
Changing Institutions: International Student Responsibilities

International students are required to notify Immigration, Refugees and Citizenship Canada (IRCC) when they transfer institutions. The following instructions are from the IRCC website:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html>

Note: VCC's DLI# - O19279717512 (starts with the letter 'O' followed by numbers)

Questions? Contact IRCC directly by telephone: 1-888-242-2100

Monday to Friday, 8 a.m. to 4 p.m. (your local time)

Not available on statutory holidays

**Have your 8-digit Client ID/UCI # ready (located on your Study Permit)*

Change your institution in your IRCC Secure Account

Before you change your school or program, you must meet all the conditions of your study permit. Please review [IRCC's website](#) for more information.

The steps below explain exactly how to notify IRCC when you change institutions in your IRCC Secure Account.

To do this, you'll need:

- an online account
 - If you applied for your study permit on paper, you need to [create an account and then link your application](#).
- your study permit number
 - It begins with the letter "S" and is at the top right of the permit.
 - For security reasons, we may ask you to provide a few details from your application, so have it handy.
- your new school's designated learning institution (DLI) number
 - You can find it on the [list of designated learning institutions](#).
- your new Student Identification Number (Student ID)
 - You can find it on the acceptance letter your new school sent to you.
- your start date at your new school.

You don't need a representative to change your DLI, even if you used one to apply for your study permit. You can do this yourself if you have your study permit application details.

Change DLIs

Follow these steps to change your school:

1. Sign in to [your account](#).
2. Click **Transfer from DLI number** under the section **Designated Learning Institution Student Transfer**.

Designated learning institution student transfer

Use this to notify IRCC that you are attending another designated learning institution (DLI)

[Transfer from DLI number](#) 

3. Enter your study permit application number and click **Search for my application**.

Designated learning institution student transfer

Please enter the following application information:

Application Number

[Search for my application](#)

[Go to main account page](#)

4. Enter more details about your original study permit application, if required. This information will help us identify your application.

Designated learning institution student transfer

Please enter the following application information:

Tell us about the application

Answer the following questions exactly as you did on the application form. If the information matches your application, we will link the application to this account.

If you:

- left a field blank on your application form, leave it blank in the fields below.
- have updated any information about your application after you first submitted it, enter the most recent information.

Application details

* Please select one (required)

Application Number
Unique Client Identifier (UCI) ?

Family Name

Given Name

Date of birth

Please select

- Application Number and Family Name
- Application Number and Unique Client Identifier (UCI)
- Family Name, Given Name and Date of Birth
- Unique Client Identifier (UCI) and Family Name

Select year Select month Select day

Applicant's personal information

* Please select one (required)

Please select

- Passport
- Place of Birth

Information about the applicant's study in Canada

* Please select one (required)

When does the applicant's program start?

When does the applicant's program end?

DLI Number ?

Please select

- Current Program start and end dates
- DLI number and Current Program end date
- DLI number and Current Program start date

Select year Select month Select day

Search for my application

Go to main account page

5. Enter your new DLI number, your new Student ID number, and your start date at your new school. Click **Submit transfer**.

Designated learning institution student transfer

Transfer from DLI number

Your application details have been verified. Please provide the details below in order to transfer to another Designated Learning Institution.

Application Number S302:

Information for New Designated Learning Institution (DLI)

DLI Number

Student ID

Start Date Select year Select month Select day

[Go to main account page](#)

[Submit Transfer](#)

- Review the details of your transfer. If all the information is correct, click **Confirm Transfer**

Your application details have been verified. Please provide the details below in order to transfer to another Designated Learning Institution.

Application Number S302:

Information for New Designated Learning Institution (DLI)

DLI Number

Student ID

Start Date January 1, 2019

Please confirm the transfer or modify your details and try again

[Go to main account page](#)

[Modify Transfer Details](#)

[Confirm Transfer](#)

- Read the confirmation that your request is complete. This confirms that you've notified us that you've changed post-secondary schools. Click **Go to main account page** to return to your account. You can now sign out.

Transfer Complete

The transfer request has successfully been transmitted to Immigration, Refugees and Citizenship Canada.

[Go to main account page](#)