



INTERNATIONAL TRANSFER CERTIFICATE PROCEDURES

April 2015

(updated from BC Soccer's Understanding International Transfers document)

INTRODUCTION

All players that wish to play organized soccer in Canada must be registered with Canada Soccer Association (by way of a Provincial Association's member). [FIFA's Regulations on the Status and Transfer of Players](#) state:

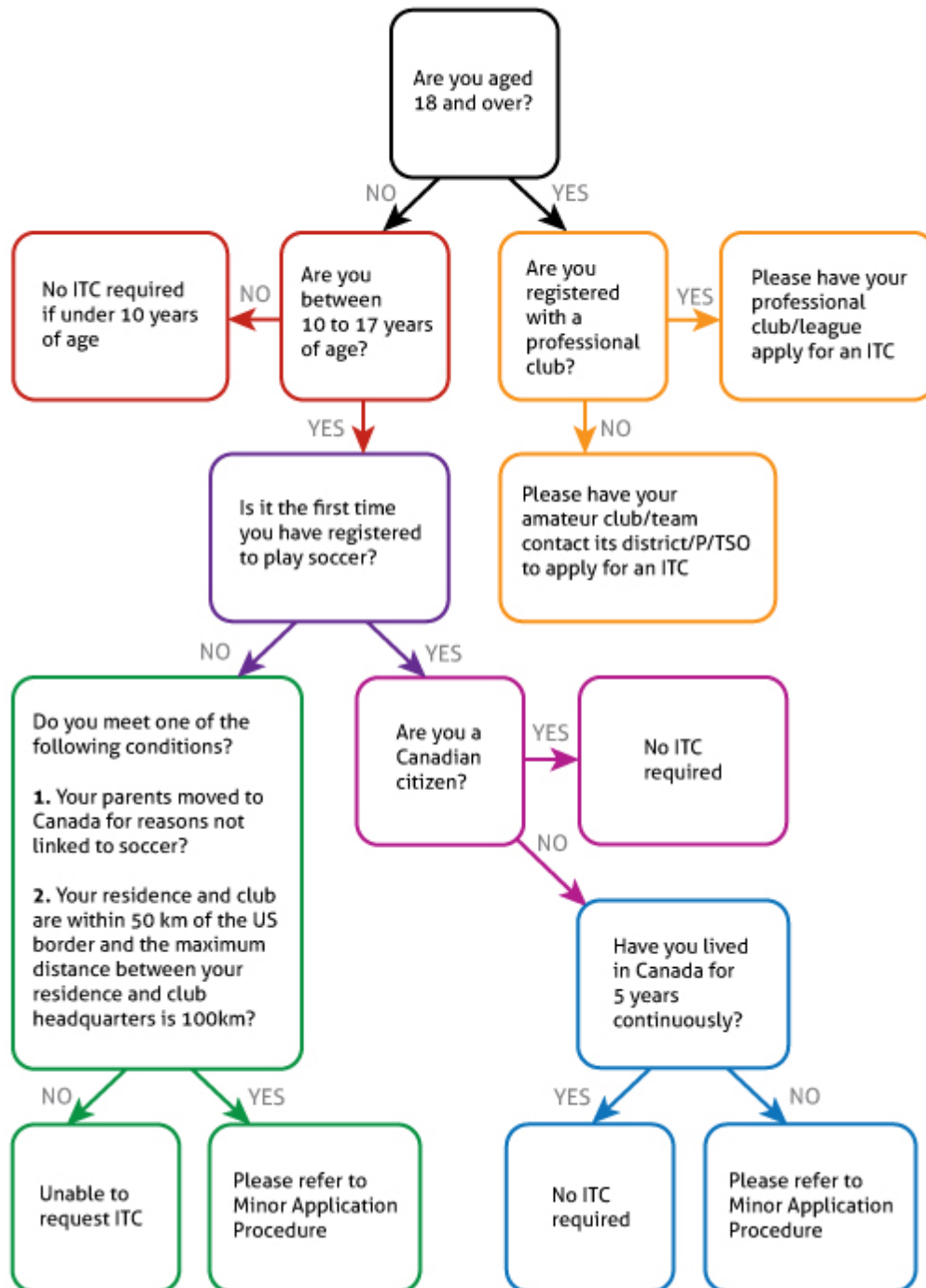
Players registered at one [National] Association may only be registered at a new [National] association once the latter has received an International Transfer Certificate (ITC) from the former [National] association. (Section 9)

The procedure for applying for a first registration of a minor according to art. 19 par. 3, or an international transfer involving a minor according to art. 19 par. 2, will be managed by TMS. (Annexe 2)

IS AN INTERNATIONAL TRANSFER CERTIFICATE (ITC) REQUIRED?

Please use the flow chart below to determine if an International Transfer Certificate (ITC) is required.

International Transfer Certificates (ITC)



Source: Canada Soccer website

ADULT APPLICATION PROCEDURES

1. Complete the [International Transfer Application form](#)
2. Submit the International Transfer Application to Lori D’Andrea via one of the following:
 - Email: loridandrea@bcsoccer.net
 - Fax: 604.299.9610.
 - Mail: 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4

Payment for fees¹ (\$100) can be made via:

- Credit Card (Visa or Mastercard)
- Cheque (made payable to “ BC Soccer Association”)
- Debit (in person at BC Soccer office located at 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4)

ARE YOU A PROFESSIONAL PLAYER? REINSTATEMENT TO AMATEUR STATUS

Any player wishing to reinstate to amateur status from professional/non amateur status must submit an [Application for Reinstatement](#) (and additional application fee of \$125) in addition to the International Transfer Application.

Upon receipt of the completed International Transfer Application and payment:

3. The application will be submitted by BC Soccer on behalf of the applicant to Canadian Soccer Association (CSA) who will seek the player’s release from his/her previous association
4. Upon release, the Canadian Soccer Association (CSA) will issue an International Transfer Certificate to BC Soccer
 - If CSA does not receive a response from the player’s previous association 30 days after requesting the International Transfer Certificate, CSA has the authority to grant the player a Provisional Certificate which allows the player to register and begin playing soccer in BC. After a period of one year, if there is no response to revoke the Provisional Certificate, the international transfer becomes permanent.
5. BC Soccer will provide the ITC or Provisional Certificate to the applicant upon receipt.

¹ Fees for the administrative costs associated with the processing of International Transfers and Reinstatements to Amateur are determined by the Canadian Soccer Association (CSA). BC Soccer collects/consolidates all fees to submit to CSA.

MINOR APPLICATION PROCEDURES

1. Complete the [International Transfer Application form](#). Included with the request, the following MANDATORY documents must be submitted by the player/parents in PDF format:
 - Proof of identity and nationality (i.e. passport) – player
 - Proof of identity and nationality (i.e. passport) – parents
 - Proof of birth date (birth certificate) - player
 - Employment contract – parents
 - Work permits – parents
 - Proof of residence (i.e. proof of home ownership, rental agreement) – player and parents
 - FOR 50KM RULE ONLY:
 - Proof of distance (i.e... Google maps showing location club/residence)
 - Parental authorisation
2. Submit the International Transfer Application to Lori D’Andrea via one of the following:
Email: lolidandrea@bcsoccer.net
Fax: 604.299.9610.
Mail: 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4

Payment for fees can be made via:

- Credit Card (Visa or Mastercard)
- Cheque (made payable to “ BC Soccer Association”)
- Debit (in person at BC Soccer office located at 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4)

Upon receipt of the completed International Transfer Application and payment:

3. The application and documentation will be submitted to Canada Soccer Association (CSA) by BC Soccer on behalf of the applicant.
4. CSA will submit the application and documentation to FIFA’s Transfer Matching System (TMS) for review by FIFA’s Player Status Committee. Only FIFA’s Player Status Committee² can approve requests for the international transfers of minors.
5. BC Soccer will provide the ITC to the applicant upon receipt and/or follow up accordingly.

PLEASE BE ADVISED:

- **Provisional Certificates for ITC applications of minors are only provided in cases where the player will be registering strictly as an amateur with an amateur club with no legal, financial or de facto links to a professional club.**
- **International Exchange students ARE NOT ELIGIBLE for an ITC or special request** (therefore, are encouraged to participate in soccer at school and at community recreation centres)
- **CSA DOES NOT communicate directly with District Associations, Clubs, players, or parents regarding ITC applications, questions, or status checks; they only communicate with the provincial body (BC Soccer).**

² FIFA’s Player Status Committee is a Standing Committee of FIFA that sets up and monitors compliance with the Regulations on the Status and Transfer of Players and determines the status of Players for various FIFA competitions. Its powers of jurisdiction are governed by the Regulations on the Status and Transfer of Players. Source: <http://www.fifa.com/aboutfifa/organisation/bodies/standingcommittees/committee=1882032.html>