears on your passport)
GCC Student ID Number	GCC Student Email Address: (must end in @student.glendale.edu – please check spelling carefully)
<p>Please check one of the following statements in the section below:</p> <p>I confirm that I completed the Credit ESL Self-Placement Survey (SPS) in MyGCC: <input type="checkbox"/></p> <p>I was not required to take the Credit ESL SPS due to one of the following reasons:</p> <p><input type="checkbox"/> My native/first language is English</p> <p><input type="checkbox"/> I graduated or am transferring from a school whose medium of instruction is English</p> <p><input type="checkbox"/> I am a returning GCC student with a break in studies of less than one year</p>	
<p>Orientation Clearance Counseling Appointment: Your Availability</p> <p>Academic counseling is available Monday through Thursday from 9 am to 4:30 pm and Fridays from 9 am to 3 pm. Provide your general availability for EACH day of the week within our business hours; this should be the FULL RANGE of time you are available (for example: Mondays from 10 am-4 pm). If you need help converting your time/date into Glendale, California’s time zone you may want to use an online converter like this one: https://www.timeanddate.com/worldclock/converter.html</p>	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
<p>Completion Verification</p> <p>By providing my electronic signature below, I am confirming that I have completed all portions of the Online Orientation in MyGCC and the Credit ESL SPS, if required.</p> <p>Signature: _____ Date: _____</p>	

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.