GLENDALE COMMUNITY COLLEGE
INTERNATIONAL STUDENT SERVICES

CCC Apply International Application Guide

CCC Apply International is a third-party application used by all California Community Colleges and includes questions Glendale Community College doesn't need. This guide will help you skip those extra questions to save time! Look for Time Savers.

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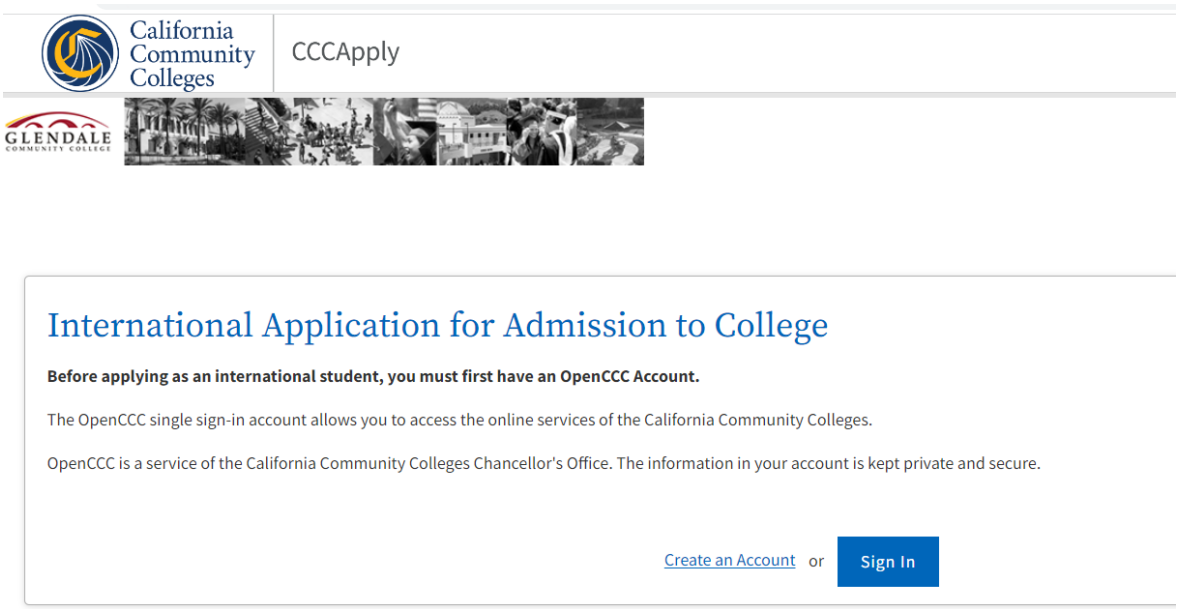
Your OpenCCC Account

You will need an OpenCCC Account to start an application.



If you already have an OpenCCC Account, click *Sign In* and go to **page 4** in this packet for additional instructions.

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

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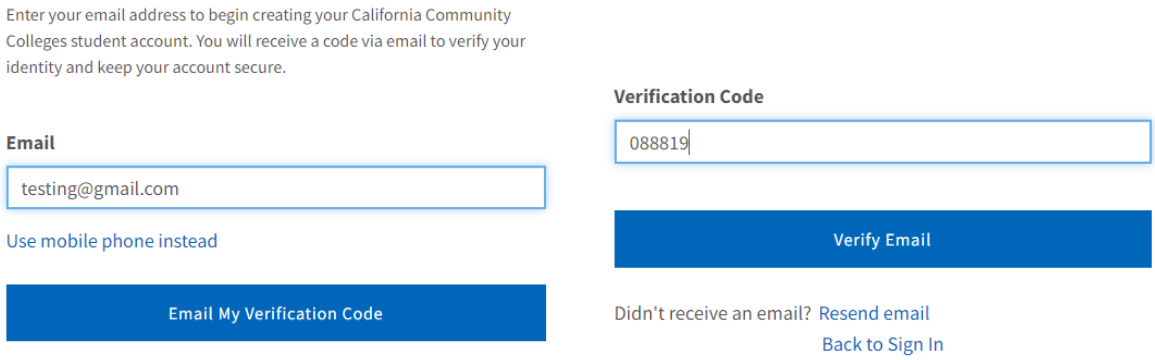
Create an OpenCCC Account

Enter the email you want to use for your account. If someone is helping you, make sure they use your (the applicant's) information. All details must be your own.



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

Fill in the profile questions:

- **Primary phone number**. Applicant's phone number.
  - Make sure to enter + before the country code if using a non-US phone number.

- **Home address**. Address where you are living. The applicant's address should include:
  - Country
  - A house number and street name
  - Apartment number, if needed
  - Postal code if applicable.

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

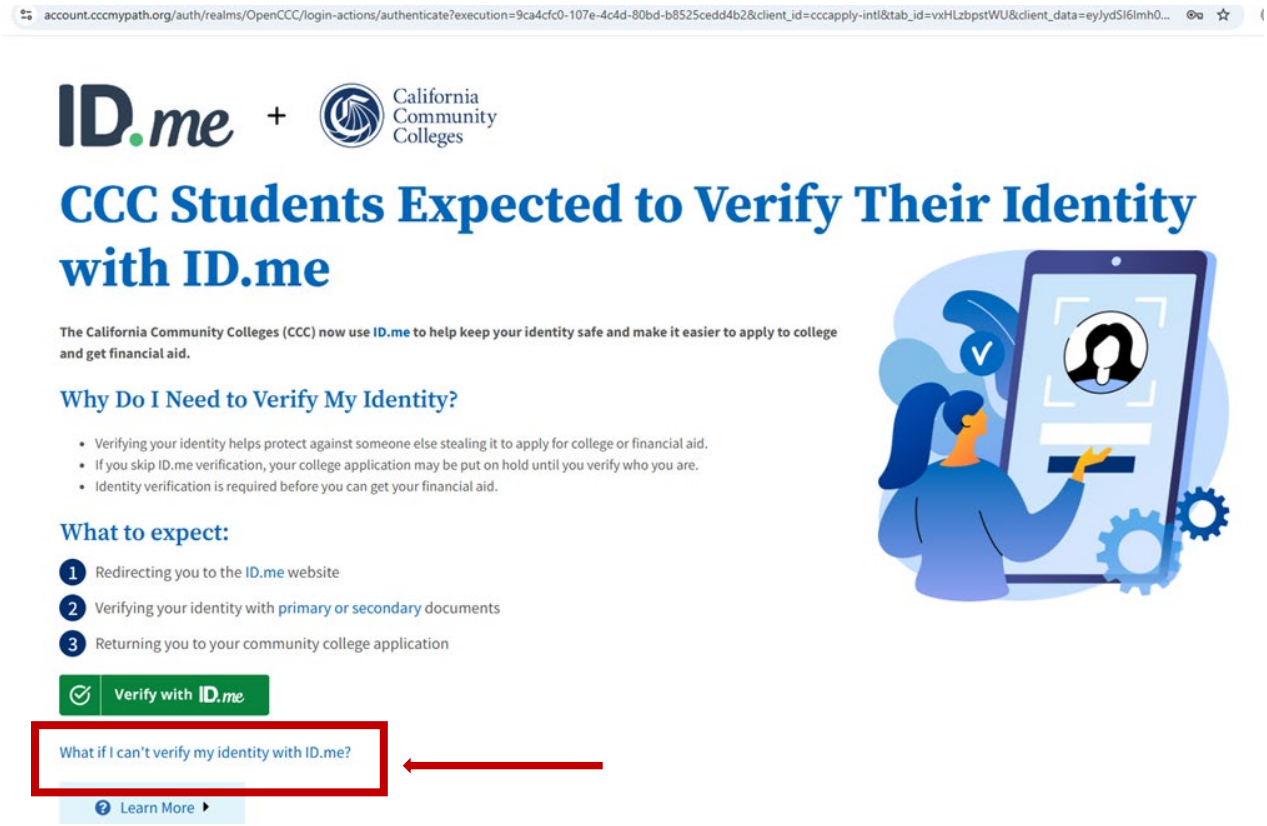
- **Password**. You will need this unique password to access your application.

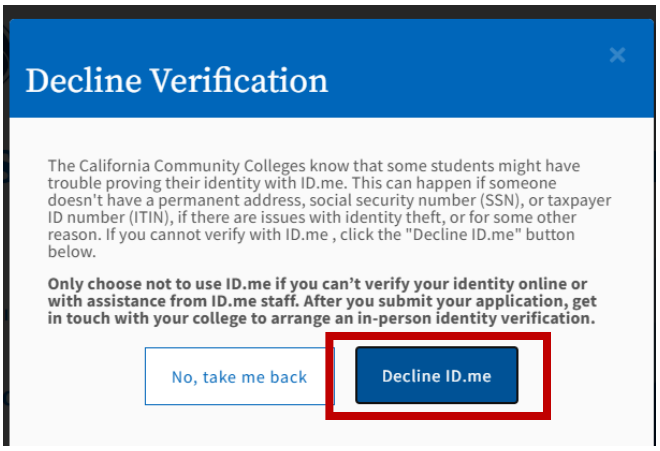
Congratulations! You have completed your profile. You may now Start an Application.

If you are an undocumented (DACA) student, do not submit the international application (apply here instead!).

Id.Me Verification

Decline ID.me Verification. When logging in, you may be asked to verify your identity through ID.me, which is only easily done for US citizens and permanent residents. **Click the sentence below the "Verify with ID.me" box** to decline this authorization.





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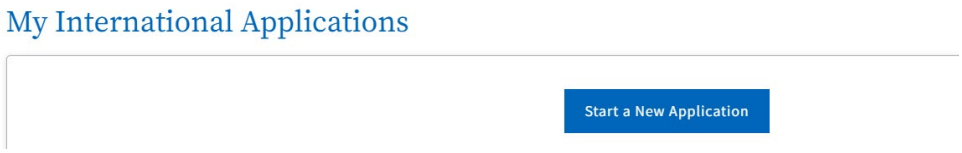
Start an Application

Click on **Start a New Application.** All information on the application must be your (the applicant's) data:



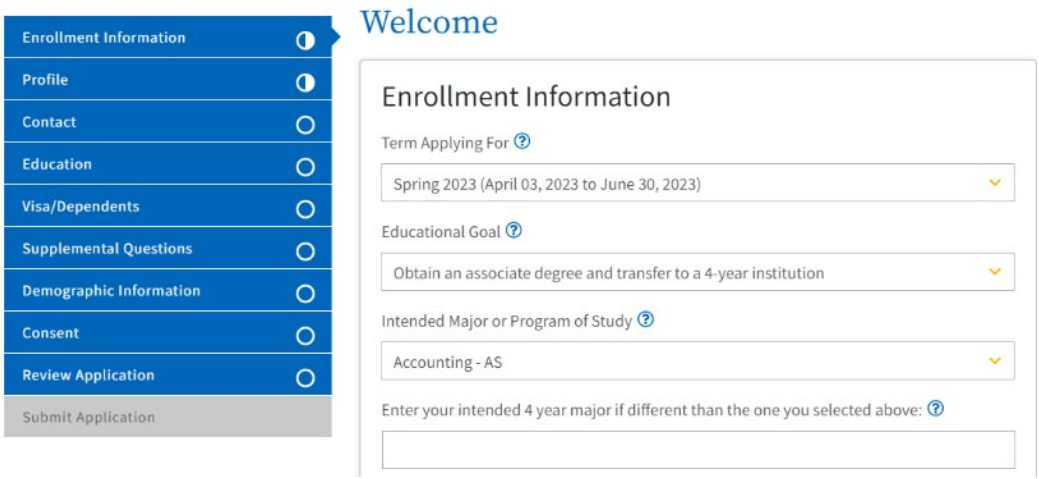
Enrollment Information

- **Term Applying For**. Make sure to apply by the correct deadline.

- **Educational Goal**. Choose the goal that fits you. If you're a visiting student or taking pre-requisites for another school, any option is fine.

- **Intended Major or Program of Study**. Not sure what to pick? Visit our Learning and Professional Pathways page to explore majors. Don't worry - you can change majors at any time!
    - **AA/AS/AST** = Associate Degree (2 years)
    - **CERT** = Certificate (1–1.5 years)
    - **Concurrent enrollment/Transfer Preparation Program** applicants: Please choose **Intersegmental General Education Transfer Curriculum (IGETC)** as your major

- **Time Saver: Leave the last question blank**



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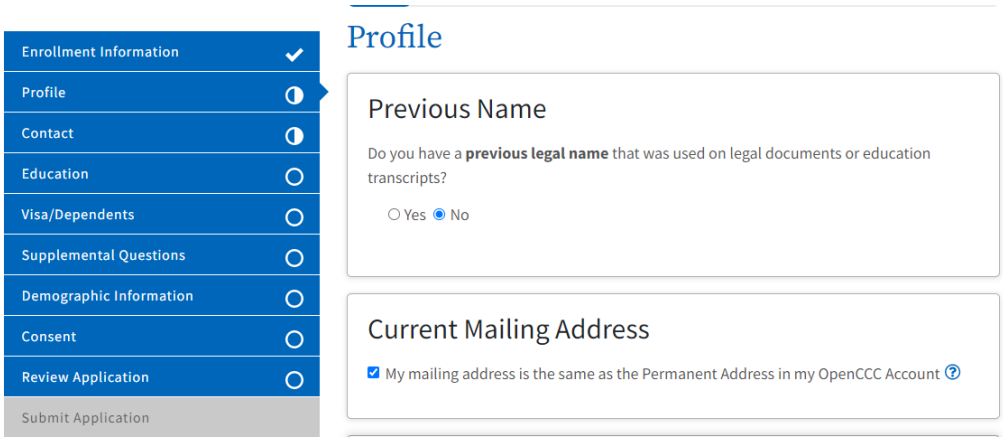
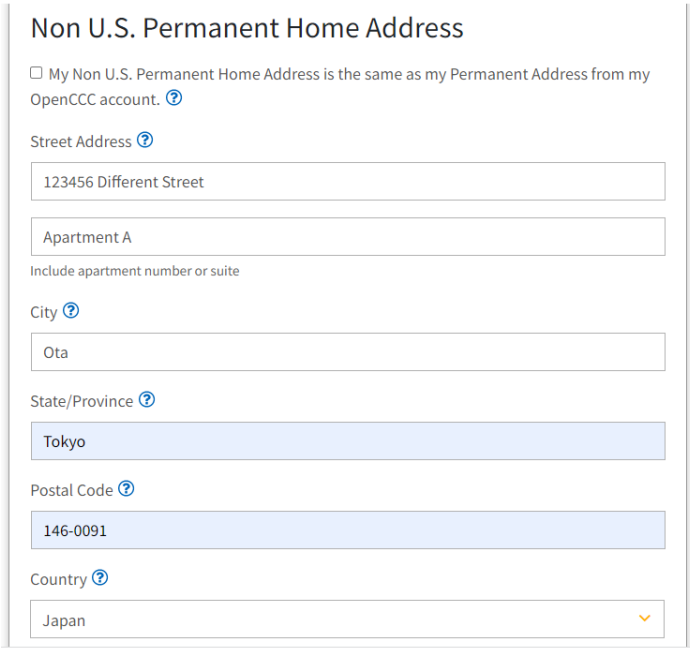
Profile

- **Previous Name**. Complete if you have a previous legal name that was used on legal documents or school records. Do not provide nicknames here.

- **Current Mailing Address.** May be a US address but must be yours (the applicant's). GCC emails all admissions materials.

- **Non U.S. Permanent Home Address.** Must be your **permanent home country address**.





Contact

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

- **Emergency Contact**. Your emergency contact may be anyone in the US or in your home country.

- **Parent/Guardian Contact**. 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.

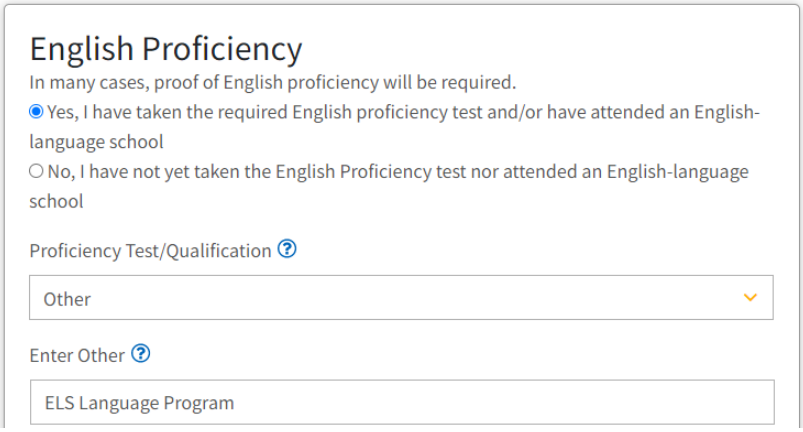
Education

- **Entry Level**.
    - **First-time student at a US College**. Select if you're in your home country or transferring from a US high school.
    - **Transfer student from another US College**. Select if you're currently attending or transferring from a US college, university, or language program, <u>and</u> haven't studied at GCC before.
    - **Returning to this College**. Select if you've studied at GCC before and are reapplying, regardless of your current location or school.

Education (continued)

- **Secondary/High School Education**.
  - **Foreign secondary school diploma/certificate of graduation.** Select if you attended a *non-US high school*. Enter the expected date of graduation. You may use approximate dates.
  - **Received High School Diploma.** Select if you attended 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 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. STOP!** International applicants must be in their final year of high school study, have graduated from high school, or completed college-level study to apply. Please contact us at gcciso@glendale.edu if you have questions about this.

- **English Proficiency** (if appears)
  - **Select "Yes…"** if you meet our English proficiency testing requirements or are in an English language program. Enter your test scores. English language program students, choose "Other" and write the program's name in the space provided.



  - **Select "No…"** if you meet one of our English proficiency waiver requirements.
  - **Select "No…"** if you don't meet our English testing requirements *and* are not currently enrolled in an English language program. You can submit your application but must meet our proficiency requirements before you can be admitted.

Education (continued)

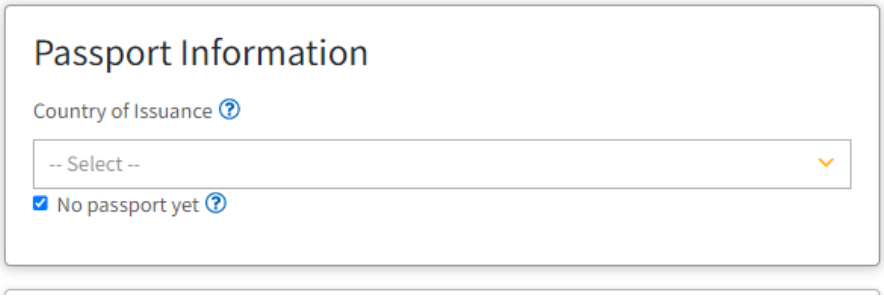
- **Last Secondary/High School Attended**.
  - Select "**I attended a secondary/high school**" if you graduated, or will graduate, from a high school. Provide your high school details, including approximate dates of attendance.
    - **Time Saver:** if you attended multiple high schools, list only your final high school of attendance.
  - Select **"I did not attend a secondary/high school"** *only* if you received a GED in its place.

- **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/bachelor degree.** Enter approximate date of graduation.

- **Colleges/Universities Attended**. Select the number of higher education institutions you have attended and enter details for each college. **You must list all schools attended**.
  - **Time Saver**: You can't enter an "Attendance Ended" date that is after your GCC start term. If you're still in school or are applying for concurrent enrollment (i.e. visiting student), use the end date of your current semester.

Visa/Dependents

- **Passport Information**
  - **Time Saver**: 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.



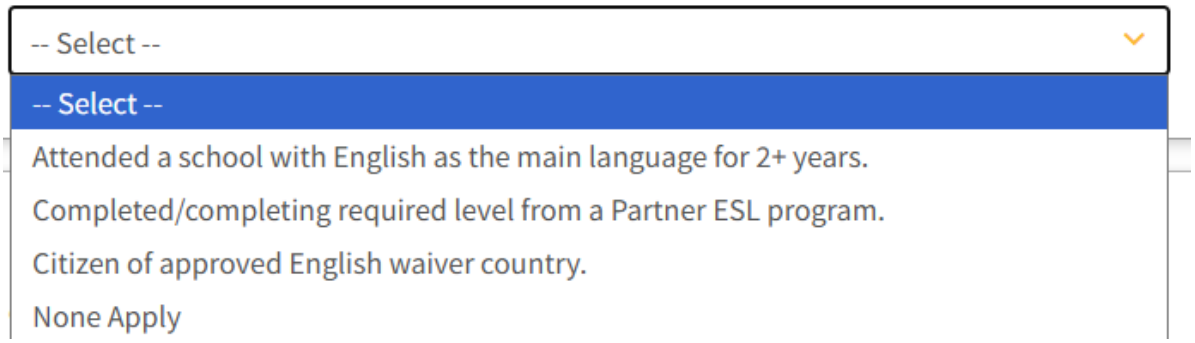
- **Visa Information**
  - **Time Saver**: Select "No visa yet" if you're not currently in the US, even if you had a visa before.
  - **F-1, J-1, or M-1, Other**. Select one of these types if you are currently studying or physically present in the US.
    - **Time Saver**: The system won't accept a past "Visa expiration" date. If your visa has expired, enter the year as "2099." You'll still need to submit a copy of your visa with your application.

- **Additional Information**
  - **Do you currently reside in the US?**
    - **Time Saver**: 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 Saver**: Enter "0" even if will bring dependents. You will enter this information on our Affidavit of Financial Support and submit passport copies for each dependent instead.

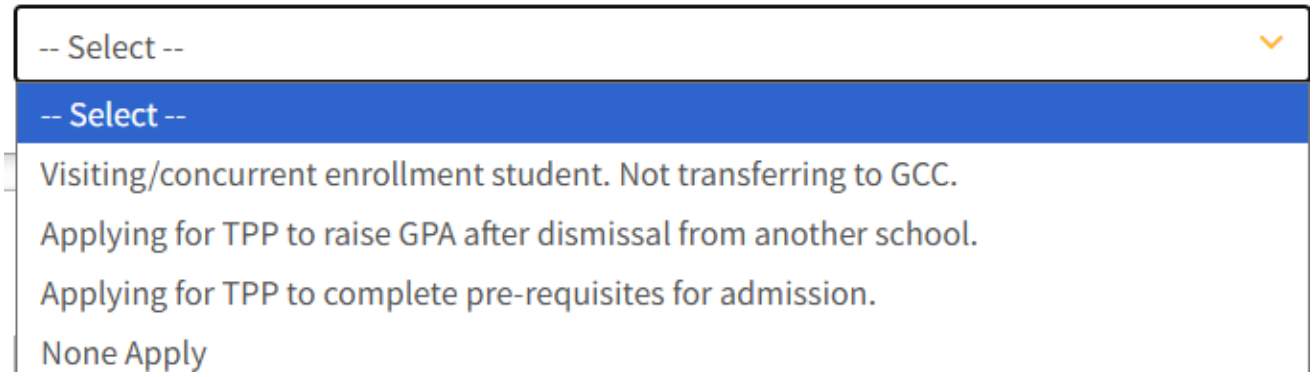
Supplemental Questions – ANSWER CAREFULLY

- **Question 1: CITY of Birth.** Required for the I-20.
  - Make sure you are providing the **city** and *not* your country.

- **Question 2: Indicate if any of the English language test score exceptions apply to you.** See our Apply page for a list of Partner ESL programs and English waiver country requirements.

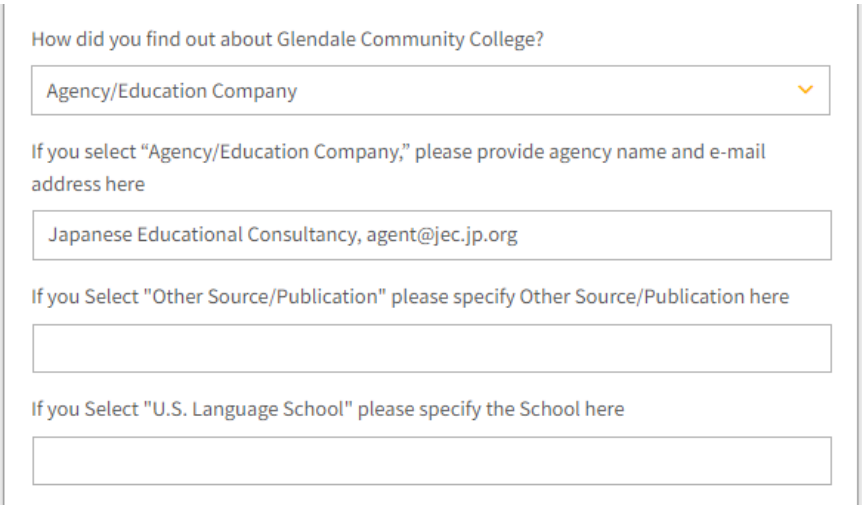


- **Question 3: Indicate if you are applying as a concurrent enrollment (visiting) student or for our Transfer Preparation Program**. Please ensure you have reviewed the details for each of these on our Apply page before selecting one of these options.

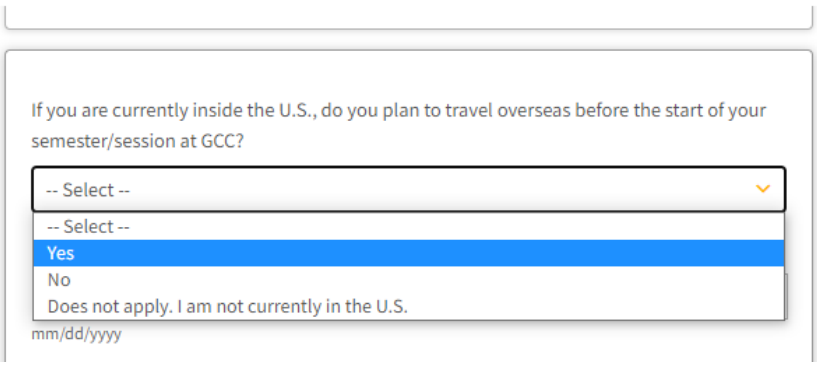


Supplemental Questions (continued) – ANSWER CAREFULLY

- **Question 4: 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. This information is required to allow us to communicate with your agent.



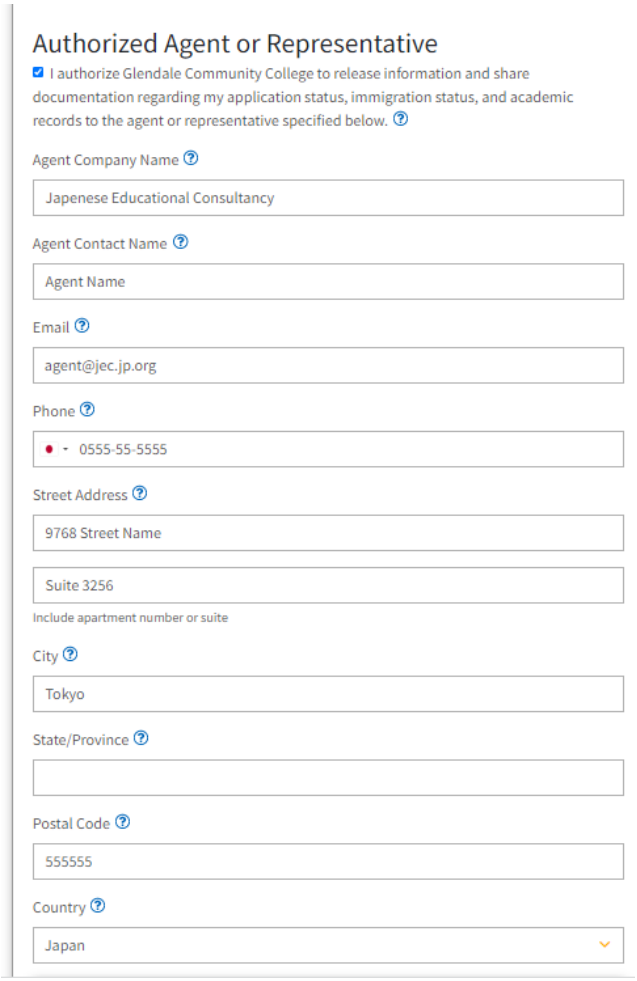
- **Question 5: If you are currently inside the U.S., do you plan to travel overseas before the start of your semester/session at GCC?**
  - **Select from "Yes," "No," or "Does not apply".** If you select **Yes**, enter your expected date of departure and return to the US so we can issue your I-20 in time to reenter the US.



- **Question 6: Check if you are 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.

Consent

- **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.

Agent Company Name
Japenese Educational Consultancy

Agent Contact Name
Agent Name

Email
agent@jec.jp.org

Phone
0555-55-5555

Street Address
9768 Street Name

Suite 3256
Include apartment number or suite

City
Tokyo

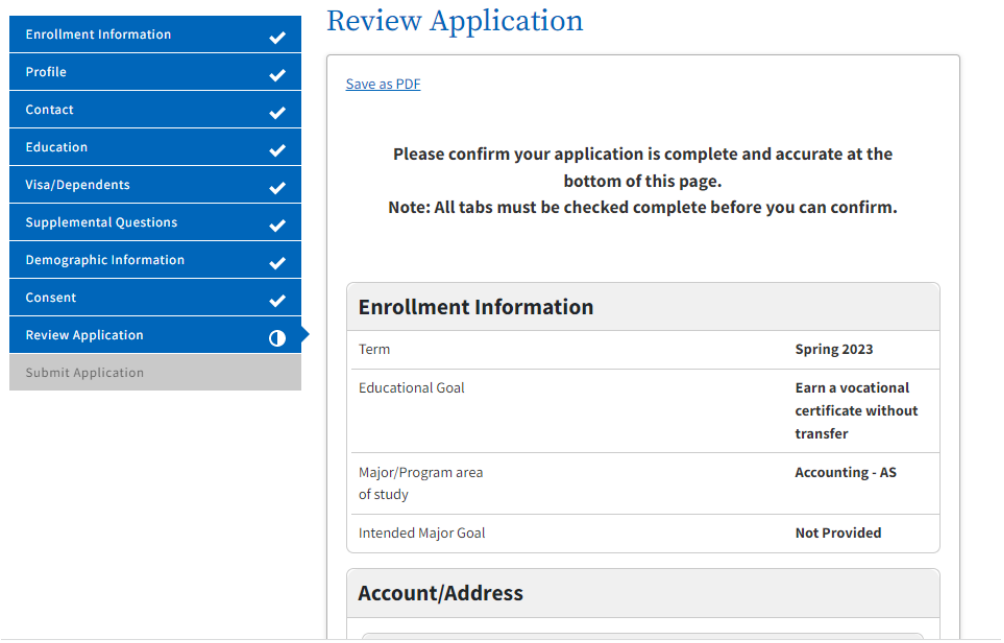
State/Province

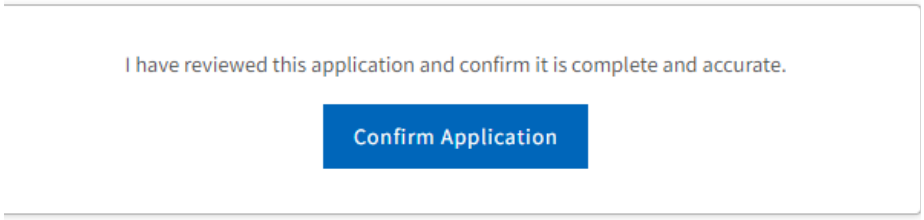
Postal Code
555555

Country
Japan

Review Application

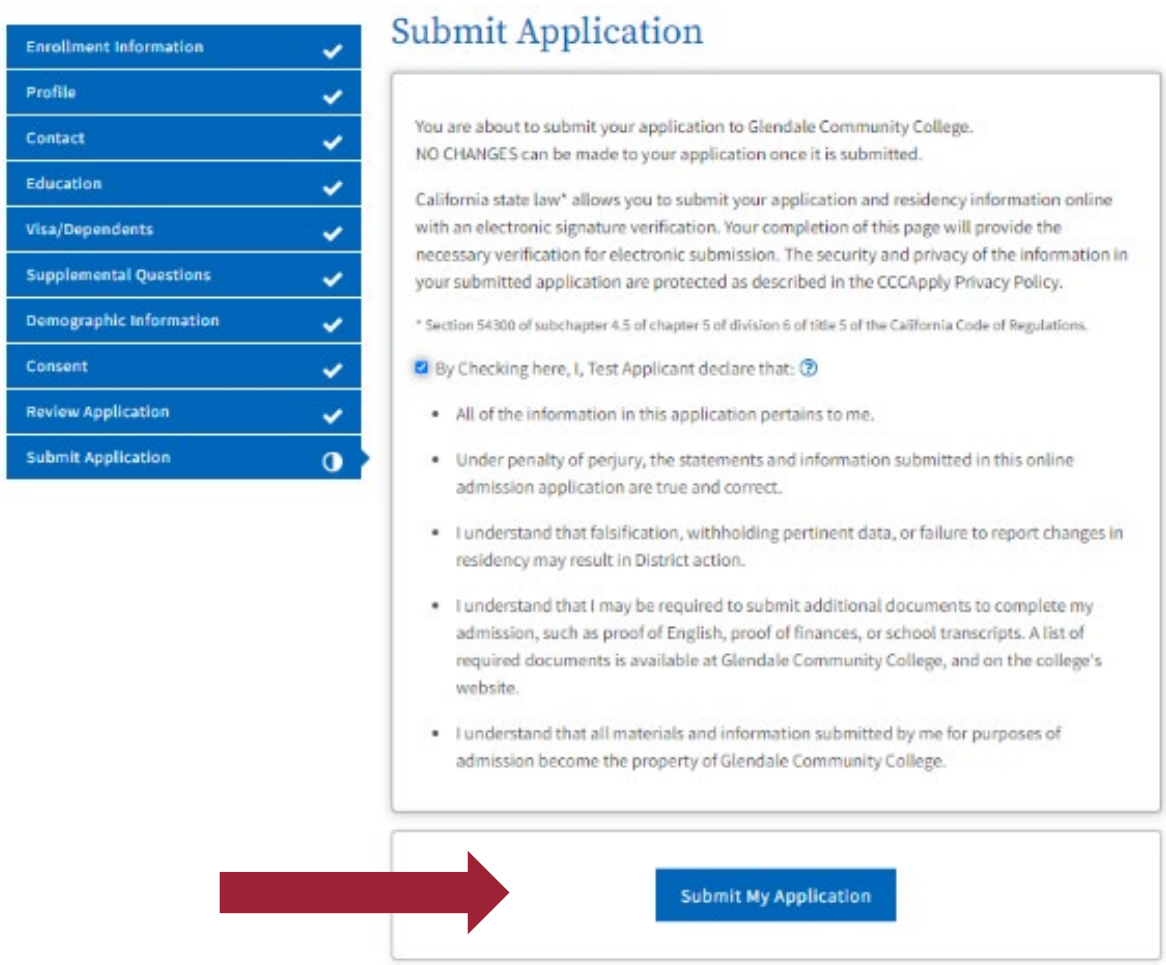
Review your application for accuracy. You may download a PDF version of your application if you wish. Press *Confirm Application* at the bottom of the page to move to submission.





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!

You will receive an email from gcciso@glendale.edu confirming your application within 3 business days. If you do not receive this email, please contact us. Add our email to your safe-sender list in the meantime to help ensure delivery!

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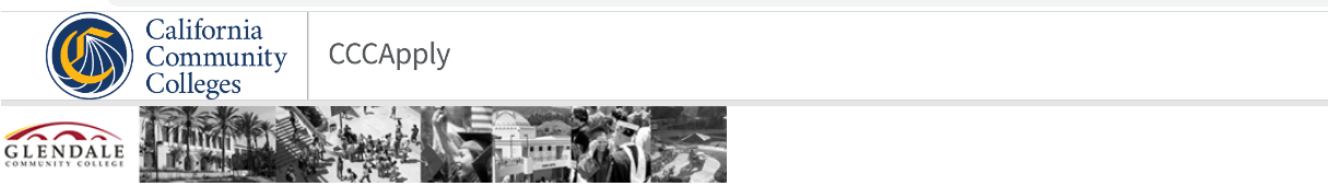
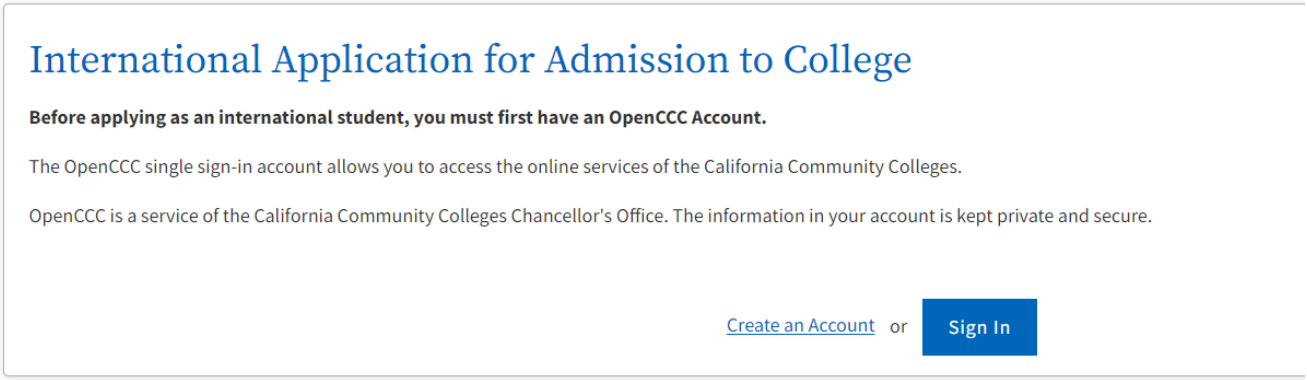
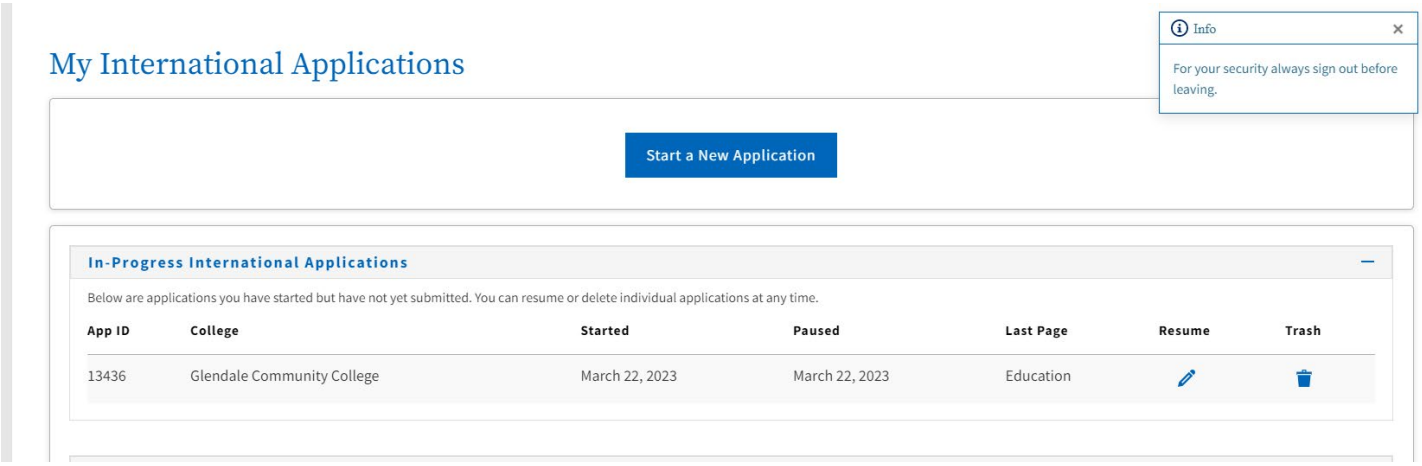
Resuming an Application

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.