Change of Address Request

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

REQUIRED DOCUMENTS:

- ❑ Print out of **MyGCC** screen showing your new address, phone number, and/or email address.

Today's Date:_____
Month Day Year

STUDENT INFORMATION (*Please print*):

Student ID#:_____

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

You will need to change your address in **MyGCC**, the Glendale Community College database, **AND** the **SEVIS/ I-20** system. Follow the instructions below to obtain the print out of the **MyGCC** screen showing your new address. Submit this to the International Student Office along with this completed request form.

STEP 1

- Go to **MyGCC**: **https://mygcc.glendale.edu/psmygcc/login.asp** to update your address, phone number, and/or email address.

STEP 2

- Sign in using your **ID number** and your **PIN**. If this is your first time using **MyGCC**, your PIN number is your date of birth (*mm/dd/yy*).

STEP 3

- In the "**Student Center**" page, scroll down to "**Personal Information**."
- Click on the "**Permanent Address**" link.
- Click the "**Edit**" button under the mailing address section. Type in your new address.
- Click "**Ok**"
- Click the "**Save**" button.
- To update phone numbers or email addresses, click on the "**Phone Numbers**" or "**Email Addresses**" tabs at the top or links at the bottom of the page.
- Click the "**Save**" button after each change is made.

STEP 4

- Print out **ALL** screens showing your **NEW** address, phone number, and/or email address.
- Bring it to the International Student Office along with this completed request form.

FOR OFFICE USE ONLY:

Received by (initials):_____. Date:_____.

Processed in SEVIS by DSO (initials):_____. Date:_____.

Last Sem Units:_____. Curr Sem Units:_____.

❑ **Update Financials in SEVIS** ❑ **Update New Contact Info on Folder**

Notes:_____.

GLENDALE COMMUNITY COLLEGE

Revised 8-31-2010