

Visiting 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 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. *If you cannot obtain written permission from your home institution, in addition to this form, an unofficial or official transcript should be submitted to verify that course prerequisites have been met.*

Lakeland ID Number (if known)

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Last Name: _____ First Name: _____

Home Institution: _____

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

Course(s) to Enroll – If this information is left blank, your registration cannot be processed.

CRN Lecture	CRN Lab (if applicable)	Subject	Course Number	Day(s)	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 student email.

Course Pre-Requisite Certification

Home Institution

I certify that the student has met the necessary prerequisites for the course(s) above and has 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 to ensure transferability or acceptance of credits for Lakeland coursework for my degree program at my home institution.

Student's Signature: _____ Date: _____

Complete this form and return:*

By Fax: 440.525.7651

By Mail: Lakeland Community College

By Secure Upload: Visit lakelandcc.edu/web/about/registrar

In Person: Lakeland's Student Service Center

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

- 7700 Clocktower Drive Kirtland, OH 44094-5198

- Under RelatedLINKS (right side of page), select [Registrar Documents Secure Upload](#) (myLakeland login credentials required)

- located in Building A-1003