



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

Transfer Out Request Form

Please use this form to request a transfer from Glendale Community College to another school **after** you have been admitted to a new school. If you will be traveling outside of the US after transferring from GCC, inform your new school so that they can give you a travel I-20. You cannot travel on GCC's I-20 after the transfer date. **Please read these instructions carefully and completely:**

You may not drop below full-time enrollment or stop attending classes because you have been accepted to a new school. You must maintain full time enrollment until the end of term; failure to do so will result in loss of your F-1 status. **You must request a transfer no later than 60 days after the last day of class for each term.** You may cancel this transfer by contacting our office before the release date (see below). Once your transfer release date has been reached, GCC no longer has access to your immigration record. You will need to work with your new school to make any changes or to obtain a new I-20.

Transfer release date: If you are a current student, your immigration (SEVIS) record will be released to your new school on the day *after* the last day of classes for the term (listed in the [academic calendar](#)) **or** on the date the form is received, if it is received after the end of the term. If you are on Optional Practical Training, your record will be released to your new school *after* your OPT ends. If you are on OPT and wish to have your record released on a different date, please provide the date here: _____; this date may be no later than 60 days after your OPT ends. **Please note that you may no longer work (in any capacity: on campus, CPT, OPT, or Economic Hardship) after the transfer release date.**

You are responsible for paying your balance before transferring. Please work on a payment plan with the [Tuition Office](#), if needed, to avoid having your account sent to a collection agency.

Lastly, please take our [transfer out survey](#). This survey takes no more than 3 minutes and will help us improve. Thank you!

YOUR INFORMATION: *(Please type or print clearly)*

Last/Family Name First Name Middle Name

GCC ID Number Date of Birth (MM/DD/YY) Phone number (XXX-XXX-XXXX; make sure voicemail is activated)

Last Semester at Glendale Community College: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

New School's Name: _____

New School's Address: _____
Number and Street City State Zip Code

New School's SEVIS Code (**REQUIRED**; obtain from your new school): _____

If your school requires completion of a transfer form, attach it to this request so we can communicate with them.

Start date of semester/quarter at your new school (MM/DD/YY): _____

Please check here if you are requesting a mid-semester transfer and it is past the end of the [add/drop deadline](#) to drop your courses*: ☐

*Note: you are still responsible for any fees if dropping after the end of the established [add/drop period](#). **If it is during the add/drop period, you are responsible for dropping your courses yourself.**

Student Signature and Date