

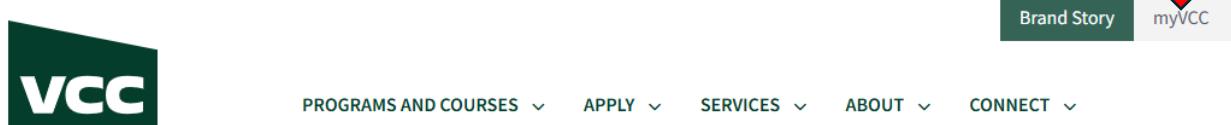


International Education  
[ieservices@vcc.ca](mailto:ieservices@vcc.ca)  
[vcc.ca/international](http://vcc.ca/international)

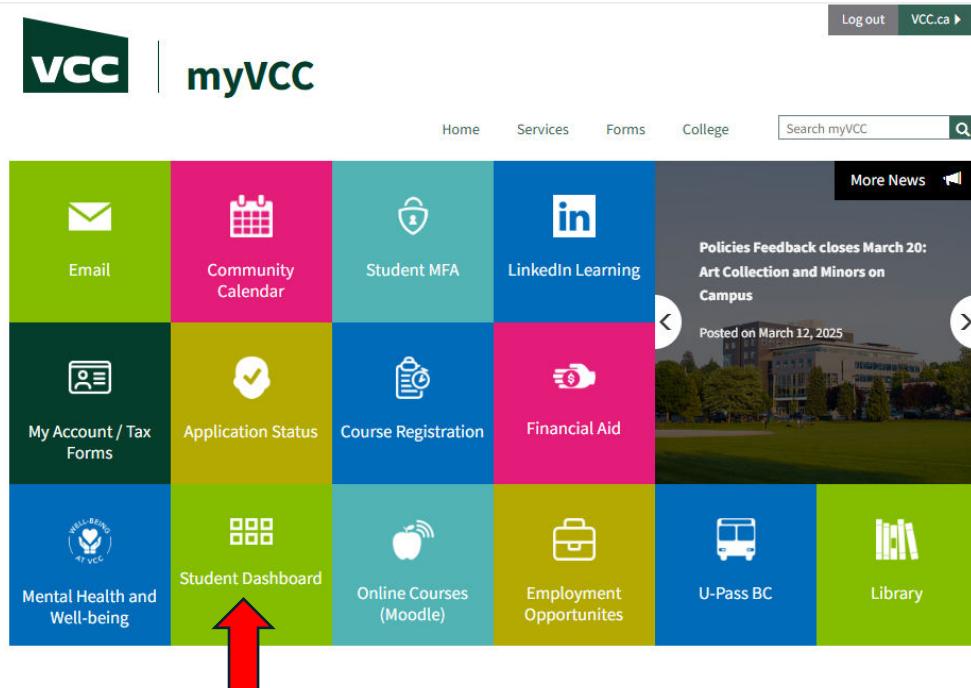
Updated April 2025

## How to Update Your Contact Information

### 1. Login to myVCC



### 2. Select Student Dashboard



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

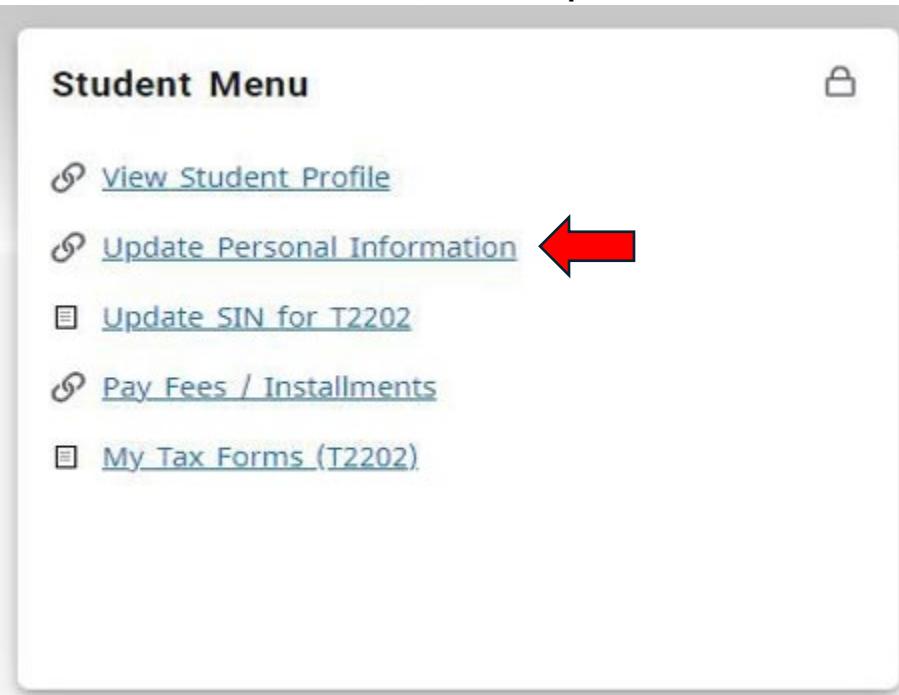
Downtown campus  
250 West Pender Street  
Vancouver, B.C. V6B 1S9

604.871.7000

[vcc.ca](http://vcc.ca)

We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̪əm (Musqueam), Skwxwú7mesh (Squamish), and səl̓ílwətaɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.

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



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

**VANCOUVER COMMUNITY COLLEGE** Testing, Studer

My Profile » Personal Information

Testing, Student Self-Service

ID Number: 000439292

 test@gmail.com

 604 8717000

Personal Details

First Name: Student

Middle Name: -

Last Name: Testing

Date of Birth: January 1, 2000

Marital Status: -

Legal Sex: Female

Preferred First Name: Self-Service

Email

Personal (Preferred): test@gmail.com

Phone Number

Mailing (Primary): 604 8717000

Address

Mailing

Current: 01/06/2020 - (No end date)

250 west pender street

vancouver

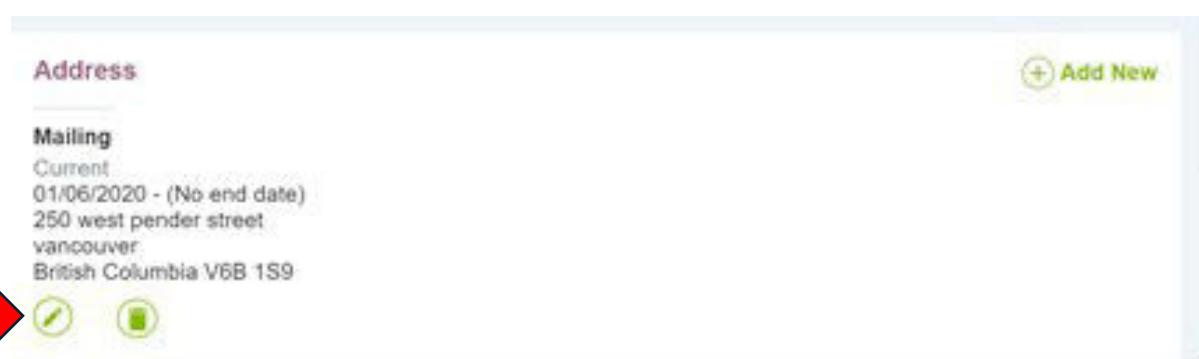
British Columbia V6B 1S9

Please see Step 5 to 8 to properly update your address.

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** X

Type of Address	Valid From	Valid Until
Mailing	01/06/2020 <span style="float: right;">Calendar icon</span>	09/01/2021 <span style="float: right;">Calendar icon</span>
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
<span style="float: left;">Cancel</span> <span style="float: right;">Update</span>		

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

**VANCOUVER COMMUNITY COLLEGE** Testing, Studer

[My Profile](#) • Personal Information

Testing, Student Self-Service

ID Number: 000439292

 test@gmail.com

 604 8717000

Personal Details		
First Name Student	Middle Name -	Last Name Testing
Date of Birth January 1, 2000	Marital Status -	Legal Sex Female
Preferred First Name Self-Service		

**Email**  

Personal (Preferred)  
test@gmail.com

**Phone Number**  

Mailing (Primary)  
604 8717000

**Address**  

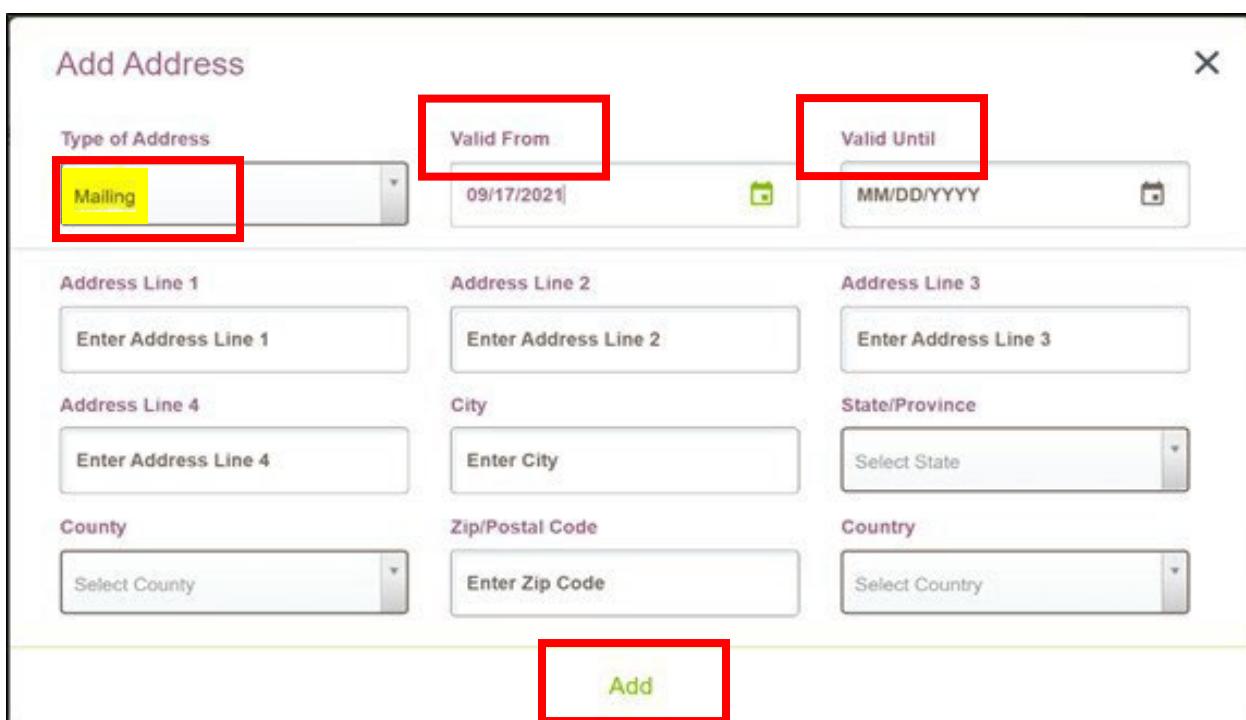
Mailing  
Current  
01/06/2020 - (No end date)  
250 west pender street  
vancouver  
British Columbia V6B 1S9



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 activate your new address. Leave the “**Valid Until**” date **blank**.  
*In this example, the start date is September 17, 2021.*
  - c. Click “Add” button.

**Add Address**



Type of Address	Valid From	Valid Until
Mailing	09/17/2021	MM/DD/YYYY
Address Line 1	Address Line 2	Address Line 3
Enter Address Line 1	Enter Address Line 2	Enter Address Line 3
Address Line 4	City	State/Province
Enter Address Line 4	Enter City	Select State
County	Zip/Postal Code	Country
Select County	Enter Zip Code	Select Country
<b>Add</b>		