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 Master's 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. **You must update IRCC with the new DLI information if you change schools.**

If you already have a co-op work permit, you must apply for a new one to show NSCC as your institution—use your letter of acceptance from NSCC in the application.

To transfer your DLI 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.
- NSCC's designated learning institution (DLI) number
  - You can find it on the list of designated learning institutions.
- your NSCC Student Identification Number (Student ID)
  - You can find it on the acceptance letter for NSCC It starts with a "W".
- The start date of your OLD DLI and also NSCC.
- 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 is linked to your study permit. (to help you find the start date of your previous school)

Follow these steps to change your school:
https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/change-schools/account.html

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.

"Application Details" - it is recommended you use Application Number and UCI number as they are both on your study permit.

"Applicant's Personal Information" - it is recommended you use your Passport information

"Information about the applicant's study in Canada" - it is recommended you use the DLI number of YOUR OLD DLI (e.g. if you are transferring from SMU, then you would use your SMU DLI number) and your previous school's start date. This is the start date for your old DLI (that you provided for your original study permit 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? ...ct 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 (NSCC's DLI number), your new Student ID number (your "W" number) , and your start date of your NSCC program. Click **"Submit transfer"**.

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

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College of Immigration and Citizenship Consultants
Collège des consultants en immigration et en citoyenneté

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]

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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]

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7. Read the confirmation that your request is complete. This confirms that you've notified us that you've changed post-secondary schools. ***You may want to print this page*** for your records that you have done the DLI change. This is the only proof you get that you did the DLI change.

8. 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]

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