CCC Apply International Application Guide

Your OpenCCC Account

You will need an OpenCCC Account to start an application.

International Application for Admission to College

Before applying as an international student, you must first have an OpenCCC Account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Create an Account or **Sign In**

If you already have an OpenCCC Account click *Sign In* and go to **page 5** in this packet for additional instructions.

If you do not have an account, click "Create an Account" and continue to the instructions below.

Create an OpenCCC Account

Enter the email address you wish to use for your account. If someone is helping you with your application, make sure that they list **your** (the applicant's) information here. All information in the OpenCCC Account should be the applicant's personal information.

Create Your Account

Enter your email address to begin creating your California Community Colleges student account. You will receive a code via email to verify your identity and keep your account secure.

Email

testing@gmail.com

Use mobile phone instead

Email My Verification Code

Check your email for the verification code. Enter the code and click Verify Email.

Verification Code

088819

Verify Email

Didn't receive an email? Resend email

Back to Sign In

CCC Apply International Application Guide

Fill in the profile questions:

- **Primary phone number**. This must be the applicant's phone number.
  - o Make sure to enter **+** before the country code if using a non-US phone number.
- **Terms of Use**. Read and agree to the terms of use.
- **Home address**. Please ensure you provide your current physical home address. The applicant's address should include:
  - o Country
  - o A house number and street name
  - o Apartment number, if needed
  - o Postal code if applicable.

Are you currently homeless? *

○ Yes ● No

Country * ⓘ

Japan

Street 1 *

1234 Street Name, Apartment X

Street 2

Building 1234, NE Corner

City *

Shibuya

State/Province

Tokyo

Postal Code *

123456

- **Legal Name**. List your name as spelled on your passport
  - o First name is your **given** name.
  - o Last name is your **family** name.
  - o Date of birth is in MM/DD/YYYY format.

Legal First Name

Test

Legal Middle Name

Legal Last Name *

Applicant

Suffix

None ⌄

Preferred Name

Date of Birth * ⓘ

03/22/2000 📅

Confirm Date of Birth *

03/22/2000 📅

- **Password**. This should be unique to each applicant. You will need this password to access your application.

Congratulations! You have completed your profile. You may now Start an Application.

GLENDALE
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INTERNATIONAL STUDENT SERVICES

Skip ID.me Verification. When logging into your application, you may be asked to Verify Your Identity through ID.me – this portal is only available to US citizens and permanent residents. International students will not be able to verify identity through ID.me Please click Verify Later to move forward with your application.

ID.me + **California Community Colleges**

Verify Your Identity

The California Community Colleges has partnered with ID.me to protect your identity and streamline the admissions process.
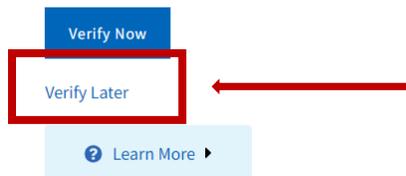
Why verify my identity?

Verifying your identity prevents others from **using your personal information** to apply to college.

Verifying now will also enable your college to move you through the **admissions process faster**.

What to expect:

1. Redirecting you to the ID.me website
2. Verifying your identity with primary or secondary documents
3. Returning you to your community college application

Verify Now

Verify Later

❓ Learn More ▶

CCC Apply International Application Guide

Start an Application

NOTE: This application is used across all California Community Colleges. It will ask you some required questions that Glendale Community College does not need. This guide will give you instructions on how to properly answer some questions and "skip" unnecessary questions to save yourself time!
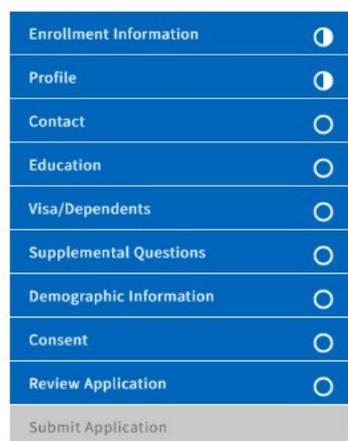
First, click on Start a New Application.

My International Applications

Start a New Application

You will need to complete the following sections before reviewing and submitting your application. Please make sure that all information is your (the applicant's) data:

- o **Enrollment Information**
    - o **Term Applying For**. Make sure you meet the application deadline.
    - o **Educational Goal**. Select the appropriate goal. If you are applying as a visiting student or attending GCC to complete pre-requisites for admission to another school, select any option.
    - o **Intended Major or Program of Study**. AA/AS means Associate Degree (2 year program). CERT means Certificate program (usually 1-1.5 years).

        Not sure what major to select? Click here to explore some educational paths! You can always change majors after starting school at GCC.

        Note: if you are applying as a **visiting/concurrent enrollment student or attending GCC to complete pre-requisites for admission to another school**, you can select "Intersegmental General Education Transfer Curriculum (IGETC)" as your major.
    - o **Time Saving Tip #1: Leave the last question blank**

- o **Profile**
  - o **Previous Name.** Complete if you have a previous legal name that was used on legal documents or school records. Do not provide nicknames here.
  - o **Current Mailing Address.**
  - o **Non U.S. Permanent Home Address.** This <u>must</u> be your (the applicant's) permanent home country address.

Enrollment Information	✔
Profile	◑
Contact	◑
Education	○
Visa/Dependents	○
Supplemental Questions	○
Demographic Information	○
Consent	○
Review Application	○
Submit Application	

Profile

Previous Name

Do you have a **previous legal name** that was used on legal documents or education transcripts?

○ Yes ● No

Current Mailing Address

☑ My mailing address is the same as the Permanent Address in my OpenCCC Account ⑦

Non U.S. Permanent Home Address

☐ My Non U.S. Permanent Home Address is the same as my Permanent Address from my OpenCCC account. ⑦

Street Address ⑦

123456 Different Street

Apartment A

Include apartment number or suite

City ⑦

Ota

State/Province ⑦

Tokyo

Postal Code ⑦

146-0091

Country ⑦

Japan ⌄

- o Contact
  - o **Applicant Non-US Contact Information**. Please enter the applicant's permanent home number.
    - ▪ **Time Saving Tip #2**: Complete only the *Current non-US telephone* field. Leave Alternate and Fax numbers blank.
    - ▪ **Time Saving Tip #3**: Type "+" and your country code to immediately jump to your country format (you will see the flag change).

  - o **Emergency Contact**. Your emergency contact may be anyone in the US or in your home country. It may be your parent.
  - o **Parent/Guardian Contact**. Provide information for one parent or legal guardian. This information may be the same as your Emergency Contact. If you do not have a parent or legal guardian, you may use any relative's information.
- o Education
  - o **Entry Level**.
    - ▪ **First-time student at a US College**. Select this option if you are currently in your home country or transferring from a high school in the US.
    - ▪ **Transfer student from another US College**. Select this option if you are currently studying at or transferring from a school in the US, and have *not* previously studied at GCC. This includes other colleges, universities, or English language programs.
    - ▪ **Returning to this College**. Select this option if you were previously enrolled at GCC and are re-applying to return to the school. Please select this option whether you are a current transfer student or currently in your home country.

- o **Secondary/High School Education**.
  - ▪ **Foreign secondary school diploma/certificate of graduation.** Select this option if you graduated or will graduate from a *non-US high school*. Enter the expected date of graduation (you may use approximate dates).

  ## Secondary/High School Education

  Secondary/High school education level as of April 02, 2023 ?

Foreign secondary school diploma/certificate of graduation	˅

  Secondary/HighSchool completion date

Month	Day	Year
June ˅	1 ˅	2016

  - ▪ **Received High School Diploma.** Select this option if you graduated or will graduate from a *US-based high school*. Enter the expected date of graduation (you may use approximate dates).
  - ▪ **Passed the GED, or received a High School Certificate of Equivalency.** Select this option if you took the General Educational Development (GED) test instead of completing traditional high school. Enter the date of the certificate.
  - ▪ **Not a graduate of, and no longer enrolled in high school.** You may not select this option. International applicants must have completed high school or received a high school diploma/GED to apply for GCC. Please contact us at gcciso@glendale.edu if you have questions about this.

- o **English Proficiency**.
  - ▪ Select "Yes…" if you have taken an [acceptable English Language Proficiency test](#) or are enrolled in an English language program. You will need your score results to complete this section.
    - If you are enrolled in an English language program, select "Other" and write the name of your English language program in the blank section.

  ### English Proficiency
  In many cases, proof of English proficiency will be required.

  ⦿ Yes, I have taken the required English proficiency test and/or have attended an English-language school

  ○ No, I have not yet taken the English Proficiency test nor attended an English-language school

  Proficiency Test/Qualification ⍰

Other ⌄

  Enter Other ⍰

ELS Language Program

  - ▪ Select "No…" if you do not have an acceptable English Language Proficiency score <u>and</u> are not currently enrolled in an English language program. You may be submit test results later, or may be required to take our Credit ESL program.
  - ▪ Select "No…" if you are not required to take an English language test. Proof of English proficiency is not required if English is your first language or the language of instruction in your High School/College was English.

- o **Last Secondary/High School Attended.**
  - ▪ Select "**I attended a secondary/high school**" if you graduated, or will graduate, from a high school. Provide your high school details, including approximate dates of attendance.
    - • **Note:** if you attended multiple high schools, please list only the one that you graduated from or will graduate from before starting GCC.

Last Secondary/High School Attended

◉ I attended a secondary/high school. ⑦

○ I did not attend a secondary/high school. ⑦

Country ⑦

Japan	⌄

School or Organization ⑦

Tokyo HS

City ⑦

Tokyo

Attendance From

Month | Year

September ⌄	2012

Format: yyyy

Attendance To

Month | Year

June ⌄	2016

Format: yyyy

Primary Language of Instruction ⑦

Japanese	⌄

  - ▪ Select "**I did not attend a secondary/high school**" only if you received a GED in its place.

- o **College Education**. Select your highest level of college education.
  - ▪ **No degree.** Select if you have not attended college <u>or</u> if you have attended college, but have not earned a degree.
  - ▪ **Received an associate (2-year) degree.** Enter approximate date of graduation.
  - ▪ **Received a bachelor (4-year) degree or higher.** Enter approximate date of graduation.
- o **Colleges/Universities Attended**. Select the number of Colleges you have attended and enter details for each college. You must list each college you have attended.
  - ▪ **Note**: The system will not let you enter an "Attendance Ended" date that is *after* the start of the semester to which you are applying. If you have not yet completed your program, or if you will stay enrolled while studying at GCC (for example, as a visiting student), please use the end date of your <u>current semester</u>.
- o **Visa/Dependents**
  - o **Passport Information**
    - ▪ **Time Saving Tip #4**: Check "No passport yet" to skip this section. We do not need this information on the application. You will submit a copy of your passport picture page with your application materials.

  - o **Visa Information**
    - ▪ Check **"No visa yet" if you are not currently studying/physically present in the US** *even if you have a previous visa issued in your passport*.
    - ▪ **F-1, J-1, or M-1, Other**. Select one of these types only if you are currently studying or physically present in the US.
      - • **Note**: The system will not let you enter a "Visa expiration" date that has passed. If you have visa has expired, please enter the end date year as **"2099"**. You will submit a copy of your visa with your application materials.
      - • If you are an undocumented (DACA) student, do not submit the international application ([apply here](#) instead!).

- o Additional Information
    - ▪ **Do you currently reside in the US?**
        - • **Time Saving Tip #5**: Check "No" to skip this section, even if you are in the US. We do not need this information on the application. If you check yes, you will need your I-94 to complete this section.
    - ▪ **List all dependents.**
        - • **Time Saving Tip #6**: Enter "0" even if will bring dependents. Please provide passport copies for each dependent/family member accompanying you.
- o **Supplemental Questions – YOUR ANSWERS HERE ARE VERY IMPORTANT**
    - o **CITY of Birth.** Required for the I-20.
        - ▪ Make sure you are providing the **city** and *not* your country.
    - o **Checkbox Questions.** Check these boxes only if they apply to you. Do not check the box if the answer does not apply to you.
        - ▪ **"Please check here to reconfirm if your high school or college language of instruction was in English."** Check only if your high school or college taught fully in English.
        - ▪ **Please check here if you wish to enroll in our Credit ESL English program instead of providing an English Language test score.** Check only if you will not submit an English language proficiency exam score and did not attend a school that was taught in English (college, high school, or English language school).
        - ▪ **Please check here if you wish to enroll as a visiting/concurrent enrollment student from another U.S. college and do not plan on transferring to GCC.**
            - • Check if you will continue enrollment at your current school and want to attend GCC at the same time.
            - • Check if you are currently on OPT and wish to take some classes while engaging in OPT.
        - ▪ **Please check here if you wish to transfer your current Form I-20 record to GCC to complete pre-requisite courses required for admission to another institution.** Check only if you want to take pre-requisites and do not intend to pursue a certificate or associates degree program at GCC. You will be admitted to a special Transfer Preparation Program for this purpose.

- o **How did you find out about Glendale Community College?**
  - ▪ If you are working with an Agency/Education Company, please provide the agency name and your agent's contact email in this section

  How did you find out about Glendale Community College?

  Agency/Education Company ⌄

  If you select "Agency/Education Company," please provide agency name and e-mail address here

  Japanese Educational Consultancy, agent@jec.jp.org

  If you Select "Other Source/Publication" please specify Other Source/Publication here

  If you Select "U.S. Language School" please specify the School here

- o **If you are currently inside the U.S., do you plan to travel overseas before the start of your semester/session at GCC?**
  - ▪ Select from "Yes," "No," or "Does not apply"

  If you are currently inside the U.S., do you plan to travel overseas before the start of your semester/session at GCC?

  -- Select -- ⌄
  -- Select --
  Yes
  No
  Does not apply. I am not currently in the U.S.

  mm/dd/yyyy

    - • If you select **Yes**, please let us know your expected date of departure and return to the US so we can ensure that you obtain your I-20 in time to reenter the US.
- o **Please check here if applying as a returning/former GCC International Student.** If you know your GCC Student ID number, please provide it to us. This reduces the risk of having a duplicate record created for you.

- o Demographic Information
    - o Gender/Primary Language
    - o Nationality
    - o Race/Ethnicity
- o Consent
    - o **Request for Consent to Release Information**. Select "Yes" to allow the California Community College system to release necessary personal information for the purpose of research, planning programs and offering special services to you.
    - o **Authorized Agent or Representative.** If you are working with an Agency/Education Company, *and wish for us to be able to communicate with your agent in regards to your application*, you **must** authorize us to release/share information and provide full details detailing the contact person we can speak with. If you are not working with an Agency/Education Company, you may leave this blank.

Authorized Agent or Representative
☑ I authorize Glendale Community College to release information and share documentation regarding my application status, immigration status, and academic records to the agent or representative specified below. ⑦

Agent Company Name ⑦

| Japenese Educational Consultancy |

Agent Contact Name ⑦

| Agent Name |

Email ⑦

| agent@jec.jp.org |

Phone ⑦

| ● ˅ 0555-55-5555 |

Street Address ⑦

| 9768 Street Name |

| Suite 3256 |

Include apartment number or suite

City ⑦

| Tokyo |

State/Province ⑦

| |

Postal Code ⑦

| 555555 |

Country ⑦

| Japan ˅ |

GLENDALE
COMMUNITY COLLEGE
INTERNATIONAL
STUDENT SERVICES

Review Application

Review your application for accuracy. You may download a PDF version of your application if you wish. Press *Confirm Application* at the bottom of the page to move to submission.

Enrollment Information	✔
Profile	✔
Contact	✔
Education	✔
Visa/Dependents	✔
Supplemental Questions	✔
Demographic Information	✔
Consent	✔
Review Application	◑
Submit Application	

Review Application

Save as PDF

Please confirm your application is complete and accurate at the bottom of this page.
Note: All tabs must be checked complete before you can confirm.

Enrollment Information

Term	**Spring 2023**
Educational Goal	**Earn a vocational certificate without transfer**
Major/Program area of study	**Accounting - AS**
Intended Major Goal	**Not Provided**

Account/Address

Consent

Yes	I authorize the Chancellor's Office, California Community Colleges, and the community colleges I am attending to release personal information contained in my education records, including my Social Security Number, for the purposes described in the Full Statement of Consent.

I have reviewed this application and confirm it is complete and accurate.

Confirm Application

GLENDALE COMMUNITY COLLEGE
INTERNATIONAL STUDENT SERVICES

Submit Application

This is the final step! You may not change any information in the application after Submission. Read and agree to the statements on the page by checking the checkbox in the middle of the page. Press *Submit My Application* when you are ready.

Congratulations! You have completed your application to Glendale Community College!

Resuming an Application

If you get disconnected from the application, or need to leave and return to it at any point, you can always resume by signing into your account and clicking on the "pencil" icon under the word *Resume* in the In-Progress International Applications section.

International Application for Admission to College

Before applying as an international student, you must first have an OpenCCC Account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Create an Account or **Sign In**

My International Applications

Start a New Application

(i) Info ✕

For your security always sign out before leaving.

In-Progress International Applications

Below are applications you have started but have not yet submitted. You can resume or delete individual applications at any time.

App ID	College	Started	Paused	Last Page	Resume	Trash
13436	Glendale Community College	March 22, 2023	March 22, 2023	Education	✏️	🗑️