



## GUIDANCE NOTES

# INTERNATIONAL CLEARANCE REQUEST FOR EXCHANGE STUDENT

## **FOR A PLAYER UNDER THE AGE OF 18, MOVING TO ENGLAND FOR STUDIES/EDUCATION PURPOSE WITHOUT THE PARENT(S) RELOCATING**

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FIFA has provided clarification regarding individuals under the age of 18 (classed as a minor by FIFA) arriving into the UK as an exchange student and wishing to register for a football club in England. The FIFA exception states the requirement that “the player is an exchange student undertaking an academic programme abroad”.

FIFA require those players arriving as exchange students to fulfil certain criteria and submit relevant supporting documentation in order to be considered for clearance under this exception.

In order to make an application for international clearance via the exchange student exception, your club must be able to submit official headed documentation to confirm the following:

- 1) The player is joining an English academic institution to undertake an educational course, and this is the primary reason for the player moving to England**
- 2) The player will be returning to his home country upon the completion of the academic course being undertaken.**

If either of the above criteria cannot be met, then an application under this exception cannot be considered.

Provided that the above two requirements can be demonstrated, then a club will be able to make an application. To do so, all of the additional documentation detailed below will need to be supplied:

- 1. Proof of birth** - Require a copy of the player's birth certificate
- 2. Proof of identity and nationality of player & parents** - Require copies of player and parent's passports



## GUIDANCE NOTES - CONTINUED

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- 3. Documentation of Exchange Programme** - Require a copy of official information about the programme provided by the organisers of the exchange programme
- 4. Registration form for exchange programme** - Require a copy of the registration form for the relevant exchange programme - signed by the minor player and/or his parents
- 5. Confirmation of players return** - Require a signed confirmation issued by organiser of the programme or his parents that the minor player will return to his home country upon completion of the programme
- 6. Documentation of academic education** - Require confirmation signed by the academic institute in the player's host country detailing dates of envisaged duration of relevant studies and a detailed timetable of player's classes (template available)
- 7. Confirmation of player's participation from academic institute in home country** - Require confirmation of player's involvement in the programme issued signed by the academic institute in the player's home country
- 8. Documentation of accommodation/care** - Require specific details concerning the supervision and accommodation of the player during the academic programme that includes the exact name and address of the player's host parents
- 9. Status of new club and duration of registration** - The FA will confirm this but could you please supply us with the start and end date of the envisaged registration of the player
- 10. Status of player with former club** - The FA will request this from the relevant National Associations
- 11. Authorisation of host parents** - Require a declaration of consent issued by host parents giving their consent to the player's registration for the club of the host county's football association. This should be physically signed, and not just an email (template available)
- 12. Parental Authorisation** - Require a declaration of consent issued by own parents giving their consent to the player's registration for the club of the host county's football association. This should be physically signed, and not just an email (template available)
- 13. Minor exchange student application form** - Require a completed request form (template available)

All documentation regarding the exchange programme should be on official headed paper and signed by the academic institution.

On receipt of all of the required documents, the case will be submitted to FIFA by The FA on the Club's behalf. If approval is granted by FIFA, we will notify your Club this has been received, and subsequently a request for clearance will then be made to the player's home nation. When clearance has been received, we will relate the information back to your Club.



## GUIDANCE NOTES - CONTINUED

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Please note: These cases can become a lengthy process, especially when collating documents and waiting for FIFA to pass judgement on each case, so we therefore request all parties to provide all the evidence detailed as this will help expedite the process. We would ask that documents are sent in pdf format where possible, and each document is labelled with the corresponding numbered point as detailed above. This will again help to expedite the application.

We ask for your patience whilst the case is being considered by FIFA, the FA will notify the club making the application as soon as FIFA provides us with its decision. We are not in a position to chase FIFA; considerations on the application will be communicated to us by FIFA once complete. We would ask clubs to not contact FIFA directly.

This guidance does not alter or replace any of The FA's Rules and Regulations (or the rules and regulations of any Competition, Confederation or FIFA) (together referred to as the "Rules and Regulations"). The Rules and Regulations should be referred to for the full provisions relating to International Clearance for Minors. In the event of any inconsistency between this guidance and the Rules and Regulations, the Rules and Regulations apply. The FA accepts no liability whatsoever in respect of any action taken against clubs and/or their players/officials regarding compliance with any such Rules and Regulations.