

## **STEPS FOR INTERNATIONAL STUDENTS**

1. Read and complete the **International Student Application** in full. This application is required in order to get your Student Visa. The application includes all requirements and deadlines for submission. The completed application may be scanned and emailed to [lccadmissions@lassencollege.edu](mailto:lccadmissions@lassencollege.edu) or sent by post to:

**Lassen Community College  
International Admissions  
P.O. BOX 3000  
Susanville, CA 96130-3000**

**ONCE ACCEPTED FOR INTERNATIONAL ADMISSION**, you will receive, by email and post, a letter of acceptance which includes your I-20 and SEVIS number which you will present to the embassy for approval for an F-1 Student Visa. **Please follow all Visa instructions included with your acceptance letter.**

### **NEXT STEPS**

2. Complete an **online Application for Admissions** using OpenCCC. **THIS IS A SEPARATE ELECTRONIC APPLICATION** which is required in order to receive your Lassen College Student ID number and Student Portal login information.  
The application is a 2-step process. First create a user account, then continue/sign-in to complete and submit the 9-part application. You will see a confirmation page. Once your application is processed, you will be emailed your Student ID #, user name and initial password. PLEASE CHECK YOUR JUNK OR SPAM FOLDERS for emails from LCC Admissions. Your log-in information can be used to access MyLassen, the LCC Student Portal.
3. **Log-in to MyLassen LCC Portal.** Use your LCC email address ([username@cougars.lassencollege.edu](mailto:username@cougars.lassencollege.edu)) and the temporary password to log into MyLassen Portal. Change your password and choose security questions. You will then be logged into the Portal.
4. **Complete New Student Orientation.** Once you are in the Portal, you can find the New Student Orientation in “Quick Links”, or you may access it from the button on International Student page. Sign in with your Portal log-in: [username@cougars.lassencollege.edu](mailto:username@cougars.lassencollege.edu) and the password you created. Watch the introduction video, then click on the HUB OVERVIEW to complete each section of the orientation. Each section has a quiz. Scroll down to answer the quiz questions. You must answer correctly to move on.
5. Contact Adam Runyan, International student counselor, at [arunyan@lassencollege.edu](mailto:arunyan@lassencollege.edu) to discuss registering for classes. If you have SAT or ACT scores, email them to Adam. If Adam is unavailable, please contact the Counseling Office at [lcccounseling@lassencollege.edu](mailto:lcccounseling@lassencollege.edu) or (530) 251-8842. Additional assessment testing may be required once you arrive on campus.

6. If on-campus dorm housing is desired, complete and submit the Residence Hall Application. All requirements and costs are listed in the application. Contact Darren Turpin at [dturpin@lassencollege.edu](mailto:dturpin@lassencollege.edu) or (530) 251-8879, if you have questions.
7. **Payments:** Once you have registered for classes, or been accepted into the residence hall (dorms) and have an account balance, you may pay on your account through the Student Portal. Log-in to MyLassen, and then go to WebAdvisor/Financial Information/View Account and Make Payments. All students must pay fees **IN FULL** by two business days before the term begins or risk being dropped from classes. We accept Visa, American Express, MasterCard and Discover. Payment can also be made through an Electronic Funds Transfer; however this method includes fees which are the student's responsibility. Contact Student Accounts at [studentaccounts@lassencollege.edu](mailto:studentaccounts@lassencollege.edu) or (530) 257-6181 Ext. 8708 to pay the dorm deposit, for Electronic Funds Transfer, or if you have questions about paying on your account.
8. Read and follow all instructions regarding your I-20 and (F-1) Student Visa as you prepare to enter the United States.

#### **ONCE YOU ARRIVE AT LASSEN COLLEGE**

9. Bring all your documents to the Admissions & Records office and meet with the International Student Admissions Officer.
10. Come to the Counseling Office and meet with Adam Runyan to get your class schedule finalized. Additional assessment testing may also be required.

#### **Questions? Contact Us!**

**International Admissions-** [lccadmissions@lassencollege.edu](mailto:lccadmissions@lassencollege.edu), (530) 251-8808

**Residence Hall (Dorms)** – Darren Turpin [dturpin@lassencollege.edu](mailto:dturpin@lassencollege.edu), (503) 251-8879

**Student Accounts-** [studentaccounts@lassencollege.edu](mailto:studentaccounts@lassencollege.edu), (530) 257-6181 Ext. 8708

**International Student Counselor-** Adam Runyan: [arunyan@lassencollege.edu](mailto:arunyan@lassencollege.edu), (530) 251-8842

**Counseling Office-** [lccounseling@lassencollege.edu](mailto:lccounseling@lassencollege.edu), (530) 251-8842

**Outreach Coordinator-** [mackley@lassencollege.edu](mailto:mackley@lassencollege.edu), (530) 251-8845