



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

Transfer From Glendale: Immigration Process

Academic Transfer vs Immigration Transfer

F-1 students planning to transfer from GCC to another school in the U.S. must request a transfer of their immigration record within 60 days of their last day of class to maintain valid immigration status. This is a separate process from requesting an academic transfer (applying as a transfer student to another school). The immigration transfer sends your electronic SEVIS record to your new school so that they may create your I-20.

When should I request a transfer?

You may only request a transfer *after* you have been admitted to the school you want to attend. You can only request a transfer to one school, so do not request a transfer until you are certain you want to attend that school. Follow the steps below to properly request a transfer of your immigration record:

1. Obtain admission at the new school.
2. Submit the [Transfer Out Request form](#) to GCC ISO in person or via email to gcciso@glendale.edu no later than 50 days after your last day of class to ensure processing before your 60 day grace period ends (Note: Some schools may also have their own transfer in or transfer verification form for us to complete. If so, attach this to your transfer out request form).
3. GCC ISO will release your record electronically to the new school on the last day of the current term. If you are currently on OPT, we will release your record on the date you request. Please note that your OPT work authorization will end as of this release date.
4. On the release date, the new school will be able to issue an I-20 to you. Your GCC I-20 will no longer be valid and ISO can no longer make changes to the record. Contact your new school about the delivery of your new I-20.

Note: submitting this form does not end your enrollment requirement. You must complete the current term enrollment to be eligible for transfer, unless your new school is beginning right away. You cannot drop classes without violating your F-1 status. If you violate your F-1 status, you are ineligible for transfer and will need to leave the US and apply for your new school from abroad.

What is a Transfer Release Date?

The release date is the date that the new school will have access to your SEVIS record. Students may apply to many schools, but the SEVIS record can only be transferred to one school. Once the record is transferred out from GCC to the new school, it cannot be changed.

What is the latest release date I can select?

For most students, the transfer release date will be:

- Current Students: the day after the last day of the semester or session at GCC. If you submit your request after the last day of the term, it will be processed within 2 business days.
- Students on Post-Completion OPT: the day after the last date of your OPT authorization.

If you want a different release date, please specify it on the [Transfer Request form](#). Your release date can be no later than the end of your 60-day grace period. The grace period ends 60 days after the last date of the semester OR the end of the OPT period, whichever is later.



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When must I start classes at my new school?

Your new program must start within 5 months of the last date of enrollment or the end date of your OPT. If the start date of the program at the new school will be more than five months, you do not qualify for a transfer. You will need to return home and apply for a new I-20 from that school.

What are the benefits of a transfer? Why should I do it?

The benefits of an immigration transfer are:

- 1) You keep your SEVIS ID and do not need to pay a new SEVIS fee;
- 2) You may use your new school's I-20 to travel and reenter the US more than 30 days before the start of your program; and
- 3) Your time spent in status counts for future benefits. This means that if you already have had one academic year of study at GCC before transfer, you are immediately eligible for benefits like CPT, OPT, special student relief, and severe economic hardship at your new school.

What happens if I have applied for schools but do not get accepted before the end of my 60 Day Grace Period?

You must take one of the following actions by the end of your 60-day grace period:

- 1) Request your transfer
- 2) Apply for OPT (must have graduated)
- 3) Return to GCC for another academic program
- 4) Depart the US

It is a good idea to inform your school of your 60-Day Grace Period deadlines to help ensure you receive an admissions decision in time to take one of the actions listed above.