

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 8am – 4pm)

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

Change your institution in your MyCIC account

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

You will need:

1. an online account. If you applied for your study permit on paper, you need to create an account and then link your application (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account/link-paper-online.html>)
2. the number of your study permit (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.
3. the DLI number of your new school. You can find it on the list of designated learning institutions (<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/prepare/designated-learning-institutions-list.html>)
4. your new Student Identification Number (Student ID) You can find it on the acceptance letter from your new school.
5. the start date at your new school.

Change DLIs

Follow these steps to change your school:

- sign in to your account (<https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>)
- under the section **Designated Learning Institution Student Transfer**, click on **Transfer from DLI number**
- enter your **study permit application number**
- click on **Search for my application**. You may need to enter more details about your original study permit application.
- enter the **DLI number**, your **Student ID** and the **Start Date**
- click on **Submit transfer**