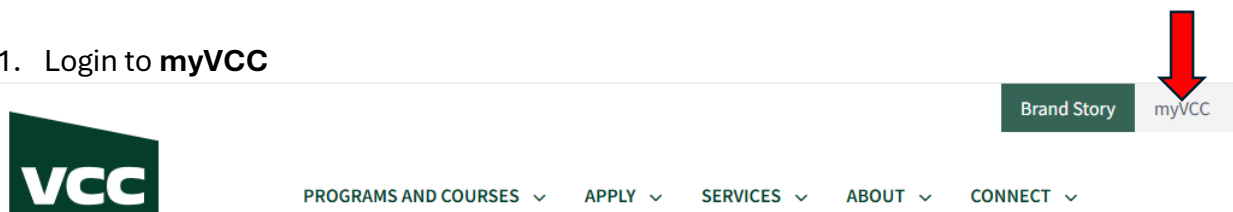**International Education**
ieservices@vcc.ca
vcc.ca/international
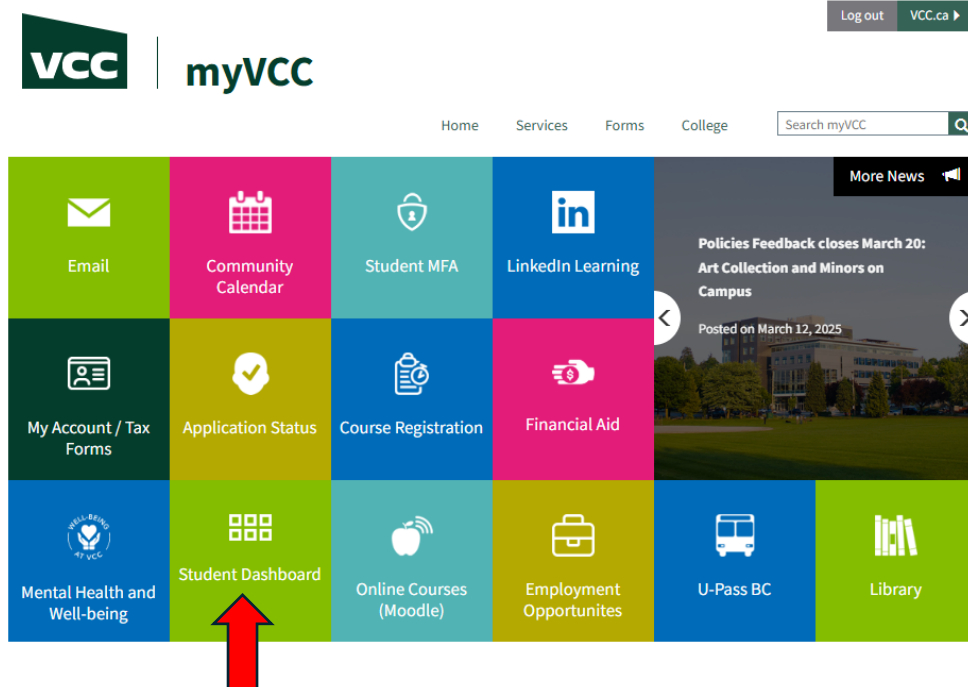
Updated April 2025

How to Update Your Contact Information

1. Login to **myVCC**

Brand Story   myVCC

PROGRAMS AND COURSES ⌄   APPLY ⌄   SERVICES ⌄   ABOUT ⌄   CONNECT ⌄

2. Select **Student Dashboard**

Log out   VCC.ca ▶

myVCC

Home   Services   Forms   College   Search myVCC

Email

Community Calendar

Student MFA

LinkedIn Learning

More News 📢

Policies Feedback closes March 20: Art Collection and Minors on Campus

Posted on March 12, 2025

My Account / Tax Forms

Application Status

Course Registration

Financial Aid

Mental Health and Well-being

Student Dashboard

Online Courses (Moodle)

Employment Opportunites

U-Pass BC

Library

Broadway campus
1155 East Broadway
Vancouver, B.C. V5T 4V5

Downtown campus
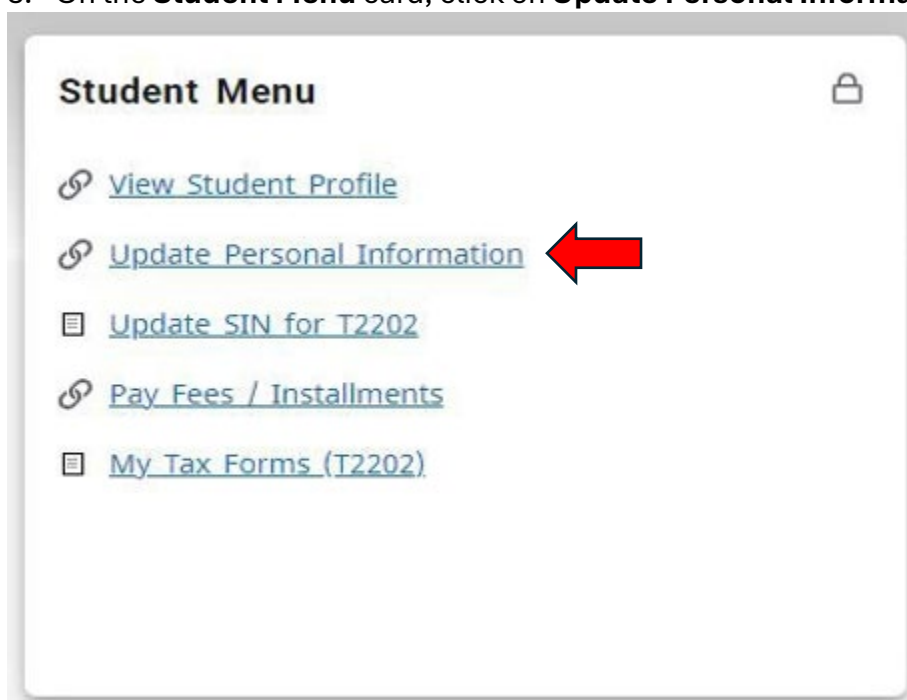250 West Pender Street
Vancouver, B.C. V6B 1S9

604.871.7000

vcc.ca

We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səl̓ilwətaɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.

![VCC logo]

3. On the **Student Menu** card, click on **Update Personal Information**

Student Menu 🔒

🔗 View Student Profile

🔗 Update Personal Information ⬅

▤ Update SIN for T2202

🔗 Pay Fees / Installments

▤ My Tax Forms (T2202)

4. Please check your Personal Details, Email, Phone Number and Address, making sure they are up to date.

5. You should have a **Mailing Address** on file.
   - If this is still your current address, no action required.
   - If you moved to a new place, please update your new address. This new address **must be a Canadian address.**

6. To **update address**, please follow the steps below:

   a. Click the **edit (pencil) icon** to edit an existing address.

Address   (+) Add New

Mailing
Current
01/06/2020 - (No end date)
250 west pender street
vancouver
British Columbia V6B 1S9

b. You must put an **End Date** of the current address on file – Enter **today's date** (the day you update the address) in the **"Valid Until"** box. This will be the last date your old address will remain on file.
In this example, we have entered September 1, 2021, as the end date.

c. Click the **Update** button once you complete the step.

Edit Address ✕

Type of Address	Valid From	Valid Until
Mailing ▼	01/06/2020 📅	09/01/2021 📅

Address Line 1	Address Line 2	Address Line 3
250 west pender street	Enter Address Line 2	Enter Address Line 3

Address Line 4	City	State/Province
Enter Address Line 4	vancouver	British Columbia ▼

County	Zip/Postal Code	Country
Select County ▼	V6B 1S9	Canada ▼

Cancel   Update

7. Now you can return to the previous page and **Add New** Address.

8. In the **"Type of Addresses"** drop down list, make sure you choose **Mailing.**

    a. Enter your current mailing address into the fields provided.

    b. **"Valid From"** date should be the day after your previous address ended - do not overlap dates. If you enter today's date to end your old address, then enter tomorrow's date in the "Valid From" field to active your new address. Leave the **"Valid Until"** date **blank**.
    In this example, the start date is September 17, 2021.

    c. Click "Add" button.