GLENDALE
COMMUNITY COLLEGE
INTERNATIONAL
STUDENT SERVICES

International Student Services
Sierra Vista, 3rd Fl
1500 N Verdugo Rd
Glendale, CA 91208-2894
818-240-1000 x6645
gcciso@glendale.edu

Social Security Letter Request Form

Please use this form to request a letter from the International Student Office to allow you to apply for a Social Security Number. Please allow 1-3 business days for processing of your letter. **You must apply for a Social Security Number within 2 weeks of starting your position, even if you discontinue work.** Upon receiving your Social Security Number, please contact the Office of Admissions and Records to update your student account with this information. This update is required by law and GCC may be fined if you do not comply.

Do we have your current information? Make sure your address and phone number are correct in MyGCC.

YOUR INFORMATION

(*Please type or print clearly*)

_____ _____ _____
Last/Family Name First Name Middle Name

_____ _____ _____
GCC ID Number Date of Birth (MM/DD/YY) Phone number (XXX-XXX-XXXX; make sure voicemail is active)

REQUIRED ATTACHMENT:

❑ Copy of Job Offer Letter from Student Employment Services or employer

METHOD OF RECEIPT (*Check one*):

❑ Please email the letter to my GCC student email

❑ I authorize _____ to receive this letter through email on my behalf.
(*full name of person*)

Designated recipient's email address: _____

_____
Signature and Date (MM/DD/YY)