



Michigan State Youth Soccer Association

March 2, 2022

Dear Club/League Representative:

As many of you know, U.S. Soccer implemented new processes (including new forms) for international clearance (ITC) as of July 2021. There are several different ITC Process types that players/parents can utilize to request ITC approval (depending on each player's circumstances).

U.S. Soccer has again revised its ITC resources as of February 2022, based on feedback from members along with recent updates & changes from FIFA. U.S. Soccer has 'revamped' its forms and instructions in order to streamline and clarify the requirements for each process. The various ITC Process types largely remain the same, although a few requests now require different and/or additional documents. Accordingly, MSYSA has also updated [our website](#) with the new materials from U.S. Soccer.

Here are highlights of these recent changes:

- U.S. Soccer restructured the forms to better distinguish which portions should be filled out by parent/player, and which should be completed by club representatives. **Club representatives** – *not parents* – should complete the following sections: Registering Club Information, Registering Club Pro Affiliation Status (if included), Checklist, and Signature.
- The Registering Club Information section now asks for **FIFA Club ID**. MSYSA will separately provide this information to representatives from each club.
- There is a new **Registering Club Pro Affiliation Status** section. Pro affiliated clubs should answer 'Yes' and indicate the name of the professional club or league through which they have a pro affiliation.
- Two previously separate minor request types (*FR / U.S. Citizen* and *FR / U.S. Citizen / Awaiting Proof of Citizenship*) have now been combined into a single **First Registration form**. For this form, either fill out the light-red section for a player who holds U.S. Citizenship (most common) OR fill out the light-blue section for a player who is awaiting U.S. Citizenship.
- U.S. Soccer created a new **'Club Statement' template** which is now required for 5 Year Exception, 50km, Parents Move, & Humanitarian Exception requests. This template should be used by all clubs going forward.
- U.S. Soccer created a new **'Parent/Guardian Statement' template**, which is required for Parents Move requests. This template should be used for all Parents Move requests going forward.
- **5 Year Exception** – updated/new requirements include: player proof of residence (school records for the past 5 years), IDs for each parent/guardian, proof of residence for parent/guardian, and club statement (in addition to other previously required documents)
- **50km** – updated/new requirements include: player proof of residence (school records for current school year), IDs for each parent/guardian, and club statement (in addition to other previously required documents)
- **Player's FIFA ID**: *This field is not required for a First Registration (FR)*. For players who **have previously registered to play soccer outside the US**, the form asks for **Player's FIFA ID**. In most cases, MSYSA would not have the Player's FIFA ID, since it would have been obtained via the player's registration with a foreign soccer club and foreign soccer federation. If the player's FIFA ID is unknown, this field can be left blank until we hear more from U.S. Soccer on this.



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Additionally, here are some general reminders:

- ITC requests for MSYSA affiliated players should be sent to MSYSA via email (itc@michiganyouthsoccer.org). MSYSA Staff will review the request, and we will send the request to U.S. Soccer once we've determined that all required documents are present and that the form is accurate/complete. Do not send ITC requests directly to U.S. Soccer.
- Required forms/documents should be submitted as separate files, in PDF format, and in a single email. Each file size may not exceed 5MB.
- Whenever a required document is not in one of the 4 FIFA languages, a certified or notarized translation of the document is required. In that instance, both the original document and the certified translation must be submitted.
- The revised forms from U.S. Soccer still indicate that a request should be submitted a minimum of 30 days prior to the official start of club/league play. However, this *does not guarantee* the player will be approved within 30 days. Some of the fastest request types (e.g., P10) may get approved within 1-2 weeks, but the longer request types (e.g., Parents Move) may take several weeks or months for an approval.
- Players without ITC may participate in trainings/scrimmages, but may not participate in league games or MSYSA State Cup games, and may not appear on an official league roster. If desired, players awaiting ITC approval may obtain a guest passcard from the MSYSA State Office in order to participate in tournaments only (not including State Cup).
- U.S. Soccer provides updates regarding specific ITC requests to MSYSA when available and/or as required throughout the process. MSYSA shares these updates with the relevant club rep and/or parent as soon as possible. If U.S. Soccer has not provided an update to us, that means there is no update to share at that time. U.S. Soccer will not respond to emails which solely request a status update for a pending ITC request.
- Once a player obtains clearance/approval to register to play soccer in the US, they won't have to go through the ITC process again (unless they wish to subsequently register to play soccer in a different country). **To check if a player has previously obtained international clearance to play soccer in the US, a club or league representative should email itc@michiganyouthsoccer.org with the player's legal name and DOB.** If a club wishes to inquire regarding multiple players, please provide a list of players in a single email.
- U.S. Soccer is responsible for properly obtaining ITC clearance on behalf of players before they can register and participate in official matches. MSYSA is not authorized to issue ITC approvals.
- Any questions regarding international clearance should be submitted via email to itc@michiganyouthsoccer.org. A member of MSYSA Staff can respond to your inquiry.

We appreciate your cooperation and patience with the international clearance process.

Sincerely,

MSYSA State Office
itc@michiganyouthsoccer.org