



International Student Services
Sierra Vista, 3rd 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 [application deadline](#) 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 "[Class Schedule](#)" 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 [International Student Application](#) (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 [I-94](#) admission record (record only; do not send travel history).

Once you have submitted the application, please submit all required documents in one email to gcciso@glendale.edu.

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 [Online Drop-In Counseling](#). 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.

