

General Instruction for the LCC Transfer Students



I. Applications for Transfer Admissions

- A. Applications may be obtained online at the transfer institution's website.
- B. Fill out the applications completely. Incomplete responses may delay the processing of your application.
- C. Attach a check or money order for the required application fee (if any). **DO NOT SEND CASH.**
- D. Forward the application to the college/university you plan to attend.
- E. When a recommendation is required from LCC, take the application or recommendation form to Enrollment Services/Registrar's Office (GB 203).

II. LCC Transcript

All transcript requests, whether official or student copy, must be in writing. A \$5.00 fee is charged for each transcript requested. Transcripts may be requested in any of the following ways:

- A. A completed Transcript Request form is available from the Enrollment Services Office, GB 203. Completed form should be taken with your \$5.00 fee to Cash Operations, GB 214.
- B. You may send your fax request to (517) 483-9858. Include your name, address, phone number, social security or student number, VISA or MasterCard number along with the expiration date, the address you wish your transcript mailed to. Your request must be signed.
- C. You may mail your request to Lansing Community College, 1121-Office of the Registrar, P.O. Box 40010, Lansing MI 48901-7210. Include your name, address, phone number, social security or student number, \$5.00 fee (check/money order) for each transcript requested, and the address you wish your transcript mailed to. Be sure to sign your request.

NOTE: A transcript request form (PDF) is available online at:
<http://www.lcc.edu/admissions/transcripts.htm>

If you plan to continue attending LCC after you have applied to another college/university, you must request LCC to forward a final transcript at the completion of your last semester. Because LCC does not automatically forward your final grades, you must complete another Transcript Request form.

III. Transcripts from Other Colleges

If you have attended a college **other than Lansing Community College**, you must request that **each** college you have previously attended forward an official transcript to the transfer college or university.

IV. Notification of Admissions

You will be notified about your admission approximately three weeks after the college/university receives all of your transfer materials, including transcripts from all colleges which you have attended. Notification is forwarded directly to you from the transfer college or university.

V. Evaluation of Credits You Have Earned

Evaluation of credits is usually completed after you have been admitted to the college/university. Be sure to review your evaluation carefully. If you have any questions, check with either the LCC Advising Center or with the Admissions Office of your transfer college/university. A list of addresses and telephone numbers of colleges/universities in Michigan may be obtained on the web at http://www.lcc.edu/transfer/colleges_universities.

VI. Applying for Financial Aid

Procedures for obtaining financial aid vary from one college to another. The Financial Aid Office at your transfer college/university will be able to provide you with accurate information.

If you have any questions concerning your transfer from LCC, feel free to discuss these matters with your advisor. Asking minor questions now may avoid major problems later.