

**Visiting (Transient) Student
Registration Form**

Visiting students are currently attending another university/college and would like to take courses at Lakeland for one term and have the credits transferred back to their home institution.

How to Register as a Visiting Student

1. Complete Lakeland’s Application for Admissions as a Visiting Student at lakelandcc.edu/apply – *New visiting students only; returning visiting students to do not need to reapply to the college.*
2. Complete the Visiting (Transient) Student Registration Form. This form must be completed by the appropriate official at the visiting student's home institution and received by Lakeland prior to registration.*

Lakeland ID Number (if known)

0	0						
---	---	--	--	--	--	--	--

Last Name: _____ First Name: _____

Home Institution: _____

Term of Attendance: Summer 20_____ Fall 20_____ Spring 20_____

Course(s) to Enroll

CRN	Subject	Course Number	Day	Time	Credit Hours

Lakeland’s Office of the Registrar will register you for the course(s) listed above and will notify you through your Lakeland email. Alternatively, you can register yourself at mylakelandcc.edu.

Course Pre-Requisite Certification

Home Institution

I certify that the student has met the necessary prerequisites for the course(s) above and has the permission from _____ to enroll in courses at Lakeland Community College.*
Home Institution

Signature of Certifying Official: _____

Title: _____ Date: _____

Student

I certify that I have met the prerequisite requirements, if applicable, for the course(s) in which I plan to enroll at Lakeland. I accept that it is my responsibility for ensuring transferability or acceptance of credits for Lakeland coursework for my degree program at my home institution.

Student’s Signature: _____ Date: _____

*If you cannot obtain written permission from your home institution, an unofficial or official transcript should be submitted to verify that course prerequisites have been met in order to enroll in courses at Lakeland Community College.

Complete this form and return:**

- | | | |
|----------------------------------|-----------------------------------|---|
| By Fax: | 440.525.7651 | |
| By Mail: | Lakeland Community College | • 7700 Clocktower Drive Kirtland, OH 44094-5198 |
| By Secure Upload | | |
| In Person: | Lakeland’s Student Service Center | • located in Building A-1003 |

**Please do not send documents through email as it is not secure.