"CHECKLIST" FOR INTERNATIONAL STUDENT APPLICATION

I. Instructions for Applicants Overseas & Currently in the U.S.

The following forms & documents are required to complete your file for Admission and the necessary Immigration Form. It is important that you follow this "Checklist" to complete your student application for timely processing.

- ❑ International Student Application Form. Complete in full; then sign & date.
- ❑ Required Application Fee **$60.00 USD**; non-refundable. Payable to: "Glendale Community College"—bank check, money order or credit card (see Auth. Form).
- ❑ Official transcripts/grade report (from High School/Secondary School, or College/University attended AND Diploma received). If original documents are NOT in English, a certified English translation is required.
- ❑ Official TOEFL score: 45 on iBT or 450 paper test. IELTS: 4.5 "band score." Not required if English is first language and/or language of instruction throughout High School. **["Credit ESL/English" Admission is available without TOEFL or IELTS. Check box on Application Form.]**
- ❑ "Affidavit of Support Form" or sponsorship letter AND official Bank Statement (min. of **$18,821 USD** for all costs Academic Year; see "Tuition/Fee Schedule").
- ❑ Personal Statement/Essay (at least one full page).
- ❑ Photograph (passport-size picture of yourself), along with a copy of your passport.

II. Applicants Currently in the U.S. (on F-1 Student Visa):

In addition to the above items listed in "Section I," the following documents are needed for students currently in the U.S. before registering for classes at GCC.

- ❑ "TRANSFER ELIGIBILITY FORM" (to "release" SEVIS Form I-20 to GCC).
- ❑ Copy of Passport & Visa pages. Plus, current Form I-20 & I-94 Arrival Card.

III. Academic Calendar & Recommended "Deadlines"

Glendale Community College offers year-round instruction and a flexible enrollment schedule for International students. Please Note: current overseas applicants are strongly advised to apply for the FALL or SPRING Semesters—as the short-term "Sessions" offer very limited class scheduling for new students.

- FALL SEMESTER = 16 weeks; begins end of August or early September.
- Winter Session = 6 weeks; begins in early January.
- SPRING SEMESTER = 16 weeks; begins mid-February.
- Summer Session = 6 weeks; begins end of June.

****Overseas Application Deadlines:**

FALL SEMESTER:	July 1
SPRING SEMESTER:	December 1

U.S.-based Application Deadlines:

FALL SEMESTER:	August 1
Winter Session:	December 1
SPRING SEMESTER:	January 10
Summer Session:	May 15

*** (Deadlines may be flexible. Please contact International Student Office for details.)**

*** Finally Note: All submitted documentation becomes the property of GCC International Student Office and cannot be returned.**

CREDIT CARD AUTHORIZATION FORM

$60 Application Fee Payment by Credit or Debit Card

Complete this Form and include with your Int. Application mailing, or you can Fax or E-mail as attachment. The $60.00 non-refundable Application Fee is required as part of your International Student Application Form to Glendale Community College.
Please Print or Type in completely.

Student Name _____
Family/Last/Surname Given/First

Semester Applying For: ❒**Fall** ❒**Spring** **Year:** _____

Credit Card Type: ❒Visa ❒MasterCard ❒Discover

Name on Credit Card _____

Credit Card Number _____

Exp. Date ____/____ **3-Digit Security Code** _____
month/year

Card Billing Address _____
Number Street Name Apt./Unit #

_____
City Province Country Postal Code

I authorize $60 USD to be charged to my credit/debit card to pay the above student's application fee.

Please Print Full Name of Person Signing _____

Signature _____ **Date** _____

International Student Office
Glendale Community College (CA)
1500 North Verdugo Road
Glendale, CA 91208-2894 USA
Fax: 818-240-1345
E-mail: gcciso@glendale.edu

INTERNATIONAL STUDENT APPLICATION FORM

Before Completing This Application Form, Please Read the Accompanying "Checklist" of Instructions Carefully. Answer All Sections and Type or Print in Ink; Then Sign & Date.

PERSONAL & ADDRESS—CONTACT INFORMATION:

Full legal name _____
LAST (FAMILY) First Middle

Date of Birth _____ Male _____ Female _____ Age _____
Month Day Year

Country of Birth _____ Citizen of _____ Married____ Single____

Overseas Home Address (Required)

_____
_____
_____

Postal Code: _____
Phone /Cell Number _____
E-mail address _____

Current Address in U.S. (if available)

_____
_____
_____
_____
Phone/Cell Number _____
E-mail address _____

Please keep us updated on any change in your above addresses

Name and address of a person in your country or in the United States who should be contacted in case of any emergency:

Name _____ Telephone (____)_____
Address _____
Relation: _____ E-mail _____

Semester or session you are seeking admission:
(Note: If you are applying from overseas, only check "Fall" or "Spring")

FALL _____ Winter _____ **SPRING** _____ Summer _____
Year Year Year Year

ACADEMIC MAJOR OF INTEREST at Glendale C.C. _____

Native (First) Language_____

List your TOEFL or IELTS score, or when you plan to register for either test (min.TOEFL 45 iBT or 450 paper test; IELTS "band score" 4.5). *Score results should be less than two years old.* Glendale Community College (California) TOEFL code (4327).

Please submit an official TOEFL score (or) British Council "IELTS" results:

TOEFL Date: _____ TOEFL Score: _____
IELTS Date: _____ IELTS "Band Score": _____

"I plan to first study Credit ESL Intensive English at Glendale before Degree Program." Check Here

VISA & IMMIGRATION INFORMATION:

Please complete the following if you are currently in the United States:

Date of Entry into the United States _____ Type of Visa at Entry _____
Type of Visa you now hold _____ Expiration date of I-94 card (if not on F-1 Visa) _____
Admission Number (I-94 card) _____ SEVIS ID _____

NOTE: Do you plan to travel outside the U.S. before the beginning of the semester?
Yes_____ No_____ If "Yes," include complete address and any specific contact information where your admission and immigration documents should be mailed.

Dates of Travel _____
Name _____
Address _____
_____

How did you find out about Glendale Community College? (Please check the following):

1. Family Member/Friend _____
2. Overseas Agency/Education Company (please list) _____
3. U.S. Language School (please list) _____
4. Web site (please list) _____
5. Other source or publication (please list) _____

EDUCATIONAL BACKGROUND INFORMATION:

List every high school, language program or college/university you have attended or are currently attending. List High School first. **Please Do Not leave this section "incomplete."**

School, College or University	Country	Dates attended	Diploma/Degree

IMPORTANT: Arrange for all institutions listed above to send "official" transcripts (originals or certified copies) to the "International Student Office" at Glendale Community College. No formal action can be taken on an application until all necessary transcripts have been received. Note: unofficial photocopies, PDF attachments or Faxed copies are NOT considered "official."

CERTIFICATION & SIGNATURE:

I hereby certify that the information set forth in this application is true to the best of my knowledge. If accepted to Glendale Community College, I hereby agree to abide by all the rules and regulations set forth by the College.

Student Signature _____ Date _____

RELEASE OF INFORMATION (Optional):

I hereby give permission to Glendale Community College to release information concerning my student status to the following person(s):

Father: _____ Mother: _____

Sponsor: _____

Student Signature _____ Date _____

Please return all application materials together with your processing fee of $60 to:

GLENDALE COMMUNITY COLLEGE
International Student Admissions
1500 North Verdugo Road
Glendale, California 91208-2894
U.S.A.

GLENDALE COMMUNITY COLLEGE

AFFIDAVIT OF SUPPORT FORM

(make a copy of this Form for your personal records)

Educational Expenses: Nonresident Tuition will be charged to International students at the rate shown on the enclosed "Tuition/Fee Schedule." It is payable at registration; there is no advanced deposit. International students must also pay the "Enrollment Fee" as listed on the Tuition/Fee Schedule sheet. Total (nonresident) tuition costs for the Fall and Spring Semesters combined is $4344 USD for *Academic Year 2012–13*. Additional required fees for two semesters = $1439. **Total Tuition/Fees = $5783 USD.** [costs are subject to periodic change.]

Off-Campus Living Expenses: Off-campus living expenses in the Glendale area will vary according to the requirements of the student's lifestyle. As outlined on the Fee Schedule, students should be prepared to spend approximately $11,000 during a 10-month period (academic year) for shared living expenses. "Homestay"– host family placements are also available.

Health Insurance (Mandatory): Students must show proof of sufficient health insurance at time of registration. Students without medical coverage will be enrolled in the Glendale Community College group health insurance plan. This is designed to protect International students from expensive medical bills.

Total Available Funds Required: Students living independently while attending the College must show **$18,821 USD** in available funds for the first academic year (10 months)—to include full-time tuition, fees, and estimated living expenses. This financial documentation is required for formal admission and the necessary immigration form. [Refer to "Tuition/Fee Schedule" for exact breakdowns and details.]
NOTE: Students whose room and board living expenses will be provided by a local sponsor or local family member in Southern California, must show at least **$8,000 USD** in available funds for the first academic year.
***Additional note: All financial documents/bank statements should be dated and certified within past six months.**

AFFIDAVIT OF SUPPORT FORM

I, _____ residing at _____

_____ certify that I am _____ years of age and a citizen

of _____ and that I am employed as a _____ with

_____ at _____ and derive a net annual

income of U.S. $ _____ .That I am willing to support _____ by providing

U.S. $ _____ per year. I will also provide _____ .

State your relationship to student (parent, family member, friend, etc.): _____

_____

Date *Signature (Parent or Sponsor)*

Note: This Form (or Sponsorship Letter) needs to be completed and returned with Bank Certification.

OFFICIAL BANK CERTIFICATION

To the applicant, parent or sponsor: Present this to your bank.

TO BE COMPLETED BY BANK OR RELATED FINANCIAL INSTITUTION

We hereby certify the following information regarding the account held by

_____

Date account opened _____

Type of Account (ex. – Checking, Savings, C.D., other; please list): _____

_____

Present balance U.S. $ _____

● Required:

_____
Name of Bank or Financial Institution

_____
Official's signature / Seal or Stamp Authorization

_____
Title

_____
Address

_____
Date

APPLICANT'S PERSONAL STATEMENT

Name _____

Last First Middle

To the applicant: Please print your name in the space above and use this form for your personal statement. Your essay should be hand written or typed, and consist of a short autobiography and a statement of your educational plans and career goals. Be sure to include this form when you submit your application for admission.

TRANSFER ELIGIBILITY FORM

(For Applicants Transferring from other U.S. Schools, Colleges & Universities)

PART I: To the Student Applicant: Complete the information below, then present this "Transfer Form" to the International Student Advisor at the institution you are currently attending.

Applicant's Name _____ Date of Birth: _____
Last Name First Name Middle

Country of Birth: _____ Country of Citizenship: _____

Current I-94 Admission# _____ SEVIS ID# _____

Semester or session you plan to enter Glendale Community College _____

***I hereby authorize the Information requested below to be forwarded by to Glendale Community College (California).* _____
Name of current/previous school

Student's Signature _____ Date _____

PART II: To the International Student Advisor: The student named above has applied for admission to Glendale Community College (California). Please certify the student's eligibility for transfer by providing the information requested below.

- This student is/was enrolled full time at _____
  (if not, explain in "Comments") *Institution Name*
- Dates of enrollment at your institution: From _____ Until _____
- Visa Type _____ I-94 Admission# _____ SEVIS ID# _____
- Date your office will enter into SEVIS as the "transfer release date": _____

Note: Please select the Transfer Out School as "**Glendale Community College (California)**"

Please Check All That Are Applicable:

____ This student maintained legal non-immigrant status and is eligible to transfer to Glendale Community College.

____ This student is "out of status" and is therefore NOT eligible to transfer (please clarify in "Comments" below).

____ This student received off-campus work authorization (OPT/CPT or Economic); list type & dates: _____

____ This student has been approved for a "reduced course load"; list type & dates: _____

**Comments: _____

_____

_____

_____ _____
Name and Title **Signature**

_____ _____214F_____
Institution Name **Immigration School Code**

_____
Address of Institution

Date_____ Telephone_____ Fax_____ E-mail_____

Please Return to:
GLENDALE COMMUNITY COLLEGE (California)
International Student Admissions
1500 North Verdugo Road
Glendale, California 91208-2894
Telephone: 818-240-1000, Ext. 5439 & 5440
Fax: 818-240-1345 / E-mail: gcciso@glendale.edu