

# International Student Transfer Guide from MSU to LCC

**Name:** Click or tap here to enter text.

**Birth Date:** Click or tap here to enter text.

1.  Apply for admission to Lansing Community College (LCC).  
Go to [lcc.edu](http://lcc.edu) and click APPLY. (*See side 2 for instructions.*)  
Click First time user account creation.  
Create a Login ID and PIN, then click “Login”  
Login ID can be up to 9 letters or numbers. PIN must be at least 6 numbers.  
For Application Type, **select Intl Transfer M1 or F1 Visa**. Click Continue.  
Complete all of the requested information and submit.  
You will receive an LCC admission email within 24-48 hours except on weekends.
2. To request an LCC Form I-20, scan the following documents as pdf attachments (**do not attach gif or jpeg pictures**) and e-mail them to [LCC-International@lcc.edu](mailto:LCC-International@lcc.edu).
  - a.  Copy of MSU I-20 front and back.
  - b.  Copy of passport information page and F-1 visa page or approval notice.
  - c.  Copy of most recent I-94.
  - d.  Copy of unofficial MSU transcript. (If you want LCC credit for MSU classes, also ask MSU to send an official transcript directly to the LCC Registrar.)
3.  Take the reading, writing, and math placement tests at an LCC campus. If you passed college-level courses with a grade of 2.0, or if you have SAT or ACT scores, you can complete a [waiver form](#) instead.
4.
  - a.  Complete and sign the front of the [LCC Affidavit of Financial Resources Form](#). If you are supported by a parent or sponsor, the parent or sponsor also **must** complete and sign the form.
  - b.  Provide a current bank statement (< 6 months old) showing at least \$28,935. If you are supported by a parent or sponsor, you **must** provide either your parent/sponsor’s bank statement OR your bank statement showing a wire transfer from your parent/sponsor’s bank account. E-mail the Financial Resources Form and the bank statement to [LCC-International@lcc.edu](mailto:LCC-International@lcc.edu)
5.  Write a paragraph describing your experience at your previous college, any past jobs, what you want to study at LCC, why you want to come to LCC, and what you plan to do when you are finished. Include your full name and date of birth. E-mail the essay to [LCC-International@lcc.edu](mailto:LCC-International@lcc.edu)
6.  Meet with an OISS advisor and have them complete the [LCC F-1 Transfer In Form](#). The OISS advisor will submit the form to LCC.
7.  Meet with an OISS advisor and have them complete the [MSU Transfer Out Form](#). (**Do not complete the MSU Transfer Out Form if your I-20 has already been terminated at MSU.**)

**Note:** Steps 1-7 **must** be completed before an I-20 can be issued from LCC.