## 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.



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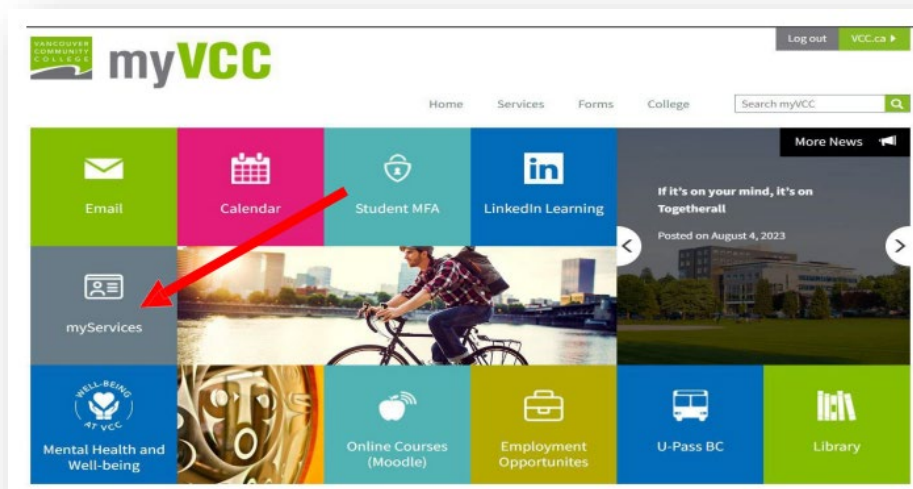
5. On International Students Tile, click 'Upload Documents' to submit. You will find a dropdown menu with a list of available forms to choose from.
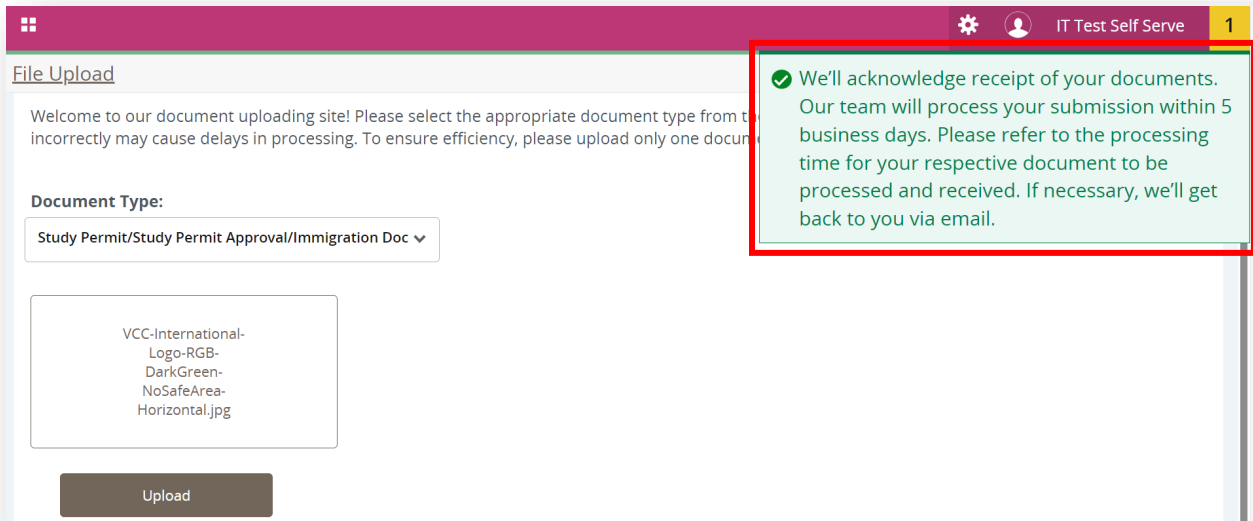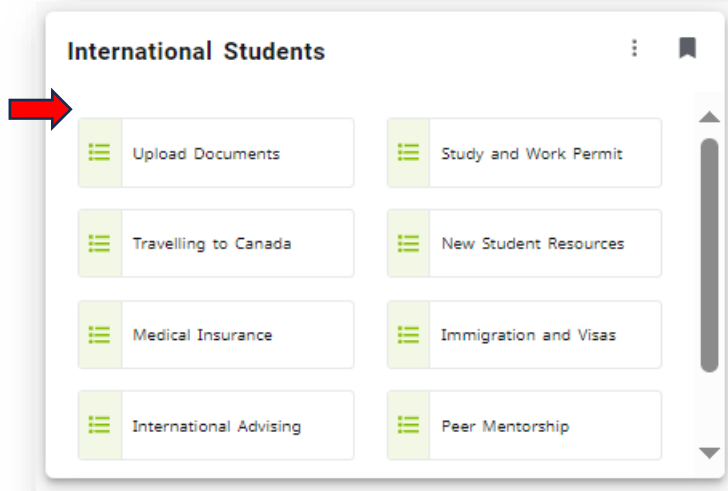


6. **File Upload Documents**
Make sure to select the correct document type from the dropdown menu and upload one document type at a time. Please note that uploading files with the extensions .zip and .exe is not allowed. If you attempt to upload such files, an error message will appear.
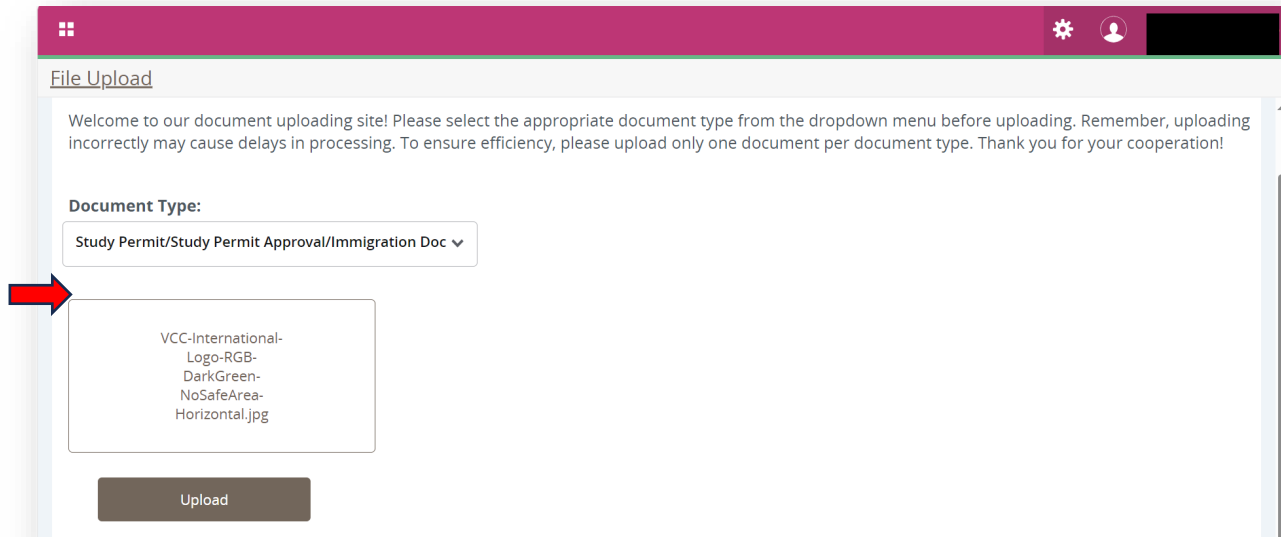
7. After successfully uploading your documents, an acknowledgment will appear. Please allow up to 5 business days for the review process. Based on the processing time, relevant requests will be processed. You can find the processing times for various forms here: [Forms - Vancouver Community College - International Students (vcc.ca)](Forms - Vancouver Community College - International Students (vcc.ca))