



INSTRUCTIONS FOR UPLOADING DOCUMENTS ONLINE

1. Go to my.vcc.ca
2. Login to my.vcc.ca with student ID and password
3. You can see the International Students Tile with the Upload Documents feature.



Welcome

Enter your username

Enter your password

[Login Help](#)

[Forgot Password](#)

Submit

Login Information

Username Format

- **Students:** Username is your student ID (e.g. 000123456)
- **Employees:** Username is typically your first initial and last name (e.g. jsmith)

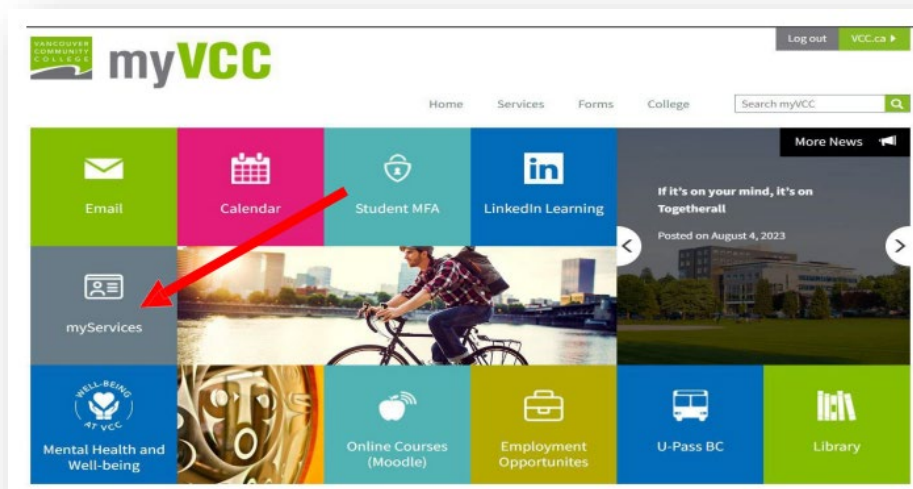
Password Requirements

- Password length of minimum 10 characters
- Must contain upper and lowercase letters
- Must include at least one number
- Must include a special character (e.g. ! # \$ % ...)
- Must not contain account holder's first or last name
- Must not be one of the passwords previously used

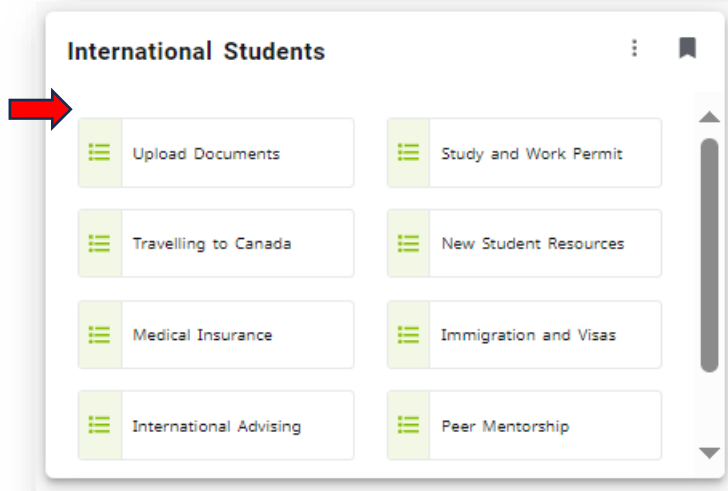
All students and employees: reset your own password in the future, by registering at <https://www.vcc.ca/ms-registration> (strongly advised).

Learn more about [myVCC accounts and passwords](#).

4. Select myServices

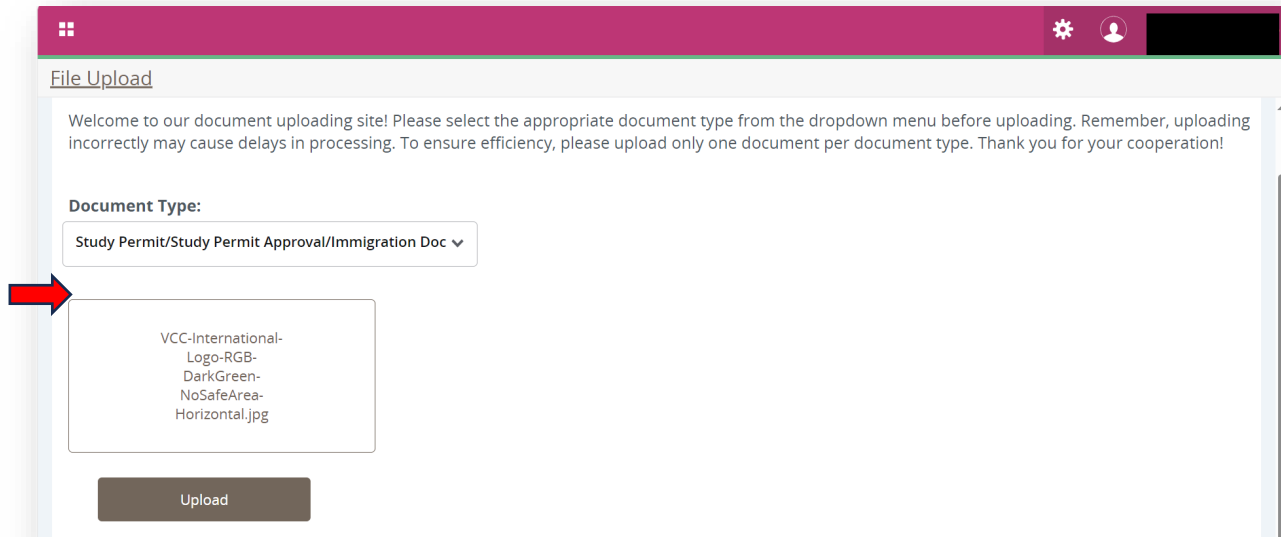


5. On International Students Tile, click 'Upload Documents' to submit. You will find a dropdown menu with a list of available forms to choose from.

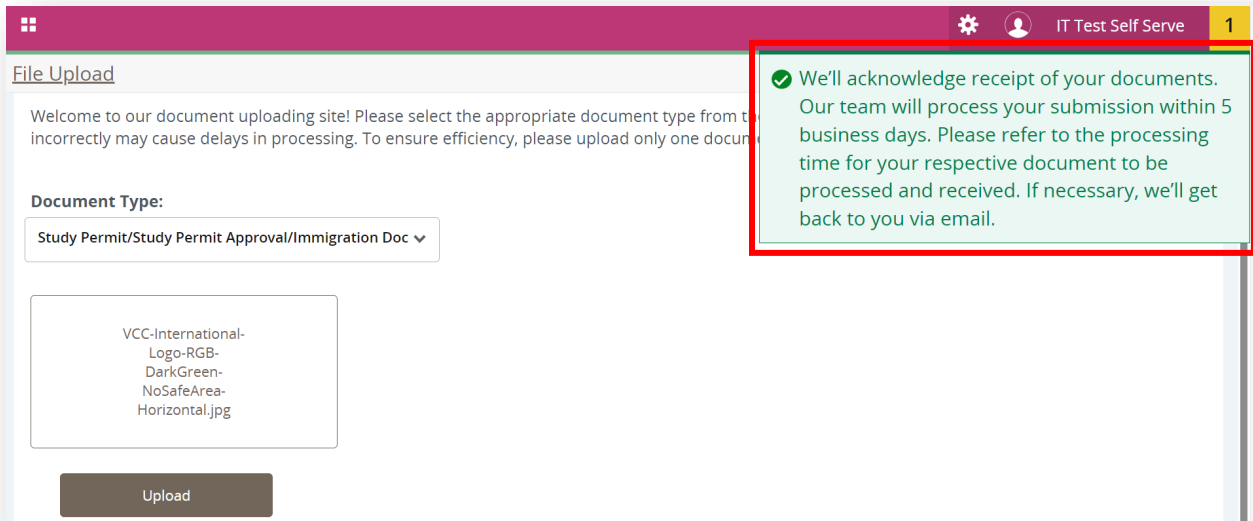


6. File Upload Documents

Make sure to select the correct document type from the dropdown menu and upload one document type at a time. Please note that uploading files with the extensions .zip and .exe is not allowed. If you attempt to upload such files, an error message will appear.



7. After successfully uploading your documents, an acknowledgment will appear. Please allow up to 5 business days for the review process. Based on the processing time, relevant requests will be processed. You can find the processing times for various forms here: [Forms - Vancouver Community College - International Students \(vcc.ca\)](https://www.vcc.ca/forms)



The screenshot shows a web interface for document uploads. At the top, there is a navigation bar with a settings icon, a user profile icon, and the text 'IT Test Self Serve' next to a yellow tab labeled '1'. Below the navigation bar, the page title is 'File Upload'. A welcome message reads: 'Welcome to our document uploading site! Please select the appropriate document type from the dropdown menu. An incorrect selection may cause delays in processing. To ensure efficiency, please upload only one document at a time.' Under the heading 'Document Type:', there is a dropdown menu currently set to 'Study Permit/Study Permit Approval/Immigration Doc'. Below this is a large empty rectangular area for file upload, with the text 'VCC-International-Logo-RGB-DarkGreen-NoSafeArea-Horizontal.jpg' centered inside. At the bottom of the form is a dark grey 'Upload' button. A red-bordered box on the right side of the form contains a green checkmark icon and the following text: 'We'll acknowledge receipt of your documents. Our team will process your submission within 5 business days. Please refer to the processing time for your respective document to be processed and received. If necessary, we'll get back to you via email.'