

# **Canada Soccer ITCs and Minor Player Application Guide**

**Revised June 2020**

## 1. WHAT IS AN INTERNATIONAL TRANSFER CERTIFICATE?

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- 1.1 An International Transfer Certificate (ITC) is a certificate provided from one FIFA Member Association to another to facilitate the transfer of a player between countries.
- 1.2 The FIFA Regulations on the Status and Transfer of Players (FIFA Regulations) require all players, either amateur or professional, to obtain an ITC where the immediately preceding registration was with a FIFA Member Association other than the FIFA Member Association in which the player is registering.
- 1.3 Further, the Canada Soccer *Rules and Regulations* (CSRR) mandate that a player, when required, must obtain a valid ITC prior to registering and playing soccer in Canada.
- 1.4 In Canada, in accordance with the FIFA Regulations, the only authorized body who can request an ITC for a player is Canada Soccer.
- 1.5 Typically, there are three types of ITCs for eleven-a-side soccer. There are ITCs for amateur adults, ITCs for professional players, and ITCs for minors, the details of which are set out in the following sections.
- 1.6 ***Failure to request and obtain an ITC in accordance with the CRR and the FIFA Regulations may lead to disciplinary sanctions being issued against Canada Soccer, the relevant Member Association of Canada Soccer, Club and/or the player.***

## 2. ITCs FOR AMATEUR ADULTS

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- 2.1 As prescribed by the FIFA Regulations, amateur players who participate in strictly amateur competitions may only transfer into Canada during an amateur transfer window, of which there are two in any calendar year. This is, of course, at all times subject to any additional competition-specific registration periods.
- 2.2 Given the various geographic and seasonal differences that exist in Canada, the amateur transfer windows are defined as follows:
- Primary Window: January 2 to June 30 of the current calendar year
  - Secondary Window: July 1 to 31 December of the current calendar year
- 2.3 An ITC will be required for a player aged 18 or over where that player's immediately previous soccer registration was overseas.
- 2.4 To determine if an ITC will be required in order to register a player, the Club, **must** ask and obtain the answers to the following questions from the player as a part of their registration process:
- (a) *Was the player's last registration to play soccer in another country?*
  - (b) *In which country (other than Canada) did the player last register?*
  - (c) *With which Club did the player last register in [NAME OF COUNTRY IN (b)]?*
  - (d) *In which year did the player last register in [NAME OF COUNTRY IN (b)]?*
- 2.5 If the player answers "yes" to question (a), the player will require an ITC in order to register. It is the responsibility of the Club to apply for the player's ITC by fully completing the appropriate ITC Request form obtained from their respective Member Association. The form must be fully completed and returned to

the relevant Member Association, together with all necessary documents supporting the application.  
***Failure to provide the mandatory documentation with the application will result in the application being rejected.***

- 2.6 The Member Association will then forward the ITC application form, together with all necessary documents to Canada Soccer. Canada Soccer will then process and upload the necessary documents in the FIFA Transfer Matching System (***FIFA TMS***) pursuant to the FIFA Regulations.
- 2.7 In accordance with the FIFA Regulations, with all amateur ITC requests, it is now mandatory to provide a copy of the player's passport and/or a government issued identification card that contains the following information:
- photograph of the player
  - full name
  - date of birth
  - nationality
- 2.8 The player cannot be registered unless and until: (a) the ITC is received; or (b) no response has been received from the National Association within 7 (seven) days from the date Canada Soccer processed and uploaded the ITC request in the FIFA TMS.
- 2.9 If the player is transferring from the United States, the Club (on the player's behalf) are advised to send their Member Association the following additional details:
- the name of the player's former club in the United States;
  - the location of the player's former club in the United States – city and state; and
  - the player's last state of residence in the United States.
- 2.10 Players should contact their Club regarding ITC-related queries. Players (and parents or representatives of players) **should not contact Canada Soccer directly** – this will only delay the process.
- 2.11 All Club enquiries should be directed to their relevant Member Association.

### **3. ITCs FOR PROFESSIONAL ADULTS WITH PROFESSIONAL CLUBS**

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- 3.1 If a player, participating in eleven-a-side soccer, was previously registered with an overseas Club and the new Canadian Club wishes to register that player as a professional, the new Canadian club will need to request that player's ITC via the FIFA Transfer Matching System (TMS).
- 3.2 Please note that Canada Soccer provides training to Professional Clubs prior to applying to FIFA TMS for access.
- 3.3 As prescribed by the FIFA Regulations, professional players, and or amateur players who participate in professional competitions (for example, the Canadian Championship), may only transfer into Canada during a professional transfer window, of which there are two in any calendar year. There is only one exception to this rule: a professional whose previous professional contract has expired or was mutually terminated prior to the close of the last transfer window may be registered outside that transfer window. This is, of course, at all times, subject to any additional League or Competition-specific registration periods.
- 3.4 The professional transfer windows represent the only opportunity in which to obtain an ITC for professional players designated by Canada Soccer pursuant to the FIFA Regulations.

- 3.5 The FIFA Regulations provide for real and significant sanctions for Clubs and national associations that do not comply with the obligation to use TMS.

#### 4. THE INTERNATIONAL CLEARANCE PROCESS FOR MINORS

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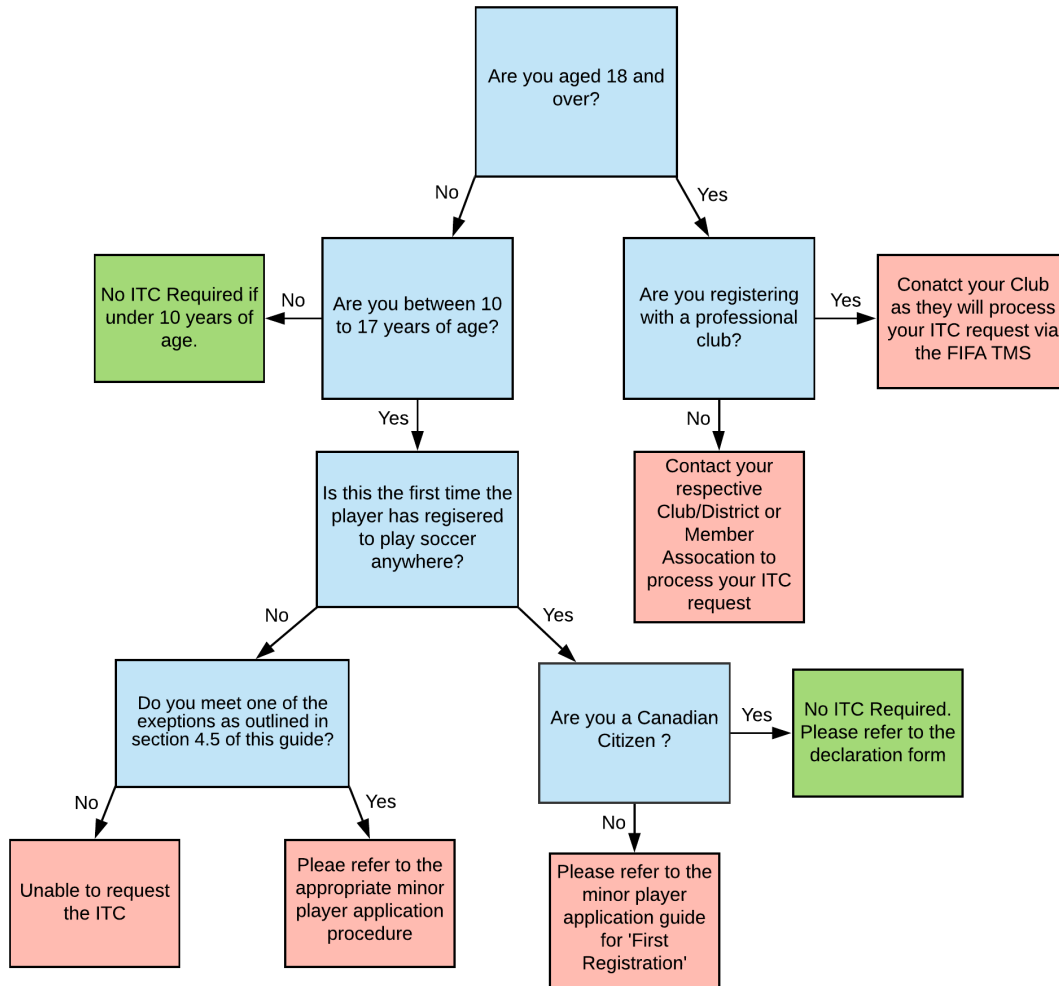
- 4.1 Pursuant to the FIFA Regulations, the international clearance process applies to any minor player, being a player aged 10 to 17 years seeking to register to play soccer in Canada at any level.
- 4.2 As a first principle, the FIFA Regulations state that an international transfer of a player is only permitted if the player is over the age of 18 (Art 19.1 – The Protection of Minors). This policy is intended to protect players under the age of 18 from potential exploitation.
- 4.3 The FIFA Regulations also apply to any Minor who is a foreign national (including refugees) seeking to register in Canada, irrespective of whether they were registered to play soccer in their previous country or not. The FIFA Regulations also capture any Canadian Minors who are returning to Canada after having played abroad. Any such Minor seeking to register to play soccer will need to complete a Minor ITC Application.
- 4.4 Where a Minor was born in a country other than Canada and is **registering to play soccer for the first time (First Registration)**, the international clearance process will still need to be carried out. Canada Soccer is required to confirm that there is no record of registration of the player in their former country of residence and will still require mandatory supporting documents to request this information.
- 4.5 Canada Soccer is able to consider Minor ITC applications for the transfer of Minors to amateur Canadian Clubs who meet the following exceptions as per the FIFA Regulations on the Status and Transfer of Players:
- *Art. 19.2(a), where the player’s parents move to the country in which the new Club is located for reasons not linked to soccer (e.g. work purposes or humanitarian reasons);*
  - *Art. 19.2(c) where the player lives within 50km of a border of a FIFA Member Association and the club is also within 50km of that border (i.e. the border of Canada and the USA);*
  - *Art. 19.2(d) where a player flees their country of origin for humanitarian reasons, specifically related to their life or freedom being threatened on account of race, religion, nationality, belonging to a particular social group, or political opinion, without their parents and is therefore at least temporarily permitted to reside in Canada; and*
  - *Art. 19.2(e) where a player is a student and moves without his parents to Canada temporarily for academic reasons in order to undertake an exchange program. **The duration of the player’s registration for the new club until the player turns 18 or until the end of the academic or school programme cannot exceed one (1) year.** The player’s new club may only be a purely amateur club without a professional team or without a legal, financial or de facto link to a professional club.*
- 4.6 For all other Minors, Canada Soccer may be able to make an application on behalf of that Minor to the FIFA Players’ Status Committee in Zurich. However, Canada Soccer is unable to make any guarantee as to the outcome of such an application. Please note that such applications can be very time consuming and require significant supporting documentation. Further, in Canada Soccer’s experience, it is not unusual for FIFA to make a number of requests for further supporting documentation once the initial application is lodged.
- 4.7 Children aged under 10 at the time of their registration do not require an ITC.
- 4.8 An individual player’s soccer ability or nationality has no bearing on the ITC process.

4.9 To avoid delays, please ensure that:

- (a) only Member Associations send the Minor ITC Application Form and supporting documents to Canada Soccer; and
- (b) the supporting documents provided are in accordance with the relevant enclosed checklists.

4.10 The below flowchart and document checklists will assist parents, Clubs and Member Associations to determine which application form to complete and which additional documentation is required to support a Minor ITC Application.

5. FLOWCHART



## 6. FREQUENTLY ASKED QUESTIONS

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### 6.1 *How long will the ITC process take?*

The length of time it will take for a player to obtain their ITC varies depending on which application process applies.

An outcome will be advised to the player's Member Association either:

- when the ITC is received from the former national association; **or**
- seven (7) days from the date the ITC was requested from the former national association by Canada Soccer if no response is received from that former national association.

Where no response has been received from the former national association within seven (7) days of Canada Soccer's initial request, that player can register on a provisional basis. However, this period commences **only at the point at which Canada Soccer requests the ITC in the FIFA TMS.**

Factors, which may increase the time it takes to receive your ITC, include:

- not having de-registered from your previous association or Club;
- any preliminary time required to complete and submit your Minor ITC Application through your Member Association;
- not providing all necessary supporting documentation for a Minor ITC Application;
- providing incorrect or incomplete information about your playing history during the registration process;
- not providing your Member Association with a copy of your passport or ID where requested;
- Canada Soccer processing time during peak registration periods; and if your application is required to be submitted to the FIFA Players' Status Committee in Switzerland, this can add up to 3 months to the process (applications where this is required include: Minors seeking to register with professional Clubs and adult players who have moved to Canada as refugees.

### 6.2 *Is there anything I can do to expedite the process?*

We encourage all Players to ensure they have de-registered from their previous Club and association. Players must also ensure they have provided accurate information to their Club, relevant Member Association and Canada Soccer about their overseas playing history.

In relation to Minors, we encourage parents, Clubs and Member Associations to carefully review this guide to ensure that all supporting documentation is received in the first instance.

### 6.3 *What if I needed an ITC last year but didn't complete the registration properly, and have therefore, been playing without one?*

In this scenario, you will need to contact your Member Association and ensure that your ITC is requested. Compliance with the Canada Soccer Rules and Regulations is a requirement of registering to play soccer in Canada, one aspect of which is the ITC process.

Clubs who field Players who require ITCs but who have not obtained them expose their Club and affiliated Member Association to disciplinary sanctions (including, but not limited to, loss of competition points, fines, and their suspension from all soccer related activity).

### 6.4 *If my last registration was with a US College, do I need an ITC?*

Some US College teams are affiliated to US Soccer, and some are not.

If you are a non-Canadian player seeking to register in Canada and you indicate that your last Club was a US College, Canada Soccer will always request the ITC. This is due to the fact that, prior to playing for the College (affiliated or not), your junior registrations will likely have been with an affiliated US Soccer Club.

If you are a Canadian player seeking to register in Canada and you indicate that your last Club was a US College, Canada Soccer will conduct a checking process to confirm whether or not an ITC is required.

In any event, you will need to provide your US College registration as your immediately previous overseas Club on your ITC application form.

**6.5 *Why is so much documentation required in a Minor ITC Application?***

The level of documentation required for a Minor ITC Application is set by FIFA. Canada Soccer is responsible for ensuring the FIFA Regulations are correctly applied within Canada, and that all Minors seeking their ITC meet FIFA's documentation standards.

Where a Minor application is required to be submitted to the FIFA Players' Status Committee in Switzerland, an incomplete application will be rejected.

FIFA have the ability to audit applications made to Canada Soccer for Minor ITCs, requiring an assessment of the supporting documentation submitted to Canada Soccer. It is pertinent that all supporting documentation is sent to Canada Soccer to ensure that FIFA's requirements in relation to Minor ITC Applications are adhered to.

**6.6 *What documentation is required where a Minor has moved to Canada with only one parent?***

It is not uncommon for a Minor to move to Canada for non-soccer reasons with one parent only. In this circumstance, please refer to the documentary checklist for the appropriate minor player application and refer to the explanatory notes section detailing the various documentation and pertinent facts required by FIFA, dependent upon the specific situation (e.g. death certificate, guardianship, etc.).

Where a Minor has moved to Canada with one biological parent because that parent has married a Canadian, irrespective of whether the parent's new Canadian spouse has adopted the Minor, the documentation must still pertain to the biological parent.

**6.7 *Where can I find more information on ITCs?***

A current version of the FIFA *Regulations on the Status and Transfer of Players* can be found on the FIFA website at the following URL:

<https://www.fifa.com/about-fifa/who-we-are/legal/rules-and-regulations/>

Further information regarding the application of the FIFA *Regulations on the Status and Transfer of Players* to minor players is available at on the FIFA [website here](#).



**MINOR ITC APPLICATION FORMS/ CHECKLISTS**



## CHECKLIST A: ITC Application for Adult Player in Canada

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration / Residence:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of last match played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit the application through the FIFA Transfer Matching System. Please allow 7 (seven) days from the date of request for receipt of the ITC.

1. Players Passport (photo page) or government issued ID that contains the following information: <ul style="list-style-type: none"><li>• Full Name</li><li>• Nationality</li></ul>	<input type="checkbox"/>
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## CHECKLIST B: ITC Application for Adult Player in Canada as a Refugee/ for Humanitarian Purposes

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration / Residence:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of last Match Played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit the application to the FIFA Players Status Committee. Please allow **at least 6-8 weeks** for a decision to be made by FIFA.

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Proof of Refugee Status in Canada as provided by Canada Immigration and Citizenship	<input type="checkbox"/>
4. Proof of Residence in Canada (utility bill, tenant agreement, etc.)	<input type="checkbox"/>
5. Declaration letter from Canadian Club with club details (i.e. strictly amateur club or professional club; how and when did the club become aware of the player?)	<input type="checkbox"/>
6. Declaration from the player as to when they first arrived in Canada.	<input type="checkbox"/>



## CHECKLIST C: ITC Application for Minors moving to Canada with their Parents for purposes not related to soccer

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of Last Match Played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit the application via the FIFA TMS. Please allow seven (7) days from the date of request to the releasing association for receipt of the player's ITC.

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Player's Parents' Passports (BOTH parents) (photo page)	<input type="checkbox"/>
4. Proof of Residence of parents in Canada (i.e. Utility bill, tenant agreement, etc.)	<input type="checkbox"/>
5. Parents Valid Work Permit or government issued visas as issued by Canada Immigration and Citizenship <i>Note: not required if parents are citizens or permanent residents of Canada</i>	<input type="checkbox"/>
6. Player's Parents' employment contract or other documents corroborating the reason invoked for the parents move to Canada	<input type="checkbox"/>
7. Letter signed and dated by both parents stating the date they arrived in Canada and their reason(s) for moving to Canada.	<input type="checkbox"/>

**To be completed by Parent:**

1. I declare that I, the undersigned, relocated to Canada with my child,

,on the following date: \_\_\_\_\_for the following reasons:

2. **I declare that I myself and my child relocated to Canada for reasons not linked to soccer.**

3. I give permission for my child to register to play soccer with the following club should their international clearance be granted, and authorize this club to seek that clearance on my child's behalf:

Name of Club:\_\_\_\_\_

4. I consent to the collection, use and disclosure of this personal information for the purposes set out in Canada Soccer's privacy policy, including administering the sport of Soccer in Canada.

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Place and date)**

**To be completed by the Applicant Club:**

1. I make this declaration on behalf of the following club:
2. The applicant club requests the International Transfer Certificate of the following child:
3. The applicant club is: (select *as appropriate*)

Purely amateur, and the child shall be registered as an amateur; **or**

has professionally contracted senior players and, while the child shall be registered as an amateur, the child came to the clubs attention under the following circumstances<sup>1</sup>:

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**(Print Name/Title)**

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**(Signature)**

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**(Place and date)**

**To be completed by the Member Association:**

I declare that I, the undersigned, have reviewed all the relevant documents to be annexed to, and form part of, this application.

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**(Print Name/Title)**

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**(Signature)**

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**(Place and date)**

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<sup>1</sup> Where this is the case, Club must also provide this declaration in letter form, on club letterhead, signed and dated.



## CHECKLIST D: Application for Minors – 50km Shared Border Exception

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of Last Match Played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit the international transfer request via the FIFA TMS. **Please allow at least seven (7) days from the date of the request being made in the FIFA TMS for receipt of the ITC.**

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Player's Parents' Passports (BOTH parents) (photo page)	<input type="checkbox"/>
4. Proof of distance for 50km rule (e.g. Google Maps)	<input type="checkbox"/>
5. Proof of Residence – player (i.e. utility bill, tenant agreement, etc.)	<input type="checkbox"/>
6. Declaration letter from Canadian Club with Club details (e.g. strictly amateur club with no ties to a professional club).	<input type="checkbox"/>



### CHECKLIST E: Application for Minors moving to Canada for the purposes of an academic exchange program

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of last match played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit the application to the FIFA TMS. Please allow at least seven (7) days for receipt of the ITC from the date of the request submitted via the FIFA TMS.

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Player's Parents' Passports (BOTH parents) (photo page)	<input type="checkbox"/>
4. Exchange Program registration form signed by player and parents	<input type="checkbox"/>
5. Info on Exchange Programme (e.g. brochure or pamphlet)	<input type="checkbox"/>
6. Parent Consent to Guardianship Letter.	<input type="checkbox"/>
7. Guardianship Letter.	<input type="checkbox"/>
8. Letter from Home Country School confirming exchange program and the players return to home school.	<input type="checkbox"/>
9. Letter from Canadian School confirming registration of player and dates of enrolment.	<input type="checkbox"/>
10. Weekly timetable of student classes from the Canadian School	<input type="checkbox"/>
11. Declaration letter from Canadian Club with club details and envisioned registration dates.	<input type="checkbox"/>
12. Parental authorization approving registration with the Club	<input type="checkbox"/>
13. Host Parents authorization approving registration with the Club	<input type="checkbox"/>



14. Letter from Home Country FA (e.g. The English FA) stating whether the player has ever been registered with a member club, and if yes, was the player amateur or professional. *[Office Use Only]*



## CHECKLIST F: ITC Application for Minors in Canada for humanitarian purposes without their parents

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration / Residence:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of Last Match Played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit a formal International Transfer request through the FIFA TMS. **Please provide this checklist along with your application.**

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Proof of Refugee Status of the Player in Canada as provided by Canada Immigration and Citizenship	<input type="checkbox"/>
4. Proof of Custody	<input type="checkbox"/>
5. Authorization of custody holder	<input type="checkbox"/>
6. Letter explaining the parental situation as provided by the player's guardian	<input type="checkbox"/>
7. Status of Canadian Club as provided by the engaging Club (strictly amateur with no ties to a professional club, etc.)	<input type="checkbox"/>
8. Status of player with former club (if applicable)	<input type="checkbox"/>



## CHECKLIST G: Minors in Canada for humanitarian purposes accompanied with their parents

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration / Residence:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of Last Match Played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit a formal International Transfer request through the FIFA TMS. **Please provide this checklist along with your application.**

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Proof of Refugee Status of the Player in Canada as provided by Canada Immigration and Citizenship	<input type="checkbox"/>
4. Proof of Refugee Status of player's Parents in Canada as provided by Canada Immigration and Citizenship	<input type="checkbox"/>
5. Proof of Residence – players parents (e.g. utility bill, tenant agreement, etc.)	<input type="checkbox"/>
6. Status of Canadian Club as provided by the Club (strictly amateur with no ties to a professional club, etc.)	<input type="checkbox"/>
7. Status of player with former club (if applicable)	<input type="checkbox"/>



## CHECKLIST H: First Registration Application for Minors Resident in Canada for 5+ years

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration / Residence:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of Last Match Played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will approve the registration of the player. **Please provide this checklist along with your application.**

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Player's Parents' Passports (BOTH parents) (photo page)	<input type="checkbox"/>
4. Player's Parents' Visas into Canada (preferable work visas) Note: If CDN Citizens, work visa not required.	<input type="checkbox"/>
5. Players' permanent residence card and/or date of landing document from Canada Immigration and Citizenship	<input type="checkbox"/>
6. Players' Parents' permanent residence card and/or date of landing document from Canada Immigration and Citizenship	<input type="checkbox"/>
7. Parents' Support Letter.	<input type="checkbox"/>



## CHECKLIST I: First Registration Application for Minors Resident in Canada for less than 5 years

<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Date of Birth (DD/MM/YYYY):</b>	
<b>Nationality / Nationalities:</b>	
<b>Current Address:</b>	
<b>Country of Last Registration / Residence:</b>	
<b>Club Played for in that Country:</b>	
<b>Date of Last Match Played:</b>	
<b>Club Registering for in Canada:</b>	

**NOTE:** Upon receipt of a **complete** application, Canada Soccer will submit a formal International Transfer request through the FIFA TMS. **Please provide this checklist along with your application.**

1. Player's Passport (photo page)	<input type="checkbox"/>
2. Player's Birth Certificate	<input type="checkbox"/>
3. Player's Parents' Passports (BOTH parents) (photo page)	<input type="checkbox"/>
4. Player's Parents' Visas into Canada (preferable work visas) Note: If CDN Citizens, work visa not required.	<input type="checkbox"/>
5. Players' Parents' Proof of Residence (Utility bill, rental agreement, etc.)	<input type="checkbox"/>
6. Players' Parents' Proof of Employment (Employment contract, letter from employer)	<input type="checkbox"/>
7. Parents' Support Letter.	<input type="checkbox"/>

## **EXPLANATORY NOTES**

*This document has been created to assist you in selecting the correct documents in support of any application made using one of the prescribed forms. The list of commonly submitted documents is intended as a guide and does not contain an exhaustive list.*

*These notes also include a list of the **pertinent facts, which must be addressed in the documents selected in support of the application.***

<b>FIFA Document Category</b>	<b>FIFA Facts Required</b>	<b>Commonly Submitted Documents</b>
Documentation of academic education	<ul style="list-style-type: none"> <li>• Name of school</li> <li>• Curriculum details/timetable</li> <li>• Start date / duration</li> </ul>	<ul style="list-style-type: none"> <li>• Letter confirming enrolment [N.B. Offers of a place at a school are not sufficient]; or</li> <li>• Timetable or last school report indicating subjects.</li> </ul>
Employment contract (between player and club) - player, where the player is a professional	<ul style="list-style-type: none"> <li>• Start and end date</li> <li>• Remuneration</li> <li>• Signatures</li> <li>• Annexes</li> </ul>	
Employment contract – player's parent(s) / guardian	<ul style="list-style-type: none"> <li>• Employer's name</li> <li>• Employer's address/location</li> <li>• Employee's full name</li> <li>• Brief job description/job title</li> <li>• Employment start date</li> <li>• Terms of validity</li> </ul>	<ul style="list-style-type: none"> <li>• Letter outlining the facts required on company letterhead; or</li> <li>• Contract of employment (if you wish, you may black out remuneration); or</li> <li>• Where self-employed, a copy of company registration and a signed cover note explaining this.</li> </ul>
Work permit of player's parent(s) / legal guardian (as applicable)	<ul style="list-style-type: none"> <li>• Country</li> <li>• Date of issue</li> <li>• Permit holder's full name</li> <li>• Terms of validity</li> </ul>	<ul style="list-style-type: none"> <li>• Valid official Immigration and Citizenship Canada Visa/work permit.</li> </ul> <p>N.B. This is not required for a biological parent(s) that are Canadian Citizens and/or Permanent Residents</p>
Proof of birth	<ul style="list-style-type: none"> <li>• Player's full name</li> <li>• Date of birth</li> <li>• Place of birth</li> <li>• Parent(s) full names</li> </ul>	<ul style="list-style-type: none"> <li>• Birth certificate; or</li> <li>• Letter from hospital/place of birth/GP setting out pertinent facts.</li> </ul>

Proof of identity and nationality	<ul style="list-style-type: none"> <li>• Photo of Person</li> <li>• Full name</li> <li>• Nationality</li> <li>• Date of Birth</li> </ul>	<ul style="list-style-type: none"> <li>• Passport; or</li> <li>• Government issued identity card/document.</li> </ul>
Proof of residence – Player's parent(s) / guardian	<ul style="list-style-type: none"> <li>• Date/timeframe of residence start date</li> <li>• Address/location</li> </ul>	<ul style="list-style-type: none"> <li>• Rental agreement (where renting); or Correspondence from Solicitor/Conveyancer confirming date of settlement for the purchase (where home owned); or</li> <li>• Letter from home owner stating the year/timeframe they have resided at their home and a copy of current Council Rates Notice/current utility bill.</li> </ul>
Request for approval of first registration or international transfer	<ul style="list-style-type: none"> <li>• Signature of the player(s) parent/s;</li> <li>• Signature of a representative of the applicant club;</li> <li>• Signature of a representative of the member federation;</li> </ul>	<ul style="list-style-type: none"> <li>• Minor ITC Application &amp; Declaration form.</li> </ul>
Other documents corroborating the reason invoked		<ul style="list-style-type: none"> <li>• Letter from the player's parent(s) explaining the circumstances for the move to Canada, signed and dated; or</li> <li>• Any formal documentation supporting the reason invoked e.g. parent's enrolment into University or Trade, etc.</li> </ul>
Document corroborating that the player's parent moving to or residing in Canada holds custody of the player	<ul style="list-style-type: none"> <li>• Parent(s) full names</li> <li>• Player's full name</li> <li>• Authorisation</li> </ul>	<ul style="list-style-type: none"> <li>• Divorce decree/correspondence confirming divorce of parent(s) (if applicable); or</li> <li>• A copy of the decision of the competent national authority regarding the current legal custody of the minor player; or</li> <li>• Letter from the non-moving parent allowing the player to reside in Canada with the custody-holding parent; or</li> <li>• Letter signed by both parent(s) explaining the custody arrangement of the minor player.</li> </ul>
Death certificate of the player's deceased parent		<ul style="list-style-type: none"> <li>• Copy of death certificate; or</li> <li>• Letter from GP/hospital/social service or care provider confirming date or year of death of the deceased parent; or</li> <li>• Any formally issued documentation acknowledging death of the deceased parent.</li> </ul>

Proof of custody (parental or authorized third party)	<ul style="list-style-type: none"> <li>• Full name of authorized legal guardian</li> <li>• Full name of the minor player</li> <li>• Full name of the player's parent(s)</li> <li>• Any relevant dates</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of the decision or any formal documentation verifying the custody of the minor player.</li> </ul>
Documentation of exchange program	<ul style="list-style-type: none"> <li>• Player's name</li> <li>• Purpose</li> <li>• Funding</li> <li>• Duration (start and end dates)</li> </ul>	<ul style="list-style-type: none"> <li>• Official information about the exchange program provided by the organizers of the exchange program</li> </ul>
Registration form for exchange program	<ul style="list-style-type: none"> <li>• Signature of the player; and/or</li> <li>• Signature of the player's parent(s) / authorized legal guardian</li> </ul>	<ul style="list-style-type: none"> <li>• A copy of the registration form for the relevant exchange program.</li> </ul>
Confirmation of player's return home	<ul style="list-style-type: none"> <li>• Signature/letterhead of the organizers of the exchange program; or</li> <li>• Signature of the player's parent(s)</li> <li>• Date of return to home country</li> </ul>	<ul style="list-style-type: none"> <li>• A letter issued and/or signed by the organizers of the exchange program; or</li> <li>• A letter signed by the player's parent(s).</li> </ul>
Documentation of academic education (specific to exchange students)	<ul style="list-style-type: none"> <li>• Signature/letterhead of the host school; and</li> <li>• Detailed timetable; and</li> <li>• Envisaged dates of enrolment (if available).</li> </ul>	<ul style="list-style-type: none"> <li>• A letter/document issued and signed by the player's school/college in his/her host country.</li> </ul>
Confirmation of the player's participation from academic institution in home country	<ul style="list-style-type: none"> <li>• Signature/letterhead of the home school</li> </ul>	<ul style="list-style-type: none"> <li>• A letter/document issued and signed by the player's school/college in their home country of the player's participation in the relevant exchange program.</li> </ul>



Documentation of accommodation / care	<ul style="list-style-type: none"> <li>• Host parent's full name(s) and address</li> <li>• Player's full name</li> <li>• Relationship between host and player</li> <li>• Date and signature(s) of organizers of the exchange program, host parent(s) or biological parent(s).</li> </ul>	<ul style="list-style-type: none"> <li>• A letter or document issued by the organizers of the exchange program, host parent(s) or biological parent(s) confirming the details of the supervision/accommodation/care of the player during the term of the exchange program; and</li> <li>• Proof of address of host parent(s) e.g. drivers license or utility bill.</li> </ul>
Authorization of host parent(s)	<ul style="list-style-type: none"> <li>• Parent's full names</li> <li>• Player's full name</li> <li>• Date and signature(s) of host parent(s)</li> <li>• Name of club</li> </ul>	<ul style="list-style-type: none"> <li>• A letter by the player's host parent(s) giving their consent to the player's registration for the club in Canada.</li> </ul>
Authorization of biological parents / legal guardian / custody holder	<ul style="list-style-type: none"> <li>• Parent's/legal guardian's/custody holder's full name(s)</li> <li>• Player's full name</li> <li>• Date and signature(s)</li> <li>• Name of club</li> </ul>	<ul style="list-style-type: none"> <li>• A letter/written declaration by the player's parent(s)/legal guardian(s)/custody holder(s), authorizing the player's registration for the club in Canada.</li> </ul>
Proof of refugee status of the player or the player's parent(s)		<ul style="list-style-type: none"> <li>• A copy of the decision by the Canadian government that grants the player/player's parent(s) the status of refugee or protected person; or</li> <li>• An official document from the Canadian government confirming that the player/player's parent(s) have been admitted to the procedure for being granted the right of asylum; and</li> <li>• A copy of the player's/player's parent(s)'s temporary residence permit/proof of residence in Canada.</li> </ul>
Parental situation		<ul style="list-style-type: none"> <li>• A written declaration regarding the current situation and whereabouts of the player's parent(s). This document can be provided by either: the player, Canada Soccer, or any other pertinent authority/entity.</li> </ul>
Proof of Distance: 50 km rule		<ul style="list-style-type: none"> <li>• Map showing distance between the club headquarters and the player's residence (e.g. Google Maps)</li> </ul>