

Applicant Guide

How to apply for an international transfer

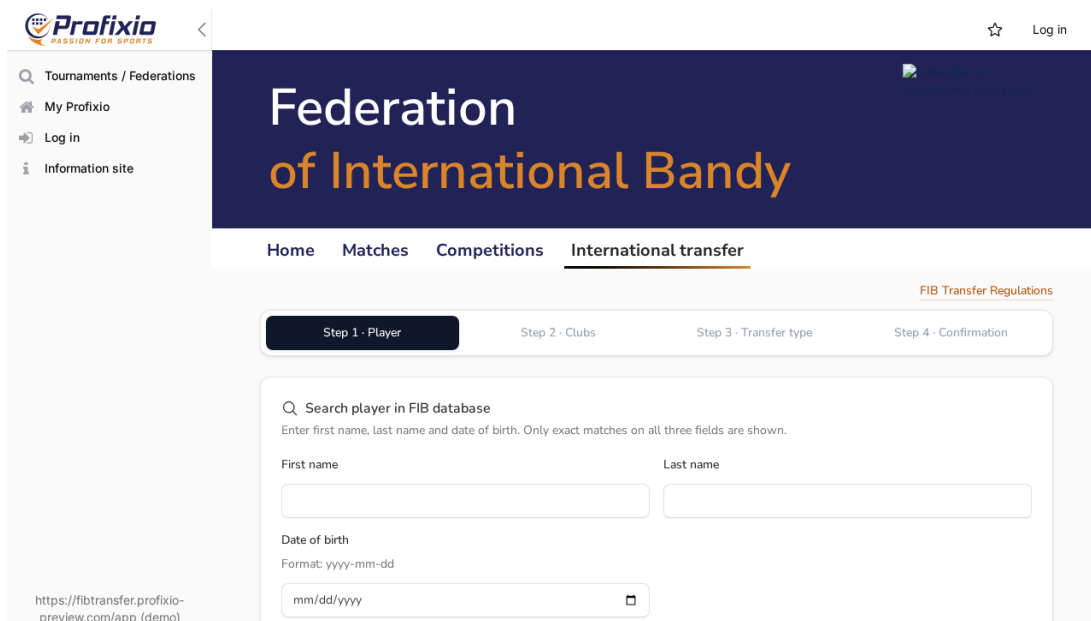
This guide explains, step by step, how to submit an international transfer request for a player moving between two national associations. The application form is public — no Profixio login is required.

Before you start

The International Transfer module lets you apply for a player transfer between two national associations (for example, a player leaving the Swedish association and joining the Norwegian association). The form is hosted on FIB's page in Profixio — FIB (Federation of International Bandy) is the international federation that runs the transfer system.

- Open FIB's page in Profixio and choose International transfer in the top menu (Home / Matches / Competitions / International transfer).
- Direct link: www.profixio.com/app/transfer/fib. No login is required.
- A link to the FIB Transfer Regulations is shown at the top of the wizard.

Note: Make sure you have the player's passport ready (PDF, JPG or PNG, max 10 MB). For a professional transfer you also need the signed contract.



The screenshot shows the Profixio website interface. On the left is a sidebar with links: Tournaments / Federations, My Profixio, Log in, and Information site. The main header features the Profixio logo and a 'Log in' link. Below the header is a navigation bar with 'Home', 'Matches', 'Competitions', and 'International transfer' (which is underlined). The 'International transfer' section contains a 'FIB Transfer Regulations' link and a progress bar with four steps: 'Step 1 · Player' (active), 'Step 2 · Clubs', 'Step 3 · Transfer type', and 'Step 4 · Confirmation'. The 'Step 1 · Player' form includes a search bar for the FIB database, instructions to enter first name, last name, and date of birth, and three input fields for these details. The date of birth field has a format hint 'Format: yyyy-mm-dd' and a dropdown menu showing 'mm/dd/yyyy'.

The International Transfer form on FIB's page.

The application wizard

The wizard has four steps: Step 1 · Player, Step 2 · Clubs, Step 3 · Transfer type and Step 4 · Confirmation. You can only continue when the current step is complete.

Step 1 · Player — find the player

Enter the player's first name, last name and date of birth (format yyyy-mm-dd), then click Search player. Only exact matches on all three fields are shown.

The screenshot shows the Profixio website interface. The header includes the Profixio logo and navigation links: Tournaments / Federations, My Profixio, Log in, and Information site. The main banner reads 'Federation of International Bandy'. Below the banner, there are tabs for Home, Matches, Competitions, and International transfer (which is selected). A sub-header 'FIB Transfer Regulations' is visible. The main content area is titled 'Step 1 - Player' and contains a search form. The form has three input fields: 'First name', 'Last name', and 'Date of birth'. The 'Date of birth' field has a format hint 'Format: yyyy-mm-dd' and a date picker icon. Below the fields is a 'Search player' button and a 'Clear' button. The URL at the bottom left is 'https://fibtransfer.profixio-preview.com/app (demo)'.

Step 1 — search for the player by name and date of birth.

Step 1 · Player — player not found

If the player is not found in the FIB database, you will see Player not found / Manual verification needed. The case then needs manual verification by FIB. Upload a copy of the player's passport (PDF, JPG or PNG, max 10 MB).

The screenshot shows the Profixio website interface after a search. The search form fields are filled with 'Alex' for First name, 'Player' for Last name, and '04/12/1998' for Date of birth. The 'Search player' button has been clicked. Below the form, a message states 'Search result: No exact match found in the player database'. A yellow box contains the message 'Player not found' and 'Continue with passport upload in Step 1 validation. Alex Player - 1998-04-12'. Below this, there is a section for 'Passport copy' with a dashed border and a 'Click to upload file' button. The URL at the bottom left is 'https://fibtransfer.profixio-preview.com/app (demo)'.

Step 1 — player not found; upload a passport copy for manual verification.

Step 1 · Player — passport uploaded

Once the passport copy is uploaded, the file name is shown and the Next button becomes active. Click Next.

Format: yyyy-mm-dd
04/12/1998

Search player Clear

Search result
No exact match found in the player database

Manual verification needed

Player not found
Continue with passport upload in Step 1 validation.
Alex Player · 1998-04-12

Passport copy

Click to upload file
PDF, JPG or PNG, max 10 MB. Required when the player is not found.
sample-passport.pdf

Next

https://fibtransfer.profixio-preview.com/app (demo)

Step 1 — passport uploaded, ready to continue.

Step 2 · Clubs — associations and clubs

Choose the Former association (the association the player is leaving) and the New association (the association the player is joining) from the drop-down lists, and type the Former club and New club as free text.

- The former and new association must be different.

Click Next.

Home Matches Competitions International transfer

FIB Transfer Regulations

Step 1 · Player Step 2 · Clubs Step 3 · Transfer type Step 4 · Confirmation

Transfer details
Enter origin and destination associations and clubs.

Former association
Current association and club
Former association
Norwegian Bandy Federation

Former club
Northside Skating Club

New association
New association and club
New association
Swedish Bandy Federation

New club
Lakeside Bandy IF

Back Next

https://fibtransfer.profixio-preview.com/app (demo)

Step 2 — select associations and enter the clubs.

Step 3 · Transfer type — contact e-mail and type

Enter the Contact email — this is the address that all communication about the case will be sent to — and choose the transfer type:

- Amateur transfer — no contract required.
- Professional transfer — a signed contract must be uploaded (PDF, JPG or PNG, max 10 MB).

Profixio < Home Matches Competitions International transfer

Tournaments / Federations My Profixio Log in Information site

FIB Transfer Regulations

Step 1 · Player Step 2 · Clubs **Step 3 · Transfer type** Step 4 · Confirmation

Applicant and transfer type
Enter contact information, choose transfer type and provide supporting documents where needed.

Contact email
All communication regarding this transfer request will be sent to this email address.
applicant@example.com

Transfer type
☒ **Amateur**
No contract required.
 ☐ **Professional**
Signed contract attachment is mandatory.

Contract
 Click to upload file
 PDF, JPG or PNG, max 10 MB. Optional for amateur transfers

Additional comments

https://fibtransfer.profixio-preview.com/app (demo)

Step 3 — contact e-mail and transfer type.

Step 3 · Transfer type — check the summary

At the bottom of the step, the Request summary shows the player, the movement (From / To with association and club), the contact e-mail and the transfer type. Check that everything is correct and click Submit transfer request.

Profixio < Tournaments / Federations My Profixio Log in Information site

Additional comments
Sample transfer request for documentation.

Request summary
Review the entered information before submitting.

Player
Alex Player · 1998-04-12 · Manual verification via passport copy

Movement
From: Norwegian Bandy Federation / Northside Skating Club
To: Swedish Bandy Federation / Lakeside Bandy IF

Contact email
applicant@example.com

Transfer type
Amateur

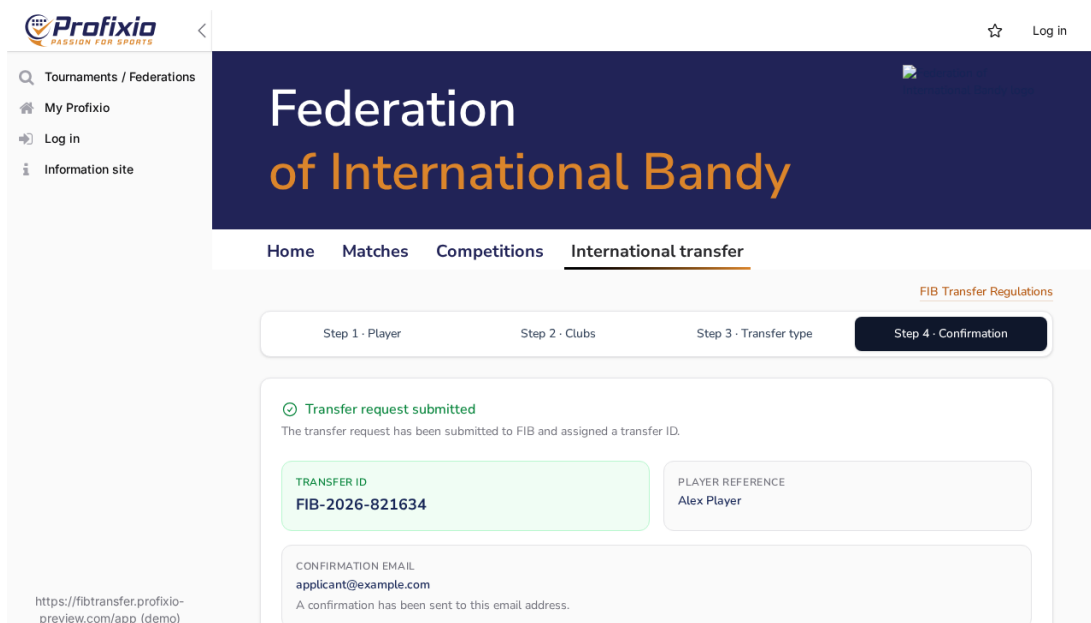
Submission status
All required information is present.

https://fibtransfer.profixio-preview.com/app (demo)

Step 3 — review the request summary before submitting.

Step 4 · Confirmation — transfer ID

Your request is given a transfer ID (for example FIB-2026-469667). A confirmation is sent to the contact e-mail address you provided. Keep the transfer ID — you will need it for the payment.

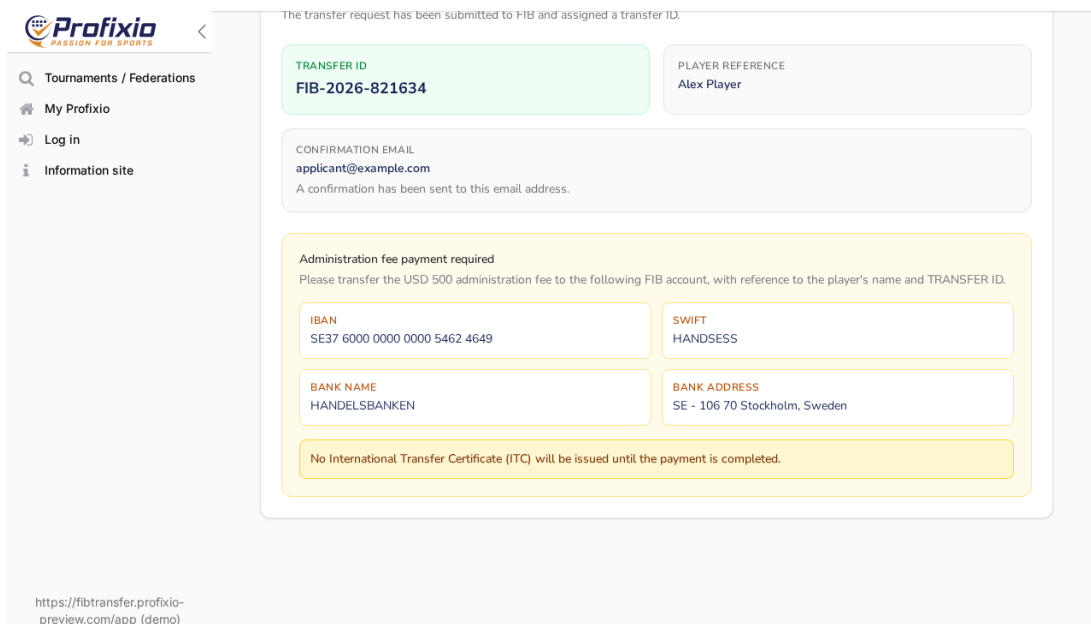


Step 4 — confirmation with the transfer ID.

Step 4 · Confirmation — pay the administration fee

The administration fee (for example USD 500) must be transferred to FIB's bank account (IBAN/SWIFT shown on the page). Mark the payment with the player's name and transfer ID.

Important: No International Transfer Certificate (ITC) will be issued until the payment is completed.



Step 4 — payment information for the administration fee.

What happens next

After you submit the request:

1. Both associations (former and new) review the request and register their decision.
2. FIB registers your payment when it has been received.
3. When both associations have accepted and the payment is registered, the transfer is Approved.

You will receive e-mail updates at the contact e-mail address as the case progresses (new decisions, payment, approval or rejection). If FIB or an association sends you a message, it also arrives at that address — so keep an eye on the inbox you entered.