



GUIDE TO INTERNATIONAL TRANSFER CERTIFICATES

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1. WHAT IS AN “INTERNATIONAL TRANSFER CERTIFICATE”?

- 1.1 An International Transfer Certificate (*ITC*) is a certificate provided from one national association to another to facilitate the transfer of a player between countries.
- 1.2 In Australia, the only body who can request an ITC for a player is Football Federation Australia (*FFA*).

2. ITCs FOR AMATEUR ADULTS

- 2.1 An ITC will be required for a player aged 18 or over where that player’s immediately previous football registration was overseas.
- 2.2 An ITC request is triggered during the MyFootballClub self-registration process, which requires the player to respond truthfully to the following questions:
- (a) *Was the player’s last registration to play football in another country?*
 - (b) *If ‘Yes’ to (a), what was the player’s previous National Association?*
 - (c) *If ‘Yes’ to (a), what was the player’s previous overseas Club?*
 - (d) *If ‘Yes’ to (a), in which year did the player last register in another country?*
- 2.3 If the player answers “yes” to question (a) their registration status switches to ‘Pending ITC’. It is then the responsibility of the Club Registrar to find that player in the “Approve Registrations” tab of their MyFootballClub administration portal, review the information entered on that player’s MyFootballClub record, and either:
- (a) click the “Request ITC” button, if the information is correct; or
 - (b) if the information is incorrect or incomplete (for example, “blanks” or listing “Australia” as their last registration) contact the player and ask them amend these details so that the Club may then click the “Request ITC” button.
- 2.4 Once “Request ITC” is selected the player’s data is sent to FFA so that they may request an ITC.
- 2.5 FFA cannot register a Player unless and until the ITC is received (or no response has been received from the National Association 30 days from the date of FFA’s request).
- 2.6 Clubs should allow 35 days from the date the ITC is requested by selecting “Request ITC” on MyFootballClub.
- 2.7 If the Player is transferring from one of the following countries, they (or the Club on the player’s behalf) need to send the Member Federation a scan of the Player’s passport: Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Guyana, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Spain, Suriname, Uruguay or Venezuela.
- 2.8 All Club enquiries should be directed to the relevant Member Federation.

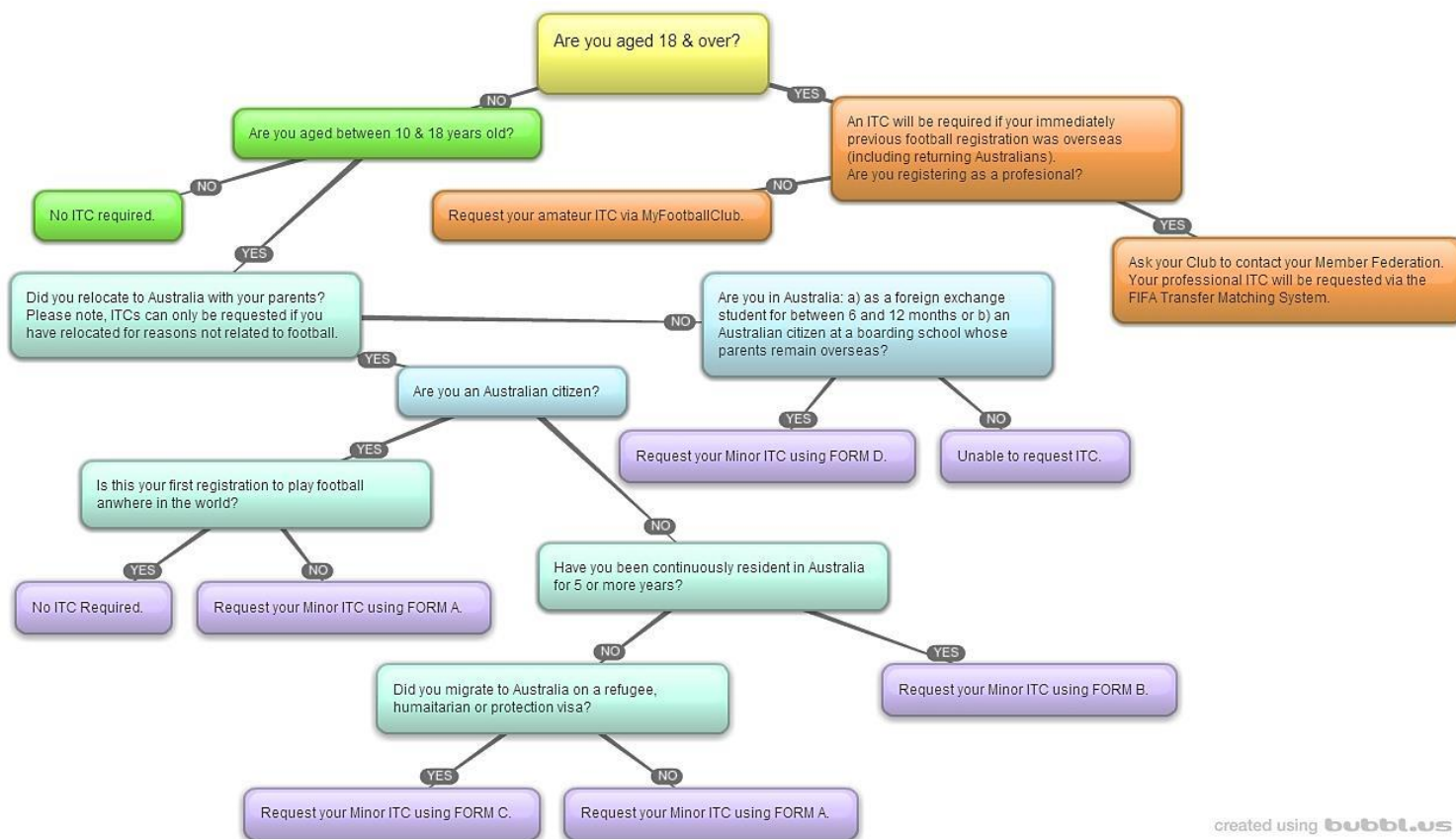
3. ITCs FOR PROFESSIONAL ADULTS WITH NPL CLUBS

- 3.1 There are a small number of professional adult Players in Australia registered to a Member Federation Club. These Clubs ordinarily compete in the National Premier Leagues (*NPL*).

- 3.2 If a Player was previously registered with an overseas club and the new Australian Club wishes to register that Player as a professional, the new Australian Club will need to request that player's ITC via the FIFA Transfer Matching System (**TMS**).
- 3.3 This is done with guidance, in the first instance, from the relevant Member Federation, and later FFA.
- 3.4 If the Club is for some reason unaware of this requirement and requests an ITC for a professional through MyFootballClub, FFA will contact the relevant Member Federation. In this case, the ITC request is triggered as for an amateur Player during the MyFootballClub self-registration process, but the Player's NPL "subscription" will be professional.
- 3.5 Professional Players may only transfer into Australia during a professional transfer window, of which there are two in any calendar year. There is only one exception to this rule: a professional whose previous professional contract has expired prior to the close of the last transfer window may be registered outside that transfer window. This is, of course, at all times subject to any additional NPL or Competition-specific registration periods.
- 3.6 For more information on the transfer of professional Players into Australia, please contact the relevant Member Federation in your region.

4. THE INTERNATIONAL CLEARANCE PROCESS FOR MINORS

- 4.1 Under FIFA's *Regulations on the Status and Transfer of Players* (the **FIFA Rules**), the international clearance process applies to any minor – aged 10 to 18 years – seeking to register to play football in Australia at any level.
- 4.2 As a baseline, the FIFA Rules provide: *International transfers of players are only permitted if the player is over the age of 18* (Art 19.1).
- 4.3 The FIFA Rules apply to any minor player who is a foreign national (including refugees) seeking to register in Australia, irrespective of whether they were registered to play football in their previous country or not. It also applies to any Australian minors who are returning to Australia after having played abroad. Any such minor seeking to register to play football will need to complete a Minor ITC Application.
- 4.4 FFA is able to consider Minor ITC Applications for the transfer of minors to amateur Australian clubs who meet the FIFA exception in Art. 19.2(a): where the player's parents move to the country in which the new club is located for reasons not linked to football.
- 4.5 For all other Minors (including exchange students, Australian boarding students whose parents reside overseas, any child in Australia on a subclass 117 visa, or minors seeking to register with an Australian professional club) FFA is able to make an application on behalf of that minor to the FIFA Players Status Committee in Zurich. However, FFA is unable to make any guarantee as to the outcome of such an application.
- 4.6 Children aged under 10 do not require an ITC.
- 4.7 FFA is responsible for ensuring the FIFA Rules are correctly applied within Australia. An individual player's footballing ability or nationality has no bearing on the process.
- 4.8 This guide incorporates changes to the FIFA Rules in respect of Minors made in April 2015.
- 4.9 The following flowchart will assist parents, clubs and Member Federations to determine which is the correct application form to use.



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5. WHERE TO SUBMIT MINOR ITC APPLICATION FORMS

5.1 For more information on the ITC process in your region, please contact your Member Federation.

Football Federation Northern Territory	tournaments@footballnt.com.au and competitions@footballnt.com.au
Football Federation South Australia	itc@ffsa.com.au
Football West	alex.novatsis@footballwest.com.au and info@footballwest.com.au
Football Federation Tasmania	info@footballfedtas.com.au and admin@footballfedtas.com.au
Capital Football	competitions@capitalfootball.com.au
Football NSW	itc@footballnsw.com.au
Football Federation Victoria	myfootballclub@ffv.org.au
Football Queensland	itc@footballqueensland.com.au
Northern NSW Football	rvanewood@northernnswfootball.com.au

6. FREQUENTLY ASKED QUESTIONS

6.1 ***How long will the ITC process take?***

The length of time it will take for a Player to obtain their ITC varies depending on which application process applies.

As a baseline, an outcome will be advised to the Player's Member Federation either when the ITC is received from the former national association **or** 30 days from the date the ITC was requested from the former national association by FFA (where no response is received, and that Player can register on a provisional basis). However, this "clock" starts running only at the point at which FFA requests the ITC.

Factors which may increase the time it takes to receive your ITC include:

- not having de-registered from your previous association or club;
- any preliminary time required to complete and submit your Minor ITC application through your Member Federation;
- providing incorrect or incomplete information about your playing history during the MyFootballClub registration process;
- not providing your Member Federation with a copy of your passport or ID where requested;
- FFA processing time during peak registration periods; and
- if your application is required to be submitted to the FIFA Players' Status Committee in Switzerland, this can add up to 4 months to the process (applications where this is required include: Minors seeking to register with professional Clubs, exchange students, boarding students and refugees who have moved to Australia without their parents).

6.2 ***Is there anything I can do to expedite the process?***

We encourage all Players to ensure they have de-registered from their previous club and association. Players must also ensure they have provided accurate information to FFA about their overseas playing history.

6.3 ***What if I needed an ITC last year but didn't complete the registration properly, and have therefore been playing without one?***

In this scenario, you will need to contact your Member Federation and ensure that your ITC is requested. Compliance with FFA's National Registration Regulations is an essential part of registering to play football in Australia, one aspect of which is the ITC process.

Clubs who field Players who require ITCs but who have not obtained them expose their Club and their teams to disciplinary sanctions (including loss of competition points and financial penalties).

6.4 ***If my last registration was with a US College, do I need an ITC?***

Some US College teams are affiliated to US Soccer, and some are not.

If you are a non-Australian Player seeking to register in Australia and in MyFootballClub you state that your last club was a US College, FFA will always request the ITC. This is due to the fact that, prior to playing for the College (affiliated or not), your junior or teen registrations will likely have been with an affiliated US Soccer club.

If you are an Australian Player seeking to register in Australia and in MyFootballClub you state that your last club was a US College, FFA will conduct a checking process to confirm whether or not an ITC is required.

In any event, you will need to provide your US College registration as your immediately previous overseas club in the MyFootballClub questionnaire.

6.5 Why is so much documentation required in a Minor ITC Application?

The level of documentation required for a Minor ITC Application is set by FIFA. FFA is responsible for ensuring the FIFA Rules are correctly applied within Australia, and that all Minors seeking their ITC meet FIFA's documentation standards.

Where a Minor application is required to be submitted to the FIFA Players' Status Committee in Switzerland, incomplete applications will be rejected.

FIFA have the ability to audit applications made to FFA for Minor ITCs, requiring an assessment of all of the supporting documentation submitted to FFA.

6.6 What documentation is required where a Minor has moved to Australia with only one parent?

It is not uncommon for a Minor to move to Australia for non-footballing reasons with one parent only. In this circumstance, the documentation provided need only pertain to the parent who has moved to Australia with the Minor.

Where a Minor has moved to Australia with one biological parent because that parent has married an Australian, irrespective of whether the parent's new Australian spouse has adopted the Minor, the documentation must still pertain to the biological parent.

6.7 Where can I find more information on ITCs?

A current version of the FIFA *Regulations on the Status and Transfer of Players* can be found on the FIFA website at the following address: <http://www.fifa.com/about-fifa/official-documents/index.html>

6.8 I am concerned about my personal information. Do FFA have a privacy policy?

A current version of FFA's *National Privacy Policy* can be found at www.ffa.com.au



FORM A – ITC APPLICATION FOR MINORS RESIDENT IN AUSTRALIA FOR LESS THAN 5 YEARS

To be completed by Player:

First name(s):	
Surname(s):	
Date of birth:	DD / MM / YYYY
Nationality / nationalities:	
Country of last registration:	If first registration, please write: "First registration in any country".
Club played for in that country:	If first registration, please write: N/A
Australian club with which you are seeking to register:	

To be completed by Parent:

I declare that I, the undersigned, relocated to Australia in the year _____ with my child, _____, for the following reasons:

I declare that I myself and my child relocated to Australia for reasons not linked to football.

I give permission for my child to register to play football with the following club should their international clearance be granted, and authorise this club to seek that clearance on my child's behalf:

I consent to the collection, use and disclosure of this personal information for the purposes set out in FFA's privacy policy (available at www.ffa.com.au), including administering FFA's National Registration Regulations.

(Print Name)

(Signature)

(Place and date)

To be completed by the Applicant Club:

I make this declaration on behalf of the following club:

The applicant club requests the International Transfer Certificate of the following child:

The applicant club is: *(delete as appropriate)*

[purely amateur, and the child shall be registered as an amateur] **or** [has professionally contracted senior players and, while the child shall be registered as an amateur, the child came to the club's attention in the following circumstances:

_____]¹

(Print Name/Title)

(Signature)

(Place and date)

¹ Where this is the case, Club must also provide this declaration in letter form, on club letterhead, signed and dated.

Documentation to be submitted:

NB: All documents should be submitted as pdf scans. Photographs of documents are not acceptable.

FIFA Document Category	FIFA Facts Required	Sufficient Documents	Rec by MF?	Rec by FFA?
Documentation of academic education	<ul style="list-style-type: none"> Name of school Curriculum details / timetable Start date / duration 	<ul style="list-style-type: none"> Letter confirming enrolment; <i>and</i> <i>Offers of a place at a school are not sufficient.</i> 		
		<ul style="list-style-type: none"> Timetable <i>or</i> last school report indicating subjects. 		
Employment contract – player’s parents	<ul style="list-style-type: none"> Employer’s name Employer’s address/location Employee’s full name Job title Employment start date Full-time/part-time 	<ul style="list-style-type: none"> Letter outlining the facts required on company letterhead; <i>or</i> Contract of employment (if you wish, you may black out remuneration); <i>or</i> Where self-employed, a copy of company registration and a signed cover note explaining this. 		
Proof of identity and nationality – Player and Player’s Parents	<ul style="list-style-type: none"> Full name Nationality Date of birth 	<ul style="list-style-type: none"> Scanned photo page of the Player’s passport; <i>and</i> Scanned photo page of both Parent’s passports. 		
Proof of residence – Player’s parents	<ul style="list-style-type: none"> Residence start date (if rental) Address / location 	<ul style="list-style-type: none"> Rental agreement (where renting); <i>or</i> Utility bill (where renting or owning); <i>or</i> Current driver’s licence or vehicle registration papers (this may be used as a last resort, and may be used where the family are living with a relative, or by some other rent free arrangement in a property they do not own). 		
Work permit – player’s parents	<ul style="list-style-type: none"> Country Date of issue Permit holder’s full name Terms of validity 	<ul style="list-style-type: none"> Department of Immigration Visa Grant notice. <p><i>This is not required where one or both of the biological parents are Australian or New Zealand citizens.</i></p>		

To be completed by the Member Federation:

I confirm that, using the checklist above, all documentation has been provided.

I confirm that, to the full extent of my knowledge, the child the subject of this application has relocated to Australia, with their parent, for reasons not related to football.

I confirm that all copies of documents are in a form and of a clarity that they could be provided to FIFA for audit purposes.

(Name)

(Position)

(Date)

FORM B – ITC APPLICATION FOR MINORS RESIDENT IN AUSTRALIA FOR 5+ YEARS

To be completed by Player:

First name(s):	
Surname(s):	
Date of birth:	DD / MM / YYYY
Nationality / nationalities:	
Country of last registration:	If first registration, please write: "First registration in any country".
Club played for in that country:	If first registration, please write: N/A
Australian club with which you are seeking to register:	

To be completed by Parent:

I declare that I, the undersigned, relocated to Australia with my child,

_____ ,
on the following date:

_____ ,
I declare that I myself and my child relocated to Australia for reasons not linked to football.

I give permission for my child to register to play football with the following club should their international clearance be granted, and authorise this club to seek that clearance on my child's behalf:

I consent to the collection, use and disclosure of this personal information for the purposes set out in FFA's privacy policy (available at www.ffa.com.au), including administering FFA's National Registration Regulations.

(Print Name)

(Signature)

(Place and date)

To be completed by the Applicant Club:

I make this declaration on behalf of the following club:

The applicant club requests the International Transfer Certificate of the following child:

The applicant club is: *(delete as appropriate)*

[purely amateur, and the child shall be registered as an amateur] **or** [has professionally contracted senior players and, while the child shall be registered as an amateur, the child came to the club's attention in the following circumstances:

_____]²

(Print Name/Title)

(Signature)

(Place and date)

² Where this is the case, Club must also provide this declaration in letter form, on club letterhead, signed and dated.

Documentation to be submitted:

NB: All documents should be submitted as pdf scans. Photographs of documents are not acceptable.

FIFA Document Category	FIFA Facts Required	Sufficient Documents	Rec by MF?	Rec by FFA?
Proof of identity and nationality – Player and Player’s Parents	<ul style="list-style-type: none"> • Full name • Nationality • Date of birth 	<ul style="list-style-type: none"> • Scanned photo page of the Player’s passport; <i>and</i> • Scanned photo page of both Parent’s passports. 		
Proof of continuous residence in Australia for a period of 5 or more years for Player and Parent	<ul style="list-style-type: none"> • Visa class • Arrival date • Any movement into and out of Australia since arrival date 	<ul style="list-style-type: none"> • Copy of the Player’s International Movement Record • Copy of at least one Parent’s International Movement Record. <p><i>These can be obtained from the Department of Immigration & Border Protection using Form1359. For more information please contact the DIBP office in your state: www.immi.gov.au</i></p>		

To be completed by the Member Federation:

I confirm that, using the checklist above, all documentation has been provided.

I confirm that, to the full extent of my knowledge, the child the subject of this application has relocated to Australia, with their parent, for reasons not related to football.

I confirm that all copies of documents are in a form and of a clarity that they could be provided to FIFA for audit purposes.

(Name)

(Position)

(Date)

FORM C – ITC APPLICATION FOR REFUGEE MINORS

To be completed by Player:

First name(s):	
Surname(s):	
Date of birth:	DD / MM / YYYY
Birth Country:	
Nationalities held:	
Country of last registration:	If first registration, please write: "First registration in any country".
Club played for in that country:	If first registration, please write: N/A
Australian club with which you are seeking to register:	

To be completed by Parent:

I declare that I, the undersigned, relocated to Australia in _____ with my child, _____, on a Refugee, Protection or Humanitarian Visa for the following reasons:

I declare that I myself and my child relocated to Australia for reasons not linked to football.

I give permission for my child to register to play football with the following club should their international clearance be granted, and authorise this club to seek that clearance on my child's behalf:

I consent to the collection, use and disclosure of this personal information for the purposes set out in FFA's privacy policy (available at www.ffa.com.au), including administering FFA's National Registration Regulations.

(Print Name)

(Signature)

(Place and date)

To be completed by the Applicant Club:

I make this declaration on behalf of the following club:

The applicant club requests the International Transfer Certificate of the following child:

The applicant club is: *(delete as appropriate)*

[purely amateur, and the child shall be registered as an amateur] **or** [has professionally contracted senior players and, while the child shall be registered as an amateur, the child came to the club's attention in the following circumstances:

_____]³

(Print Name/Title)

(Signature)

(Place and date)

³ Where this is the case, Club must also provide this declaration in letter form, on club letterhead, signed and dated.

Documentation to be submitted:

NB: All documents should be submitted as pdf scans. Photographs of documents are not acceptable.

FIFA Document Category	FIFA Facts Required	Sufficient Documents	Rec by MF?	Rec by FFA?
Documentation of academic education	<ul style="list-style-type: none"> Name of school Curriculum details / timetable Start date / duration 	<ul style="list-style-type: none"> Letter confirming enrolment; <i>and</i> <i>Offers of a place at a school are not sufficient.</i> 		
		<ul style="list-style-type: none"> Timetable <i>or</i> last school report indicating subjects. 		
Employment contract – player’s parents	<ul style="list-style-type: none"> Employer’s name Employer’s address/location Employee’s full name Job title Employment start date Full-time/part-time 	<ul style="list-style-type: none"> Letter outlining the facts required on company letterhead; <i>or</i> Contract of employment (if you wish, you may black out remuneration); <i>or</i> Where self-employed, a copy of company registration and a signed cover note explaining this. 		
Proof of identity and nationality – Player and Player’s Parents	<ul style="list-style-type: none"> Full name Nationality Date of birth 	<ul style="list-style-type: none"> Scanned photo page of the Player’s passport, or “Document for Travel to Australia”, issued by the Australian Government; <i>and</i> 		
		<ul style="list-style-type: none"> Scanned photo page of at least one Parent’s passport, or “Document for Travel to Australia”, issued by the Australian Government. 		
Proof of residence – Player’s parents	<ul style="list-style-type: none"> Residence start date (if rental) Address / location 	<ul style="list-style-type: none"> Rental agreement (where renting); <i>or</i> Utility bill (where renting or owning); <i>or</i> Current driver’s licence or vehicle registration papers (this may be used as a last resort, and may be used where the family are living with a relative, or by some other rent free arrangement in a property they do not own). 		

To be completed by the Member Federation:

I confirm that, using the checklist above, all documentation has been provided.

I confirm that, to the full extent of my knowledge, the child the subject of this application has relocated to Australia, with their parent, for reasons not related to football.

I confirm that all copies of documents are in a form and of a clarity that they could be provided to FIFA for audit purposes.

(Name)

(Position)

(Date)

FORM D – ITC APPLICATION FOR MINORS MOVING TO AUSTRALIA WITHOUT THEIR PARENTS**To be completed by Player:**

Purpose for moving to Australia (tick):	Exchange Student resident in Australia for between six (6) and twelve (12) months. <input type="checkbox"/>	Boarding school student, of Australian nationality, whose parents remain living abroad. <input type="checkbox"/>
First name(s):		
Surname(s):		
Date of birth:	DD / MM / YYYY	
Place of birth:		
Nationality / nationalities:		
Country of last football registration:		
Club registered to in that home country if exchange student or any club registration abroad if boarder (must be <i>amateur</i>):		
School enrolment start date:		
School enrolment end date:		
Name of Australian host parent / Boarding School guardian:		
Address of Australian host parent / Boarding House:		
Australian School:		
Australian School address and telephone number:		
Player's school in the "home country" (exchange students only) and address:		
Name of Australian Club the player is seeking to register with (must be <i>purely amateur</i>):	If first registration, please write: N/A	
Full name of Parents:		

To be completed by the Applicant Club:

I make this declaration on behalf of the following club:

The applicant club requests the International Transfer Certificate of the following child:

The applicant club is purely amateur, and the child shall be registered as an amateur.

(Print Name/Title)

(Signature)

(Place and date)

Documentation to be submitted:

NB: All documents should be submitted as pdf scans. Photographs of documents are not acceptable.

Required documents	Rec by MF?	Rec by FFA?
<ul style="list-style-type: none"> Scanned photo page of the Player's passport 		
<ul style="list-style-type: none"> Scanned photo page of both Parent's passports 		
<ul style="list-style-type: none"> Letter from the Australian host school or boarding school (as applicable) confirming the Player's enrolment and a legible timetable of scheduled classes showing full subject names and hours (including a "key" or "index" to any abbreviations). <i>NB: Offers of a place at a school are not sufficient.</i> 		
<ul style="list-style-type: none"> Letter from the Player's parents confirming they have consented to the Player's registration to play football with a specific football club in Australia (must state the full name of the Australian Club with which they seek to register), and including the following words: <i>I consent to the collection, use and disclosure of this personal information for the purposes set out in FFA's privacy policy (available at www.ffa.com.au), including administering FFA's National Registration Regulations.</i> 		
<ul style="list-style-type: none"> A letter of Request for International Clearance from the Australian club, signed, on club letterhead. 		
<p>For exchange students only:</p> <ul style="list-style-type: none"> Letter from the Player's foreign school, signed and dated, confirming the Player's participation in the student exchange program. Offer of a Place from the State Government for participation in a Study Abroad program, indicating term dates and exchange duration. Visa Grant Notice for the Player. Letter from the Player's Australian Host Parents confirming they consent to the Player's registration to play football with a specific football club in Australia (must state the full name of the Australian Club with which they seek to register). Homestay Family Placement Form or similar indicating host address. ID (passport or driver's licence) for the Host Parent. 		
<p>For boarding students only:</p> <ul style="list-style-type: none"> Letter from the Player's Australian Boarding House confirming accommodation arrangement, and that the person appointed as guardian for the child consents to the Player's registration to play football with a specific football club in Australia (must state the full name of the Australian Club with which they seek to register). 		

To be completed by the Member Federation:

I confirm that, using the checklist above, all documentation has been provided.

If permission is granted to request an ITC by FIFA, and the ITC is granted by the former national association, the above-named child will be registered with the above-named club between the following dates:

_____ to _____

I confirm that all copies of documents are in a form and of a clarity that they could be provided to FIFA for audit purposes.

(Name) (Position) (Date)