International Student Transfers Procedures

1 Purpose

These procedures outline the process for handling international student transfer requests in compliance with EQA 4.2.7, International Education Code of Practice (IECP), and Private Training Institutions Branch (PTIB) regulations.

2 Scope

These guidelines apply to:

- International students seeking to transfer from one institution to another.
- Education institutions designated under EQA in British Columbia.
- Transfers between Designated Learning Institutions (DLIs) in compliance with IRCC study permit conditions.
- Administrative and academic staff responsible for student transfers.

3 Transfer Request Process

3.1 Step 1: Student Submission of Transfer Request

3.1.1 The student submits a Student Transfer Request Form to the Student Services Office.

3.1.2 Required documents:

3.1.2.1 Copy of Letter of Acceptance (LOA) from the new institution.

3.1.2.2 Copy of study permit.

3.1.2.3 Proof of academic progress (transcripts, attendance records).

3.1.2.4 Financial clearance (no outstanding dues).

3.2 Step 2: Institutional Review & Approval

3.2.1 Review period: 10 business days from receipt of the request.

3.2.2 Verification by Registrar's Office:

3.2.2.1 Confirm the student has completed at least one academic session (e.g., semester, term) or 25% of a career program.

3.2.2.2 Ensure the new institution is EQA-designated and a DLI.

3.2.2.3 Check the student's academic standing (not on academic suspension).

3.2.3 If approved, issue a Transfer Confirmation Letter.

3.2.4 If denied, provide written reasons for rejection.

3.3 Step 3: Notification to Accepting Institution & IRCC

3.3.1 The accepting institution confirms the transfer by:

3.3.1.1 Validating student eligibility and academic history.

3.3.1.2 Issuing a new Letter of Acceptance (LOA).

3.3.1.3 Updating the IRCC DLI Portal to reflect the transfer.

3.4 Step 4: Tuition Refund Process

3.4.1 - Refunds are issued based on the institution's refund policy and PTIB regulations.

3.4.2 - The institution calculates refunds according to:

3.4.2.1 - Private Training Regulation (B.C. Reg. 153/2016).

3.4.2.2 - Fees and Student Tuition Protection Fund Regulation (B.C. Reg. 140/2016).

3.4.3 - Refunds (if applicable) are processed within 30 days.

3.5 Step 5: Student Exit & Records Update

3.5.1 - Final clearance from financial, academic, and administrative departments.

3.5.2 - Update student records to reflect the withdrawal and transfer.

3.5.3 - Archive transfer records for five years as per compliance requirements.

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STUDENT TRANSFER REQUEST FORM

Section 1: Student Information			
Full Name			
Student ID		Study Permit No	
Contact Email		Phone Number	
Section 2: Current Institution Information			
Institution Name			
Program of Study			
Program Start Date		Expected End Date	
Reason for Transfer	☐ Academic Progression ☐ Personal Reasons (Relocation, Family) ☐ Financial Reasons ☐ Institution Closure ☐ Loss of EQA Designation ☐ Other (please specify)		
Section 3: New Institution Information			
Institution Name			
Program of Study			
Program Start Date		DLI Number	
Section 4: Supporting Documents			
☐ Copy of Letter of Acceptance (LOA) from new institution ☐ Copy of valid Study Permit ☐ Academic transcripts ☐ Proof of financial clearance			
Section 5: Declaration & Signature			
I declare that the information provided is true and correct. I understand that the transfer request is subject to approval and compliance with institutional and regulatory policies.			
Student Signature		Date	
For Office Use Only			
☐ Approved ☐ Denied (Provide Reason)			

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CNIB Representative		Date	

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APPROVAL AND REVIEW DETAILS

Approval and Review	Details