Submit Online International Admission Application. Go to college website link (InternationalStudentApply.elac.edu) and click on the “Click Here to Begin Application” button. This will take you to a page that ask if you want to create an OpenCCC account or to log into your account if you already have one.
<table>
<thead>
<tr>
<th>FULL-TIME STUDENTS ADMISSION NOTIFICATION</th>
<th>PART-TIME STUDENTS ADMISSION NOTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You will receive an email and mail to guide you through the admission process and for I-20 support.</td>
<td>• You will receive emails with your LACCD ID number and instructions on how to access your account.</td>
</tr>
<tr>
<td>• Check your personal email inbox and &quot;BulkySpam&quot; folders for follow-up (approximately 10 business days after submitting your support documents).</td>
<td></td>
</tr>
</tbody>
</table>

Full details on the above requirements can be found at: http://www.elac.edu/prospectivestudents/international/requirements.htm. You can also contact our International Student Program directly at: 323-265-8736, or via email: elac_iso@elac.edu

All documents must be translated into English and can be scanned/mailed to our department email: elac_iso@elac.edu for admission evaluation purposes.

The decision regarding your admission will be determined once the International Student Program receives all supporting documents and the application fee.

All original forms & documents will be required to be mailed to our office once you are given an admission offer. Our college address:

East Los Angeles Community College
International Students Program [G1.101]
1301 Avenida Cesar Chavez
Monterey Park, CA 91754 USA

CLICK HERE TO BEGIN APPLICATION
Click on “Create an Account” if you do not already have an OpenCCC account.

Read the direction on the importance of the email account, then click to begin.
Click on “Begin Creating My Account” to begin creating an OpenCCC account.
Enter all applicable personal information and click “Continue”. Please make sure information is accurate.
Please continue to enter additional requested information and click “Continue”.

Create Account
Contact Information - Page 2 of 3

Email
An email address is required for important messages, including information about college admission and registration. Please enter an email address that you check regularly.

Email Address

Repeat Email Address

Telephone
Text messaging may be used by OpenCCC and individual colleges in situations such as account recovery, class cancellations, and emergency notifications. If you would like to receive text messages on your phone(s), please check the appropriate box.

Main Telephone Number
Expiration

Secondary Telephone Number
Expiration

Permanent Address
1. My permanent address is outside the United States.
2. I have a permanent address because I am currently homeless.

Street Address

City

State
Select State

ZIP Code

[Continue] [Next]
Next, create your OpenCCC account username and password and security questions. Write down your username and password. Click the “I'm not a robot” box, then click “Create My Account”.

You must check the “I’m not a robot” box before clicking on the “Create My Account”. Note: In some countries, such as China, firewalls can prevent applicants from completing this step. Please consider VPN usage.
An Account Created confirmation with your CCCID will appear. Write down your CCCID.

Click on the “Continue” button to navigate to the OpenCCC page. (See Step 2)

You will also receive an Account Created confirmation email in the next couple hours with your CCCID. The email will be sent to your personal email address that you had entered on your application.
Step 2: International Online Application – Submitting Admission Application Information

On the top right of the OpenCCC screen, click on “Sign In To OpenCCC”.

Welcome to OpenCCC

Access the online services of the California Community Colleges via a single sign-on that is...

- Private
- Secure
- Convenient
- Easy to manage

Students and staff can now access Web-based information technology applications across colleges and within the CCC system via a single sign-on account. It eliminates the need to manage a multitude of accounts and passwords, and reduces opportunities for accounts to be compromised.

OpenCCC is the California Community Colleges’ single sign-on identity initiative. OpenCCC uses standards-based, open source specifications to ensure privacy and security while allowing access to applications within the CCC. OpenCCC operates within the InfoCommon Federation along with CSUConnect (California State University), UCNeed (University of California), institutions, government entities, and companies across the United States.

Enter your OpenCCC Username and Password and click on “Sign In”.

Click Here
You will automatically be forwarded to the ELAC International Application page. Click on “Start A New International Application”.

Enter all applicable information and click “Continue”. Repeat for all tabs listed on left column.
Make sure you check all your information for accuracy in the “Review Application” section.
Click on the small box to verify that you agree with the statements and click “Submit My Application”.

Submit Your Application

You are about to submit your application to East Los Angeles College. NO CHANGES can be made to your application once it is submitted.

California state law allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCOEffy Privacy Policy.

* Section 54000 of subchapter 4.5 of chapter 5 of div 6 of title 5 of the California Code of Regulations.

By Checking Here, I, Cheatos Hot, declare that:

- All of the information in this application pertains to me.
- Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.
- I understand that fabrication, withholding pertinent data, or failure to report changes in residency may result in District action.
- I understand that I may be required to submit additional documents to complete my admission, such as proof of English, proof of finances, or school transcripts. A list of required documents is available at East Los Angeles College, and on the college’s website.
- I understand that all materials and information submitted by me for purposes of admission become the property of East Los Angeles College.

Submit My Application
After you submit your ELAC application, you will receive a confirmation number starting with “INT-“. Write down your confirmation number somewhere that is easy for you to find. Next, click “Finish”.

You will be forwarded back to your OpenCCC account page. You will see the application listed on your Applications page with your confirmation.
In about 24 hours, you will receive an email confirmation (see picture below) from ELAC to your personal email that was submitted in the online application. The email will contain your **student ID number**, your new **LACCD student email** address and supplemental document checklist. Write your student ID number and LACCD student email address somewhere where you can easily access it. You will be asked for your student ID number for verification purposes. After your full application is complete and you are accepted for admission, email correspondence from LACCD will be sent to your **personal email**.

October 1, 2018

9XXXXXXXX

Dear XXXXXXXX,

Thank you for applying to East Los Angeles College. We are pleased to receive your application for admission for the 2018 Fall term.

Your LACCD Student Identification Number is 9XXXXXXXX. You will use this student ID number to log into the student portal which contains all of the tools necessary for registration, financial aid, and fee payments. The portal is available at [MyCollege.laccd.edu](http://MyCollege.laccd.edu). Visit the [PeopleSoft SIS FAQ](http://PeopleSoft) site for instructions on how to log into the PeopleSoft portal.

Your LACCD student email address is XXXXXXX@student.laccd.edu. This is the official method of communication. All communications will be sent to this email address. Once you log in, you will have the option to forward your LACCD email to a personal email address.

To complete your application, please submit the following documents:

- **Financial Affidavit** Please complete all sections of the financial affidavit. Incorrect, blank or misleading statements may result in denial or dismissal of your application. Please refer to the International Student Fee Schedule for minimum amount of funds required for each year of study.
- **Financial Verification** An official bank statement financial support verification document is required. The document must be in English, in U.S. dollars and issued within the last six months. Refer to your college international student website for detailed information.
- **International High School Docs** Please submit your official high school or secondary school transcripts to the International Admissions Office. Official transcripts must indicate proof of high school graduation. All records that are not in English must have a certified English translation attached.
- **College Transcript** Please have your official college transcripts sent to the International Admissions Office directly from college to college. Transcripts hand delivered by a student are not considered official and will not be used to grant college credit. All records that are not in English must have a certified English translation attached. Transcripts from outside the United States must be evaluated by an approved agency as specified in AdministrativeRegulation E-101.
- **International Application Fee** A non-refundable application fee of $50.00 must be included with your application. Fee is accepted by money order or cashier's check payable to the College and in U.S. dollars. No personal checks accepted. Credit card payments may be accepted through the student portal beginning June 2017.
- **Proof of English Proficiency** Student must have full English language proficiency. Please visit your college international student website for additional information on English language proficiency. NOTE: All students entering the college will be given an assessment test on campus to determine English and math course placement. Proof of English proficiency does not eliminate the need for campus assessment tests.
- **Passport Sized Photo** One small photo, approximate size: 1in x 1in

For the most up to date status and details of which documents are missing, please check your To Do list in the student portal.

Thank you,

Office of Admissions and Records

Letter Code: AZX
**Step 3: Creating LACCD Student Account**

After you submit your online application, you will need to wait 24 hours before you can create your LACCD student online account. Create MyCollege.laccd.edu account:

Click on “1st time signing in? Click here.”
A directions page will pop up.

---

**How to Login to the new SIS Portal**

*We’ve recently upgraded our security and have changed the way student/faculty login to their account. Therefore all students/faculty passwords have been reset to a default temporary password.*

**Student Login Name and Default Password Format**

- Student username is your Student ID number or your @student.laccd.edu email address.
  *Example student ID’s: 881234567 or 991234567 or smithj1234@student.laccd.edu*

- Student default passwords will consist of:
  - 88@ + the first character of your last name (capitalized) + the month and day of your birthdate (MMDD)
  - *For Example, Jane Doe, who was born on July the 4th, her default password would be: 88@D0704*
After you login for the 1st time, you will be asked to reset your password. Write down your new password somewhere that is easy for you to find.

How to Update your Password

- You will be asked to update your password when you log in for the first time.
- Enter your old password (Example: 88@A0101) and new passwords in their respective textboxes.
- New password must contain at least seven alphanumeric characters: numbers, uppercase and lowercase alphabetical characters, and at least one special character.
- Additionally, you may not use your prior three passwords as your new password.
- After successfully updating your password, you will be redirected to the Self Service Password Reset (SSPR) registration page.
  - IMPORTANT! Please make sure you register so you can reset your password online.
You will then have to Register your password. Enter your student ID number and your new password and click on “Next”. You will need to set up your security questions and answers for verification purposes just in case you get locked out of your account.

You will see a confirmation page when you Complete your password registration.

Completed: You are now registered

You are now registered to reset your password online.

Go to MyCollege.laccd.edu

Click on the link above or close this window for your security.
Step 4: Submitting Supplemental Admission Documents

The email that was received after completing the ELAC International Student Online Application contained the list of supplemental documents that need to be submitted to the International Student Office. A list of the requirements can also be found at our website: IntAdmit.elac.edu

Submit supplemental documents to ELAC International Student Office.
Copies of documents can be emailed or mailed to the office for application processing.

   Email: elac_iso@elac.edu
   Mailing Address: East Los Angeles College
                   International Student Office
                   1301 Avenida Cesar Chavez
                   Monterey Park, CA 91754

Step 5: Pay Application Fee

Submit application fee payment in MyCollege account. Log into your MyCollege.laccd.edu account. (See Step 3)

From the MyCollege.laccd.edu homepage, click on the “Finances Menu” tab and click on “Make a Payment”.

Enter the application fee payment amount in the box.

Click on “Next” after entering amount.
You will be able to pay the application fee with a credit card or echeck. Click on “select Payment Method” and a drop-down menu will appear.

Select the form of payment you would like to make.
If you would like to pay with a credit card, select “Credit Card” and click “Next”.

You will be informed that the transaction will go through a third party. Click on “Continue To Make Payment”.
Enter your credit card information and click “Continue”.

[Image: Bill+Payment Client screen with options to enter credit card information]

- Enter Card Number Here
- Click Here

Payment amount: $50.00
Payment method: Credit or Debit Card

Credit or Debit Card - We accept the following credit and debit cards.
If you would like to pay with echeck, select “Electronic Check”.

You will be informed that the transaction will go through a third party. Click on “Continue To Make Payment”.
Enter your Checking Account or Savings Account information and click “Continue”.
Step 6: Application Processing

Application processing will begin after all required application supplemental documents are received. Application processing will take 2 weeks. An application processing confirmation email will be sent to your personal email. You will receive email or phone communication regarding your application status.

Step 7: Acceptance Documents

New students:
Acceptance letter and I-20 will be mailed to the mailing address indicated on the application.
Shipment tracking number will be emailed to the personal email with a copy of the acceptance package.
Make an appointment with the local US Consulate/Embassy for the F-1 visa interview.

Transfer students:
Transfer acceptance letter and Notice of Intent to Transfer issued by mail and/or email.
Request for current school to transfer SEVIS record to ELAC after current session ends.

Step 8: Arrival to the US

Plan to arrive 3 weeks before the start of applying session.
Bring passport to ELAC International Student Office for reporting.
Submit original application documents by mail or bring to office along with passport when reporting.

International Student Office
Email: elac_iso@elac.edu
Phone: 1-323-265-8796
Mailing Address: East Los Angeles College
International Student Office
1301 Avenida Cesar Chavez
Monterey Park, CA 91754