

International Transfer Certificate Process:

If a player's most recent registration was in another country they must obtain an International Transfer Certificate (ITC). To apply for an ITC please complete the following steps:

Player must:

- Complete the ITC Application Form (attached to this email, but will also be available on: <http://www.ontariosoccer.net/clubs-districts/registration/international-transfers>)
- Send the Club the completed ITC Application Form with any other applicable documents (ie. USSF form or Minor Player requirements)

Club must:

- Log into CTMS (<http://ctms.ontariosoccer.net/>)
- Click on ITC Form button, Complete the Form and upload any additional documents from the player
- Click the Agree box and Save and Submit
- The Club must send the District an email notifying them of the ITC Application (and reference number)

District must:

- Log into CTMS
- Search for the ITC application
- Ensure all necessary information is completed
- Approve the application
- Send the OSA and email with the application/reference # via intertransferreinstatemanager@soccer.on.ca

The OSA will process and send to the CSA. Once approved the OSA will notify the District with any necessary documentation.