I-20/ SEVIS Transfer Out Request

Glendale Community College
International Student Program
1500 N. Verdugo Road
Glendale, CA 91208-2894
(818) 240-1000, ext. 5439 or 6645

REQUIRED DOCUMENTS:

- ❑ Admission Letter from New School
- ❑ If currently on OPT, provide copy of OPT/ EAD Card

STAFF – DO NOT release transfer form:

- ❑ Missing ISO Contract
- ❑ Need copy of a valid F-1 visa/ passport
- ❑ Need to submit Change of Address form
- ❑ Other:_____
  _____

Today's Date:_____
Month Day Year

STUDENT INFORMATION (*Please print*):

SEVIS ID#:_____

Student ID#:_____

Date of Birth:_____
Month Day Year

( ) Mr. ( ) Ms. _____
Family (Last) Name First Name Middle

Local U.S. Address:_____
Number and Street Apt. # City State Zip Code

Telephone Number:_____

E-mail Address:_____

NEW SCHOOL INFORMATION (*Please print*):

School Name:_____

School Address:_____
Number and Street City State Zip Code

Reason for transferring out:_____

Date you will begin studies there:_____/_____/_____
month day year

Requested I-20 release date: _____/_____/_____
month day year

Last semester enrolled at Glendale Community College: **WI** _____/ **SP**_____/ **SU**_____/ **FA**_____

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*I UNDERSTAND THAT THE RELEASE OF MY SEVIS RECORD TO THE AFOREMENTIONED INSTITUTION IS FINAL AND CHANGES CANNOT BE MADE BY GLENDALE COMMUNITY COLLEGE (GCC) AFTER THE RELEASE DATE. FROM THE RELEASE DATE ON, I CAN NO LONGER WORK USING ANY EMPLOYMENT AUTHORIZATIONS PROCESSED BY GCC (ON CAMPUS, OPT, CPT, OR ECONOMIC HARDSHIP). I AM RESPONSIBLE FOR ENSURING THAT I SUBMIT ALL REQUIRED DOCUMENTS AS NOTED ABOVE WITHIN **60 DAYS** OF MY LAST TERM OF ENROLLMENT AT GCC TO ENSURE THAT I TRANSFER IN VALID IMMIGRATION STATUS. I AUTHORIZE GLENDALE COMMUNITY COLLEGE TO RELEASE THE FOLLOWING INFORMATION. THE DESIGNATED RECIPIENT IS CHARGED NOT TO RELEASE THIS INFORMATION TO UNAUTHORIZED THIRD PARTIES, AND OFFICIALS OF GLENDALE COMMUNITY COLLEGE ARE HEREBY RELIEVED OF RESPONSIBILITY SHOULD SUCH CHARGE BE VIOLATED.*

_____ _____
Signature of Student Date

FOR OFFICE USE ONLY:

Received by (initials):_____. Date:_____. Fax Txr Form? ❑ Y ❑ N

Last Sem Units:_____. Proc'd by DSO:_____. Date:_____.

❑ Financials cleared? ❑ Received admission ltr? ❑ Stu w/n 60 D grace period?

Transfer form faxed to:_____ by (initials):_____. Date: _____.

Transfer form released to student by (initials):_____. Date: _____.

GLENDALE COMMUNITY COLLEGE

Revised 8-31-2010