



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

Verification or Letter Request Form

Please use this form to request a verification or other letter from the International Student Office. Please allow 1-3 business days for processing. You should not submit this form to request an invitation letter for someone to visit you from another country. Please see the invitation letter template for guidance on this process. Transcripts may only be ordered through the office of Admissions & Records; ISO does not process these requests.

Do we have your current information? Make sure your address and phone number are correct in MyGCC.

YOUR INFORMATION: (Please type or print clearly)

Form fields for Last/Family Name, First Name, Middle Name, GCC ID Number, Date of Birth (MM/DD/YY), and Phone number (XXX-XXX-XXXX; make sure voicemail is activated)

PLEASE CHECK THE APPROPRIATE OPTION(S) BELOW:

You may select as many as apply:

Enrollment Verification Letter.

Do not submit your request until you are enrolled in all courses; waitlisted classes are not included.

Form fields for Term/Year(s) you want verified, Letter to be addressed to, and Please indicate if you want tuition fees verified.

Verification of Enrollment for Scholarship (Include forms to be completed by the ISO. All applicable areas in the included form must be completed and signed by you first).

Do not submit your request until you are enrolled in all courses; waitlisted classes are not included.

Social Security Number Application letter – include copy of Offer Letter from Job Placement or employer

Other (describe):

METHOD OF RECEIPT (Check one):

Please email the letter to my GCC student email

I authorize (full name of person) to receive this letter through email on my behalf.

Assigned person's email address:

Signature of Student

Date (MM/DD/YY)

