



Michigan State Youth Soccer Association

Exchange Student Exception

Any Foreign Exchange Student under the age of 18 wanting to participate in youth soccer while in the U.S. during their cultural exchange program will be required to go through the FIFA Transfer Matching System (TMS).

Below is the list of required documents as described for the Minors Process **and** the additional documentation required under foreign exchange student exception.

In order to get registered under the Exchange Student Exception, the minor player (host parents and birth parents) should follow these steps:

1. Collect required documentation to prove that player meets the “exchange student” exception:
 - a) **Completed ITC Request or First Registration form**
 - If player has been previously registered outside of U.S., use ITC Request Form
 - If player has never been registered to any club, use First Registration Form
 - Form is to be completed by the HOST parents with plugging in the host parent’s information as parent information.
 - b) **Player’s Passport**
 - c) **Player’s Visa**
 - d) **Player’s Birth Certificate**
 - Must be in one of the four FIFA languages: English, French, German or Spanish
If not, please submit a copy of the original birth certificate, along with a certified translation in one of the four FIFA languages.
 - e) **Player’s Parents’ Passports – Birth Parents and Host Parents**
 - Passports for both birth parents
 - Passports for both host parents (Passports are not needed if host parents are U.S. citizens. Provide birth certificates and state issued drivers or identification card)
 - f) **Player’s (Host) Parents’ Proof of Residence - (Lease or Mortgage agreement)**
 - Host parents must include a mortgage agreement or lease agreement with the name(s) of occupants
 - Residence start date and full official address
 - Utility bills



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- g) **Player's (Host) Parents' Proof of Employment** (Employment Verification Letter that confirms the employment. Pay stubs are not accepted)
- Employment verification is needed for both host parents.
- h) **Statement from club indicating first contact with the player.**
- Declaration/written statement issued by the U.S. Club with information about how the first contact with player was made and date made. Required information needs to include (via tryouts, parent email to club, friend of current player at club, etc.). Must be on club letterhead and signed by a club official.
- i) **Host Parent Authorization**
- Signed declaration/letter of consent by the host parents giving consent to the player's registration with the club, accepting responsibility for the player and how it would be beneficial for his/her experience to play soccer while in the U.S.
 - Documentation of accommodations and care for the player with specific details concerning the supervision and accommodations of the player during the exchange program that include, in particular, the exact name and address of the player's host parents.
- j) **Birth Parent Authorization**
- Signed declaration/letter of consent by birth parents giving consent/permission for the player's participation and registration while in the U.S. with a U.S. team.
- k) **Documentation of Exchange Program**
- Official information about the exchange program (name, purpose, funding, duration, etc) provided by the organizers of the exchange program.
 - Proof of application and registration documentation that shows that the birth parents have signed off on their child's participation in the relevant student exchange program.
 - Copy of placement approval letter from host organization from the birth parents.
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 - Confirmation issued and signed by the organizers of the exchange program or the players' birth parents that the player will return to his/her home country upon completion of the program.
 - Confirmation of the players envisaged return to home date.
- l) **Documentation of Academic Education**
- Confirmation; issued and signed by the player's academic institute in his/her home country of the player's participation in the relevant exchange program and envisaged date of returning to school.
 - Confirmation; issued and signed by the player's academic institute in the U.S. that indicates the envisaged duration (start and stop date) of his/her relevant studies and includes a Detailed Timetable of the player's classes (most often referred to a "student school profile"). Detailed Timetable must include enrollment date, class schedule, planned de-enrollment date and show that the player is going to school "normally" while in the U.S.).



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m) Status of Club

- Declaration issued by the U.S. club in which the player will be registered indicating the club is purely an amateur club (club without a professional team and without legal, financial or de facto links to a professional club) as well as the envisaged registration (start and stop) of the player. Must be on club letterhead signed by a club official.

n) Status of Player (provided by US. Soccer)

- Declaration from the Federation where the player is coming from about whether the player has been registered with one of its member clubs and, if so, whether the player was registered as an amateur or a professional player.

2. Forward documentation to State Association, who will in turn pass on to U.S. Soccer.

- Email requests to MSYSA at itc@michiganyouthsoccer.org
- To review these applications, documents are uploaded into FIFA TMS and are reviewed by FIFA, which makes the final determination on whether a First Registration clearance or ITC could be requested for a minor player.

Please send all documents in separate, individual PDF files. FIFA TMS only permits the upload of PDFs and does not support any other file format. Documentation sent in any other format will not be accepted and will need to be resent in PDF format.

If ITC approval is obtained – what to do when the student returns home

If your exchange student obtains ITC approval to participate in the United States and is a registered player in his/her home country, the birth parents must submit (from their home federation) for the ITC to be sent back to their home country before the player can “return to play” upon returning home.

Once ITC is issued to US Soccer, US Soccer officially holds the players’ clearance and the player is NOT permitted to participate in any other country. This process should be relatively simple. It is recommended that you save all of your email communications as to assist the birth parents in successfully having the ITC sent back to their home country.