



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).

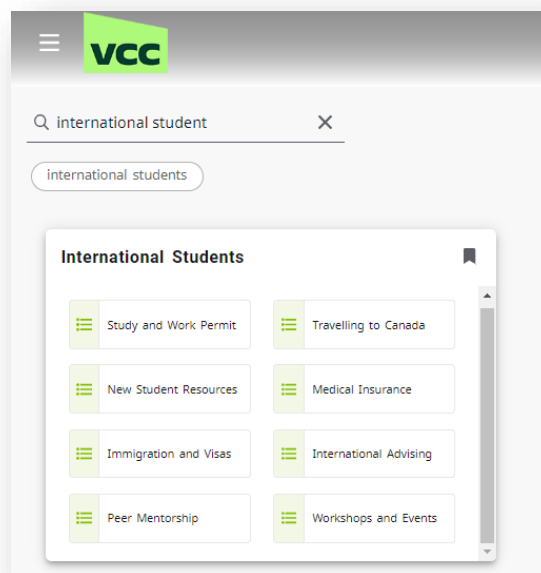
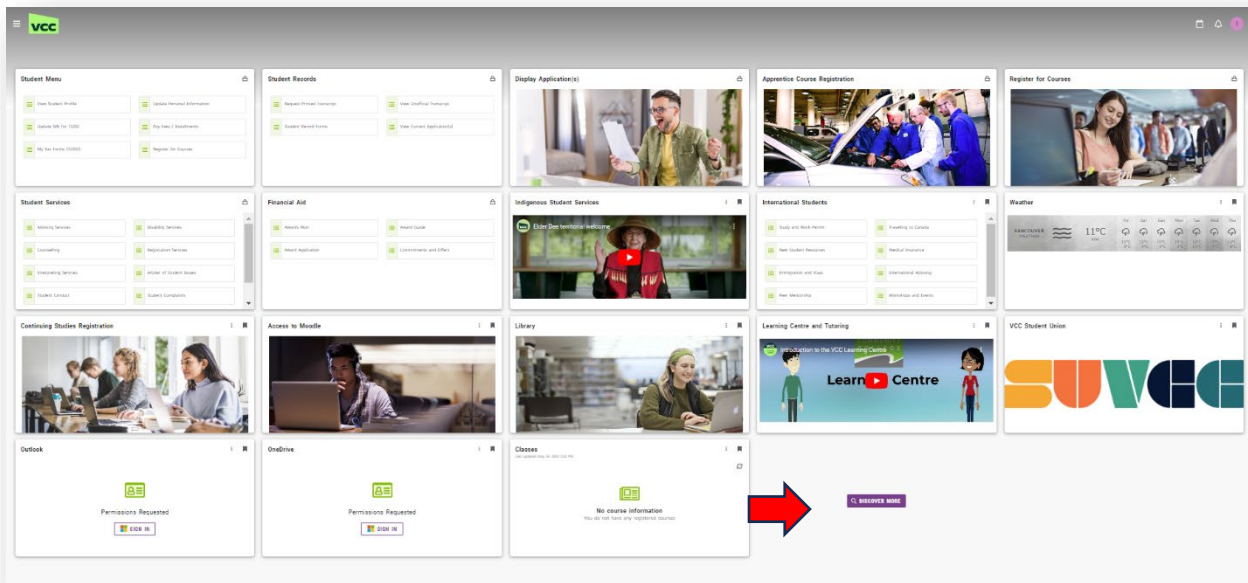
Learn more about [myVCC accounts and passwords](#).

4. Select Student Dashboard:

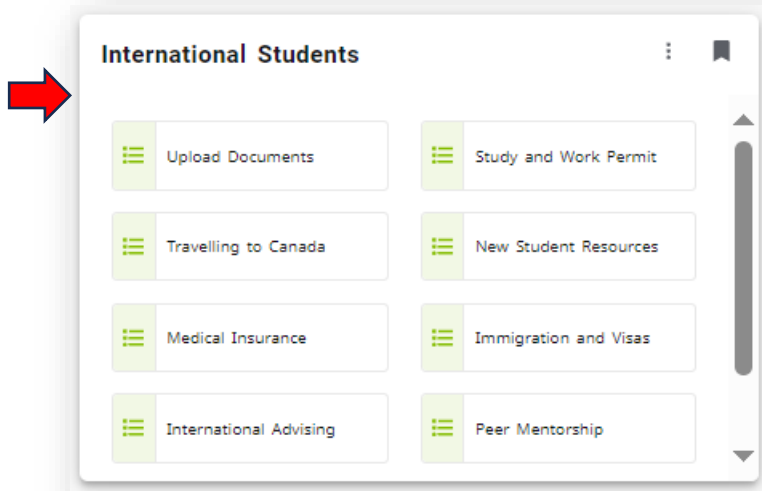
The screenshot shows the myVCC dashboard interface. At the top, there is a navigation bar with the VCC logo, the text 'myVCC', and a search bar. Below the navigation bar, there is a grid of service tiles. The tiles include: Email, Community Calendar, Student MFA, LinkedIn Learning, My Account, Application Status, Course Registration, Tax Forms, Mental Health and Well-being, Student Dashboard (highlighted with a red box), Online Courses (Moodle), Employment Opportunities, U-Pass BC, and Library. On the right side of the dashboard, there is a 'More News' section with a featured article titled 'A week of self-guided mental wellness activities' posted on May 16, 2024.

5. To ensure that the “International Students” tile appears on your default student dashboard display, follow these steps:

- Click on “Discover More.”
- Search for “International Students.”
- Navigate to the tile.
- Flag it to lock it in place.

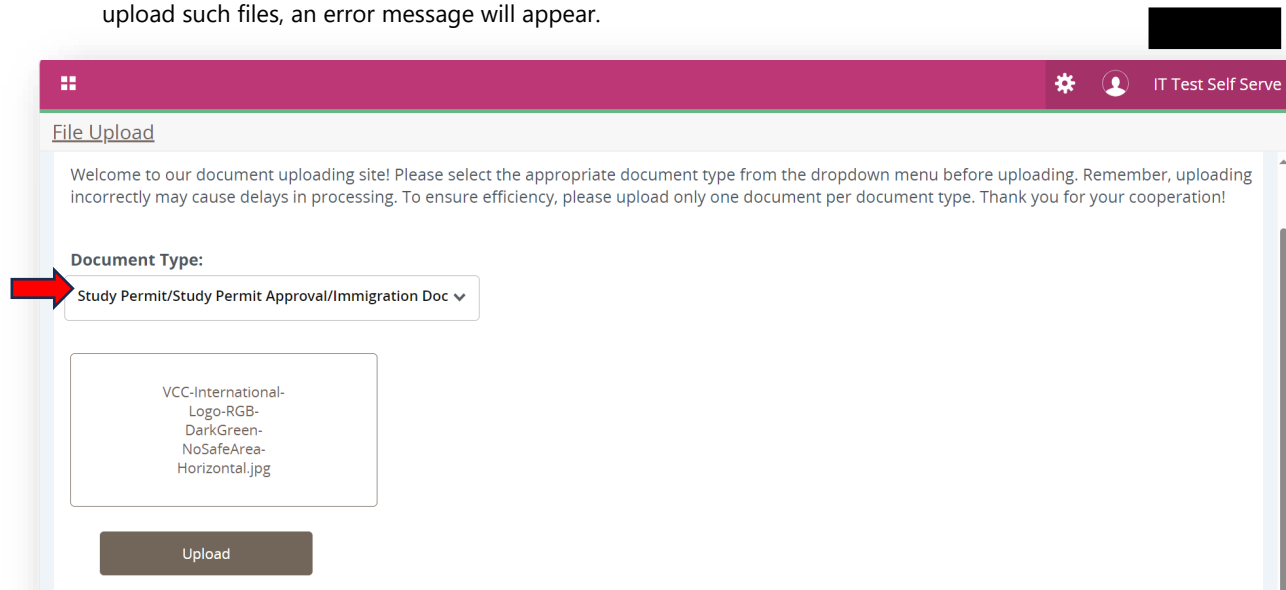


6. On International Students Tile, click 'Upload Documents' to submit. You will find a dropdown menu with a list of available forms to choose from.



7. 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.



8. 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)

File Upload

Welcome to our document uploading site! Please select the appropriate document type from the dropdown menu. Selecting an incorrect type may cause delays in processing. To ensure efficiency, please upload only one document at a time.

Document Type:

Study Permit/Study Permit Approval/Immigration Doc ▼

VCC-International-Logo-RGB-DarkGreen-NoSafeArea-Horizontal.jpg

Upload

IT Test Self Serve 1

✔ 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.