

Transfer Student Checklist



1. Fill out online Application entirely: [CLICK HERE](#)
2. Fill out the FAFSA online: LLTC FAFSA Code - 030964
 - Check with LLTC's Financial Aid office 3-5 days after submitting to see if you need supporting documents.
3. Submit to Admissions all OFFICIAL documents, these include:
 - High School Transcripts or GED Transcripts
 - Official/Unofficial College Transcripts *includes previous PSEO credits
 - If enrolled in a tribe submit a Certificate of Indian Blood/Descendancy Certificate(non-enrolled)
 - If non-native no additional documentation is needed
4. You should receive your acceptance letter in the mail with the address you provided!
5. Meet with an Academic Advisor to enroll in classes!
 - See what classes transfer to your program
 - Attend Orientation
 - Become a Laker!

*Please understand that it is your responsibility to request official transcripts from your colleges. Transfer Students should submit their official transcripts as soon as possible to determine what classes will directly transfer to your program of study. If you have questions about transfer credits, please contact the Registrar after your official transcripts have been submitted. Please also look at our Transfer Policy & Transfer Credit Appeal Process for further information.

Admissions – 218-335-4286

Registrar – 218-335-4222

Financial Aid – 218-335-4224

Student Services FAX – 218-335-4217

LLTC's Main Office – 218-335-4200

admissions@lltc.edu

www.lltc.edu



Request for Educational Records

Please return this form to the Admissions Office located in the Office of Student Services

Student Information	Insert information in boxes below
Student Full Name	
Contact Phone Number	
Social Security Number	
Date of Birth	
Mailing Address Line 1	
City and State	
Zip Code	
Name of High School Student Last Attended	
Date/Year Graduated	
City and State where High School is located	

X

Signature of Student

Please send Official High School Transcript by mail, fax, email, or other means to:

Leech Lake Tribal College
Office of Admissions
6945 Little Wolf RD NW
Cass Lake, MN 56633
Phone: 218-335-4220
Fax: 218-335-4217

Please make sure the transcript includes: Graduation Date, signature of school official, and a Minnesota Automated Reporting Student System (MARSS) number in applicable.

If you have any questions, please contact the Office of Admissions at 218-335-4286 or email: admissions@lltc.edu.



Course Transfer Form

Transferring Student Eligibility

Applicants who have attended an accredited college prior to admission are defined as transfer students. An official transcript—which must be mailed directly from the previously attended institution to LLTC or delivered by the student in its original, sealed envelope—is required for evaluation and transfer of credits to LLTC.

The following credits will be accepted for transfer:

- Courses with letter grades of “C” or better
- Courses earned within the past ten (10) years
- 100/1000+ level courses (developmental/remedial courses will not transfer)
- No more than 34 credits may be transferred from other institutions in order to meet the degree requirements of LLTC.

Name: _____ Major: _____ Begin Term: _____

Request to Transfer Courses:

Leech Lake Tribal College Equivalent Courses:

College	Term	Course ID	Course Title	Grade	Cr	Course ID	Course Title	CR	Dean Approval	
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO
									YES	NO

For Office Use Only

Registrar Signature/Date: _____ Dean of Instruction Signature/Date: _____

If not approved, explain: _____

Total Credits Evaluated: _____ Total Credits Accepted: _____ Date entered into Jenzabar: _____



General Educational Development (GED) Records Request

To obtain GED records earned in Minnesota please supply the information required below. There is no charge for the service at this time. Requests for records are mailed out within two working days of receipt of the written request and take three days to arrive in the mail. GED records will not be faxed or emailed.

NOTE: Only one duplicate diploma is allowed for each Minnesota graduate per lifetime.

PLEASE TYPE OR PRINT LEGIBLY

Name: _____

Name at the time of testing (if different): _____

Date of Birth: _____ Last four digits of your Social Security Number: _____

Approximate month and year tested: _____

Where tested (center / city name): _____

Contact numbers (in case we have questions about your request/records):

Home: _____ Cell: _____ Work: _____

What information are you requesting: _____ Duplicate diploma _____ Official Transcript/scores earned

Where should we mail your records?

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature (required): _____

Send requests using any of these methods:

- Mail to: GED Office, 1500 Highway 36 West, Roseville, MN 55113-4266
- Fax: 651-582-8458
- E-mail a scanned signed copy (as an attachment): alice.smith@state.mn.us

GED Testing Office phone: 651-582-8445 TTY: 651-582-8201 Website: education.state.mn.us



Tribal Enrollment Verification Request

Please return this form to the Admissions Office located in the Office of Student Services

Student Information	Insert information in boxes below
Students full name	
Contact Phone number	
Social Security Number	
Date of Birth	
Name of Tribe where student is enrolled	
Mother's name	
Mother's tribe where enrolled	
Father's name	
Father's tribe where enrolled	

X

Student's Signature

The student listed above has applied for admission to Leech Lake Tribal College. This is a request to verify tribal enrollment.

- If the student is an enrolled member of your tribe please send supporting documentation.
- If the student is a descendant of your tribe please send supporting documentation.
- If the student is not enrolled, or does not have supporting documents to claim Descendancy, please call and let us know so that we can work with the student.

Please send Tribal Certificate if Indian Blood or supporting documentation to:

Leech Lake Tribal College Attn: Admissions

6945 Little Wolf Rd NW

Cass Lake, MN 56633

Fax: 218-335-4217

Email: admissions@lltc.edu

For questions, please call: 218-335-4286



FINANCIAL AID CHECKLIST

LLTC Financial Aid Office is dedicated to providing the highest quality service to our students and the future of LLTC by utilizing the Anishinaabe Values while maintaining regulatory compliance.

TO BE COMPLETED ONLINE:

- Create an FSA ID: <https://fsaid.ed.gov/npas/index.htm>
- Complete the Free Application for Federal Student Aid (FAFSA): www.fafsa.ed.gov
- Minnesota Indian Scholarship Application: *Required for most Tribal Awards <https://www.ohe.state.mn.us/ssl/MISPAApp/mispApp1.cfm>

TO BE COMPLETED ON PAPER:

- Leech Lake Post Secondary Grant & W-9 (*to be turned in to Financial Aid or the Education Office to Dorothy Robinson at the Facility Center*) or turn in other tribal scholarships (ex. RL, FDL, BF, WE, ML, GP, SWO, etc.) to the appropriate tribal office.
- Other supplemental applications (if needed).
- Submit any other information requested by the financial aid office.
- Verification documentation if required

ADDITIONAL OUTSIDE SCHOLARSHIPS:

- All students are encouraged to apply for the American Indian College Fund “My TCU” In-House Scholarship, including non-native students. *The college will advertise when the scholarship is open for application*

For assistance with the FAFSA or your financial aid package, please contact the Financial Aid Director: Glen Sawa at 218-335-4270 or email glen.sawa@lltc.edu

Tips for completing your FAFSA Application Online

We strongly recommend you create an FSA ID (a username and password combination that allows you to sign your FAFSA® form electronically and utilize the IRS Data Retrieval System).

How do I get an FSA ID?

You can create an FSA ID by going to: <https://fsaid.ed.gov/npas/index.htm>

The process of creating an FSA ID consists of three main steps:

1. Enter your log-in information.
 - a. Provide your email address, a unique username, and a password.
2. Enter your personal information.
 - a. Provide your name, date of birth, and Social Security number (SSN).
3. Enter your mailing address.
4. Select whether or not you would like to register your mobile phone number for account recovery using text messages.
 - a. Provide your mobile phone number.
5. Select your language preference.
6. For security purposes, complete the four challenge questions and answers.
7. Submit your FSA ID information.
 - a. Agree to the terms and conditions.
8. Verify your mobile phone number. (This is optional, but helpful. This *verification* allows you to retrieve your username or reset your password without answering challenge questions.)
9. Verify your email address. (This is optional, but helpful. By verifying your email address, you can use your email address as your username when logging into certain ED websites. Also, we'll be able to notify you by email of changes to your account. This verification also allows you to retrieve your username or reset your password without answering challenge questions.)

Gathering the Documents Needed for the FAFSA

The FAFSA questions ask for information about you (your name, date of birth, address, etc.) and about your financial situation. Depending on your circumstances (for instance, whether you're a U.S. citizen or what tax form you used), you might need the following information or documents as you fill out the application:

- Your Social Security number (it's important that you enter it correctly on the FAFSA form!)
- Your parents' Social Security numbers if you are a **dependent student**
- Your driver's license number if you have one
- Your Alien Registration number if you are not a U.S. citizen
- Federal tax information or tax returns including IRS W-2 information, for you (and your spouse, if you are married), and for your parents if you are a dependent student:
- IRS 1040, 1040A, 1040EZ
- Records of your untaxed income, such as child support received, interest income, and veterans noneducation benefits, for you, and for your parents if you are a dependent student
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate (but not including the home in which you live); and business and farm assets for you, and for your parents if you are a dependent student

Keep these records! You may need them again. **Do not mail your records to the Department of Education**

Leech Lake Tribal College Code: 030964

****Please check the college website for possible FAFSA help days! www.lltc.edu**