

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

## Concurrent Enrollment Request

Please use this form if you are attending another college in the US and wish to take courses at Glendale Community College without transferring your F-1 record.

Please submit your concurrent enrollment request at least two weeks before the <u>application deadline</u> published by the Office of Admissions & Records for your desired application term, as classes fill quickly. Please note that you will be given access to enrollment during open registration only. **Please allow 7-10 business days to process your application.** Late applications will be processed but enrollment in the class is not guaranteed. If you are applying after the deadline, please check GCC's "<u>Class Schedule</u>" tab for availability of the class before submitting your application. It is your responsibility to reach the instructor to receive a permission code, if the class is waitlisted.

### **Application Checklist:**

- Complete our GCC online <u>International Student Application</u> (APPLY NOW button).
  - Please make sure to fill out all the fields correctly and in **proper case** (i.e. First Name; please do not use all CAPS in any field).
  - If you previously studied at GCC, please provide your GCC Student ID number on the application.
- \$60 application fee please fill out the Credit Card Authorization Form included in this packet
- Copy of your passport and most recent <u>I-94</u> admission record (record only; do not send travel history).

Once you have submitted the application, please submit all required documents in one email to <a href="mailto:gcciso@glendale.edu">gcciso@glendale.edu</a>.

### What to Expect After Applying:

- You should allow up to 10 business days for processing.
- Once you receive your GCC Student ID number, you will be sent instructions on how to login to MyGCC student portal to enroll.
- If the desired class at GCC requires prerequisite clearance, please meet with one of our academic counselors, online or by phone, by visiting <u>Online Drop-In Counseling</u>. Please have a copy of your transcripts available to have the prerequisite cleared.
  - When dropping in, please specify that you are a concurrent enrollment student and are not required to complete Pre-Orientation.
- Please note that your concurrent enrollment request is processed for **one term only**. You must reapply for each session.



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#### CREDIT CARD AUTHORIZATION FORM

The \$60 application fee is non-refundable and required for all applicants. Please complete this form and include it with your application materials. Please ensure funds are available for at least two months and double check the information on the form before submitting it to our office.

Last/Family Name		First Name			Middle 1	Middle Name		
Semester/Year of Applicati	on:   Summer	□ Fall	□ Winter	☐ Spring	Year:			
BILLING INFORM	<b>ATION</b> (Please	type or prir	nt clearly; ALL	fields are requi	ired)			
I authotize \$60 USD to	be charged to 1	my debit/	credit card t	o pay the ab	ove student's	s application	fee:	
Credit Card Number:								
Credit Card Type:	□ Visa □ M	Iastercard	☐ Discover					
Card Expiration Date: _	/	-	3-digit sec	urity card:				
Card Billing Address:	Number and Street	t	Apt.#		City	State	Zip Code	
Card	holder Name (please	e print/type)		_				
Cardholder Signature				<u> </u>		Date (MM	[/DD/YY)	