

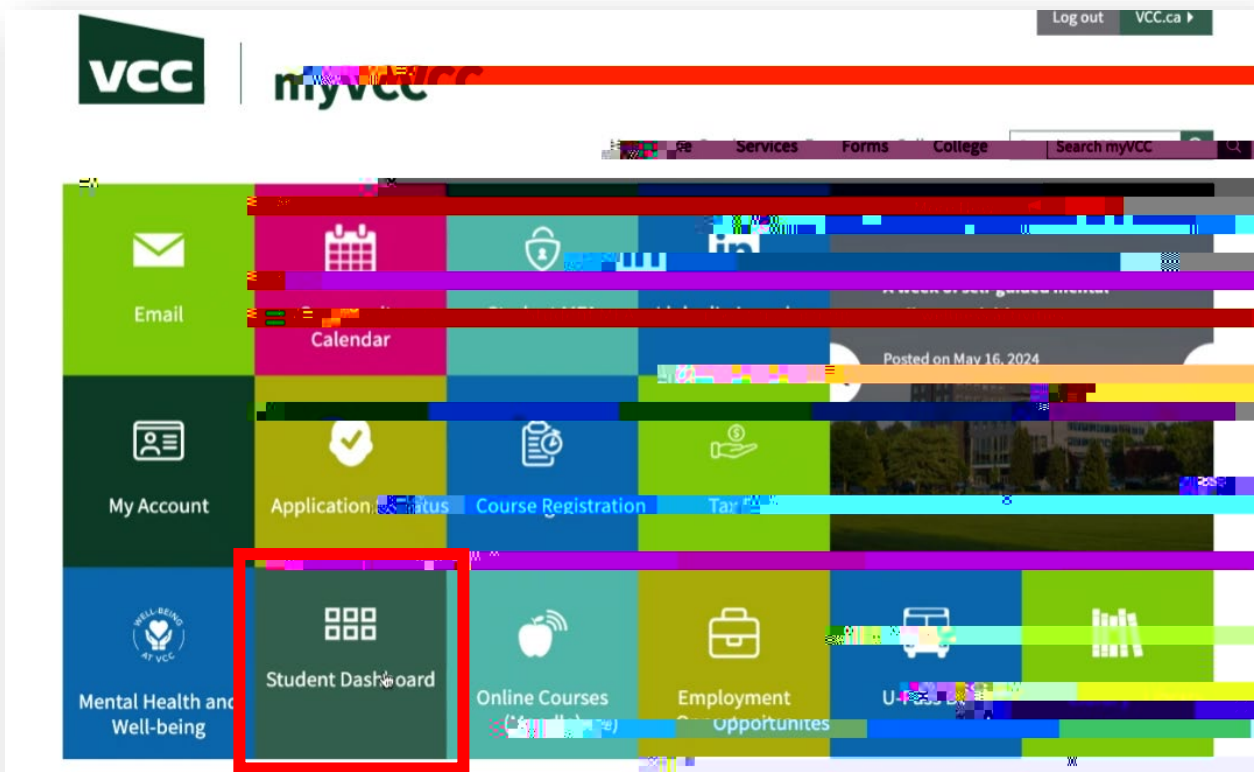


## INSTRUCTIONS FOR UPLOADING DOCUMENTS ONLINE

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.

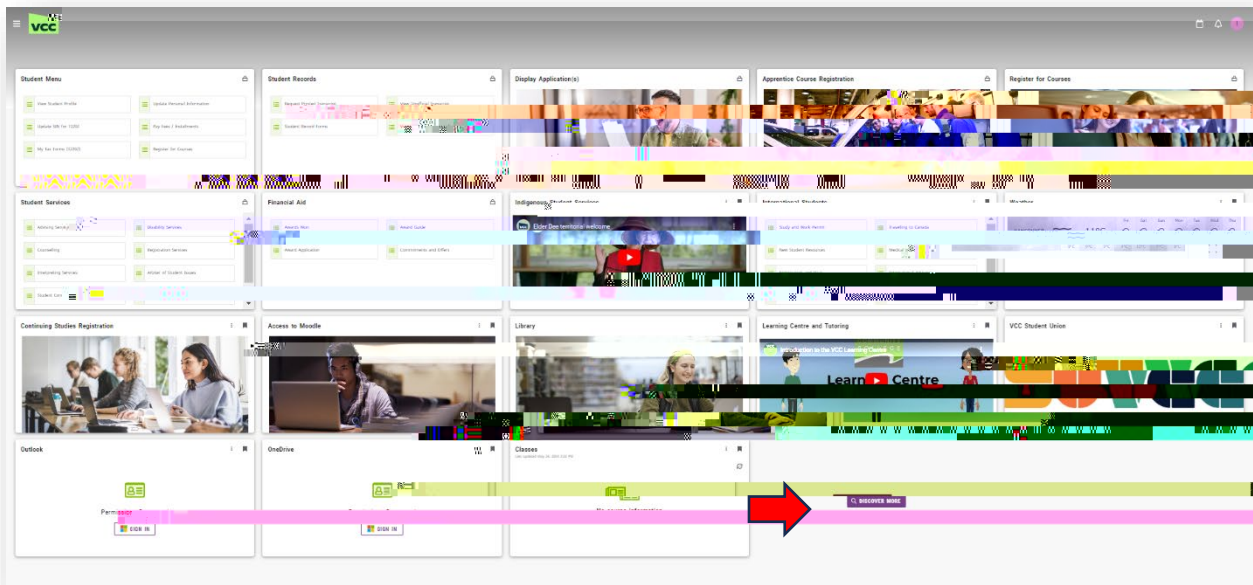


4. Select Student Dashboard:

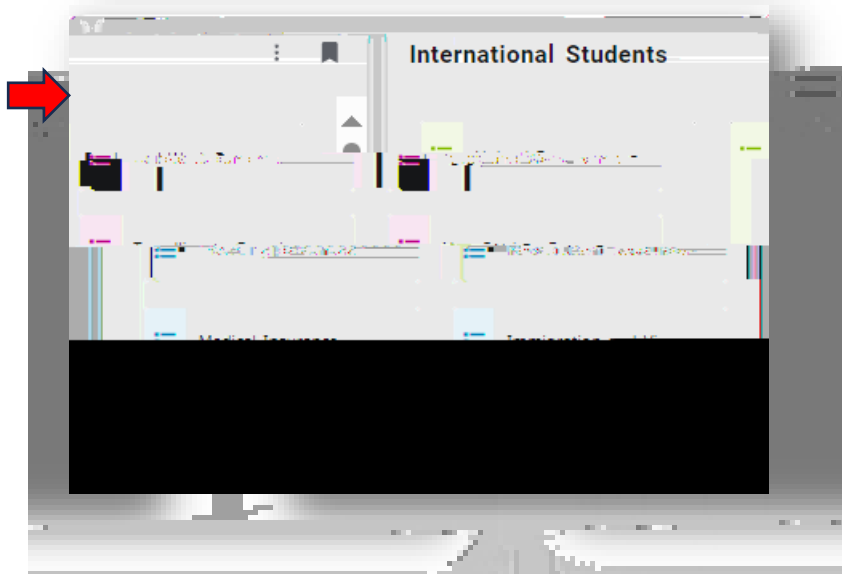


5. To ensure that the “International Students” tile appears on your default student dashboard display, follow these steps:

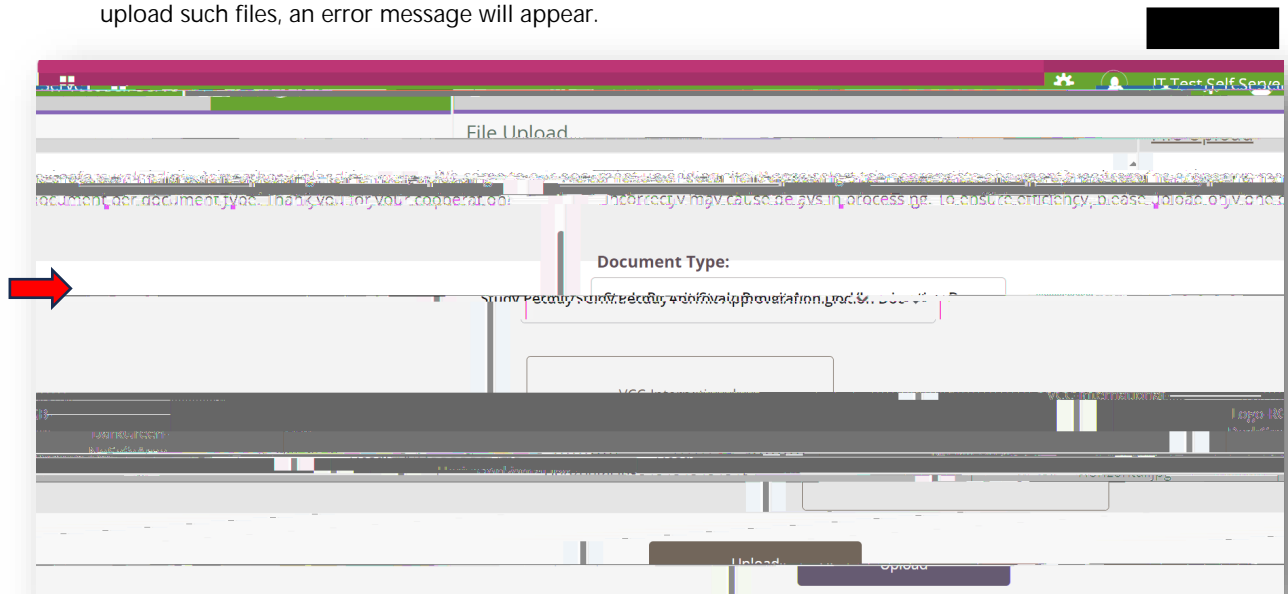
- Click on “Discover More.”
- Search for “International Students.”
- Navigate to the tile.
- Flag it to lock it in place.



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-international-students)

