

# How to Tell IRCC that you have Changed School in Canada

**Do I need to notify the Canadian Immigration department (IRCC) that I have transferred to Okanagan College (OC) from my previous Canadian institution?**

Yes

**How do I notify the IRCC that I have transferred to Okanagan College (OC)?**

Please follow the instructions below:

## Step 1: Create or Log into your MyCIC/IRCC account

If you have never used IRCC account before, you will have to create a username and password to access IRCC's services. Please visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>, click Register and follow the instructions to create an account. If you have an IRCC account already, log in using your username and password.

## Step 2: Click 'Students: Transfer schools' link after logging into IRCC account

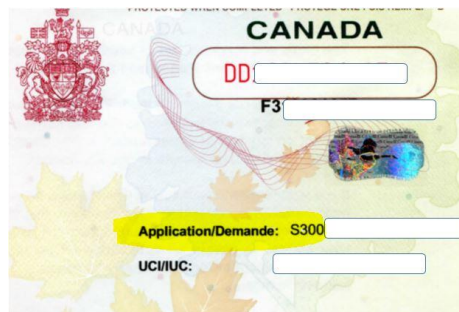
Once you have logged into your IRCC account, scroll down the welcome page until you see the following and click the 'Students: Transfer schools' link:

**Students: Transfer schools**

For approved study permit holders only. Tell us if you are changing designated learning institutions. You will need your application number.

## Step 3: Enter your study permit application number and click 'Search for my application'

Take out your study permit. Look for your application number (highlighted below) on the permit. Enter the application number and click 'Search for my application'.



## Step 4: If needed, enter other details about your original study permit application to help identify your application

If IRCC's system is unable to identify your study permit application using just the study permit application number, you may be required to enter other details such as your Family Name, Given Name, Date of Birth, passport details, and so on. On entering these details, click 'Search for my application'.

## Step 5: Refer to the IRCC webpage for further explanation

Go to the IRCC webpage 'Change your post-secondary school in your account' at <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html> for further explanation, if needed.

## Step 6: Enter the remaining information and click Confirm Transfer

You may be asked to enter the following additional information:

- OC's Designated Learning Institution (DLI) number: O19395299488
- Your OC student ID #
- The start date of your study program at OC (this can be found in the OC Letter of Acceptance that you may have received)

You can contact the IRCC Client Support Center <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/client-support-centre.html> if you face any difficulty completing this online form.

