

# International Student ITC Document Checklist

To participate in organized soccer in Canada, international students ages **10–17** must receive **International Transfer Certificate (ITC) approval through Canada Soccer**.

Please submit **all documents below at the same time** to avoid delays.

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## Required Documents

Please submit **clear PDF or photo copies**.

### Player Documents

- Player passport (photo page)
- Player birth certificate

### Parent Documents

- Passport photo page for **Parent 1**
- Passport photo page for **Parent 2**

### Exchange Program Documents

- Exchange program registration form signed by player and parents
- Information about the exchange program (brochure or website info)

### Guardianship Documents

- Parent consent to guardianship letter
- Guardianship letter from host family

### School Documents

- Letter from **home country school** confirming participation in exchange program and expected return date
- Letter from **Canadian school** confirming enrollment and dates of attendance
- Weekly class timetable from Canadian school

### Soccer Information

- Official letter from your home country's football association (e.g., The FA in England).

This letter confirms:

- Whether you have ever been registered with a club in your home country
- Whether your registration was **amateur or professional**

*To be completed by Pinnacles FC after all required documentation has been received:*

## Club Document

- Declaration letter from the Canadian soccer club confirming intended registration
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## Important Notes

- Players **cannot train or play until ITC approval is granted.**
  - Missing documents will delay the application.
  - Contact the school district in which you will be attending school for assistance gathering the documents
  - Processing time is typically **2–6 weeks** but may be longer depending on the player's previous national association.
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### Submit Documents To:

Pinnacles FC Administrator  
admin@pinnaclesfc.ca

Please send **all documents in one email** whenever possible.