



Update your DLI when you change schools

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, or applying to change the conditions of your permit. You may continue to use your study permit as long as it is valid.

However, if you require a co-op work permit, you must apply for a new permit with your letter of acceptance from NSCC, so that the institution name matches.

You need:

- 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.
- your new school's designated learning institution (DLI) number
 - You can find it on the list of designated learning institutions.
- your new Student Identification Number (Student ID)
 - You can find it on the acceptance letter your new school sent to you.
- your start date at your new school.
- Your passport
- The DLI number of your previous university or college that is linked to your study permit
- Your acceptance letter for your previous university or college that is linked to your study permit.

Follow these steps to change your school:

1. Sign in to your GCKey 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)

Application Number

Unique Client Identifier (UCI) ?

Family Name

Given Name

Date of birth

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

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)

When does the applicant's program start?

When does the applicant's program end?

DLI Number ?

Please select

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

Select year



Select month



Select day



Search for my application

Go to main account page

5. Enter your new DLI number, your new Student ID number, and your start date at your new school. Click **"Submit transfer"**.

- Remember – the first digit in your DLI is a capital letter “O”, not a zero “0”

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

Information for New Designated Learning Institution (DLI)

DLI Number

|

Student ID

Start Date

Select year

Select month

Select day

[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

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](#)

- 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](#)

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html>