



International Student Guide: Transfer to a new school and change your Designated Learning Institution number (DLI#)

As a post-secondary student, you can change your school, program, field of study or level of study (e.g. from the Bachelor level to the Masters level) without applying for a new study permit. You do not need to apply for a change to the condition of your study permit, either. You may continue to use your study permit as long as it is valid.

Process:

Step 1: Access your MyCIC account

Login to your MyCIC account. If you do not have an account, you can create one by using an existing Sign-In Partner (your online banking information) or a GCKey. Follow the instructions provided.

Step 2: Find your study permit application

In your MyCIC account, click on "**Transfer from DLI#**" under the "*What would you like to do today?*" heading.

Enter your study permit application number when prompted (it begins with the letter "**S**" and can be found on your study permit, e.g. S30149527)

Click "**Search for my application**". You may be asked for additional details about your original study permit application.

Step 3: Transfer your Designated Learning Institution (DLI) number

Enter the details for your new DLI, using the following information:

- the **DLI number** of your new institution, which can be found on your letter of acceptance issued by your new institution, or using this list: <http://www.cic.gc.ca/english/study/study-institutions-list.asp>
- your **Student ID**, which is also found on the letter of acceptance
- the **date** you will start your new program of study

Step 4: Submit transfer

Click "**Submit transfer**".