

## Changing your post-secondary school in your account

You need to inform [Immigration, Refugees and Citizenship Canada](#) that you have changed your post-secondary school.

### What do you need?

To change your post-secondary school, you will need:

- An **online account**
  - If you applied for your study permit on paper, you need to [create an account and then link your application](#).
- Your **Study Permit number**
  - 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.
- **CityU Designated Learning Institution (DLI) number: O19361040422**
- Your **CityU Student Identification Number (Student ID – 8301XXXXX)**
  - You can find it on the acceptance letter CityU sent to you.
- Your **start date at CityU**.

You don't need a representative to change your DLI, even if you used one to apply for your study permit. You can do this yourself if you have your study permit application details.

### Changing your School

Follow these steps to change your school:

1. **Sign in to** [your account](#).
2. Click **Transfer from DLI number** under the section **Designated Learning Institution Student Transfer**.

#### Designated learning institution student transfer

Use this to notify IRCC that you are attending another designated learning institution (DLI)

[Transfer from DLI number](#) 

3. Enter your **study permit application number** and click Search for my application

## Designated learning institution student transfer

Please enter the following application information:

Application Number

Search for my application

Go to main account page

4. Enter more **details about your original study permit application**, if required. This information will help us identify your application.

## Designated learning institution student transfer

Please enter the following application information:

### Tell us about the application

Answer the following questions exactly as you did on the application form. If the information matches your application, we will link the application to this account.

If you:

- left a field blank on your application form, leave it blank in the fields below.
- have updated any information about your application after you first submitted it, enter the most recent information.

### Application details

\* Please select one (required)

Please select

Application Number and Family Name  
Application Number and Unique Client Identifier (UCI)  
Family Name, Given Name and Date of Birth  
Unique Client Identifier (UCI) and Family Name

Application Number

Unique Client Identifier (UCI) ?

Family Name

Given Name

Date of birth

Select year

Select month

Select day

### Applicant's personal information

\* Please select one (required)

Please select

Passport  
Place of Birth

### Information about the applicant's study in Canada

\* Please select one (required)

Please select

Current Program start and end dates  
DLI number and Current Program end date  
DLI number and Current Program start date

When does the applicant's program start?

Select day

When does the applicant's program end?

Select year

Select month

Select day

DLI Number ?

Search for my application

Go to main account page

5. Enter your new DLI number (CityU DLI is **O19361040422**, your new Student ID number (**8301XXXXX**), and your start date at your new school. Click Submit transfer.

## Designated learning institution student transfer

### Transfer from DLI number

Your application details have been verified. Please provide the details below in order to transfer to another Designated Learning Institution.

Application Number S302

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Information for New Designated Learning Institution (DLI)

DLI Number

Student ID

Start Date

[Go to main account page](#) [Submit Transfer](#)

6. Review the details of your transfer. If all the information is correct, click **Confirm Transfer**

Your application details have been verified. Please provide the details below in order to transfer to another Designated Learning Institution.

Application Number S302

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Information for New Designated Learning Institution (DLI)

DLI Number O133089

Student ID 2345

Start Date January 1, 2019

Please confirm the transfer or modify your details and try again

[Go to main account page](#) [Modify Transfer Details](#) [Confirm Transfer](#)

7. **Read the confirmation that your request is complete.** This confirms that you've notified us that you've changed post-secondary schools. Click **Go to main account page** to return to your account. You can now sign out.

## Transfer Complete

The transfer request has successfully been transmitted to Immigration, Refugees and Citizenship Canada.

[Go to main account page](#)