



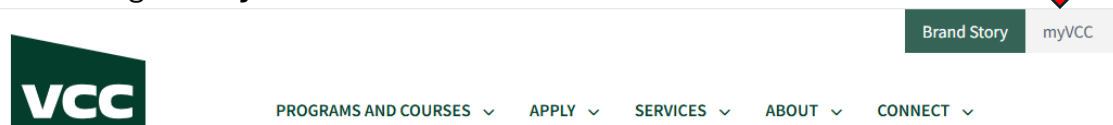
International Education
ieservices@vcc.ca
vcc.ca/international

Updated September 2025

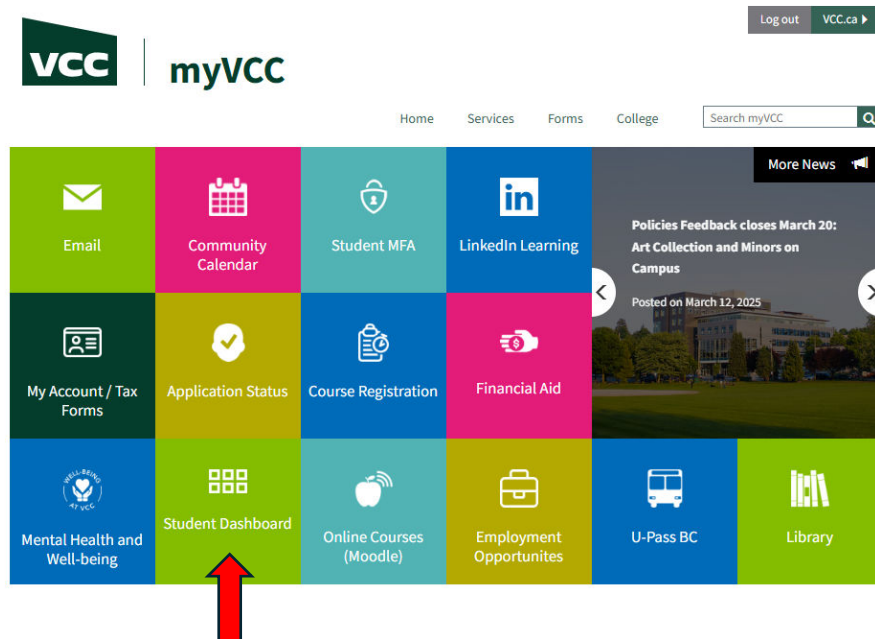
Upload Documents on MyVCC

You can watch this 1 minute [tutorial video](#), OR follow the step-by-step process below.

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

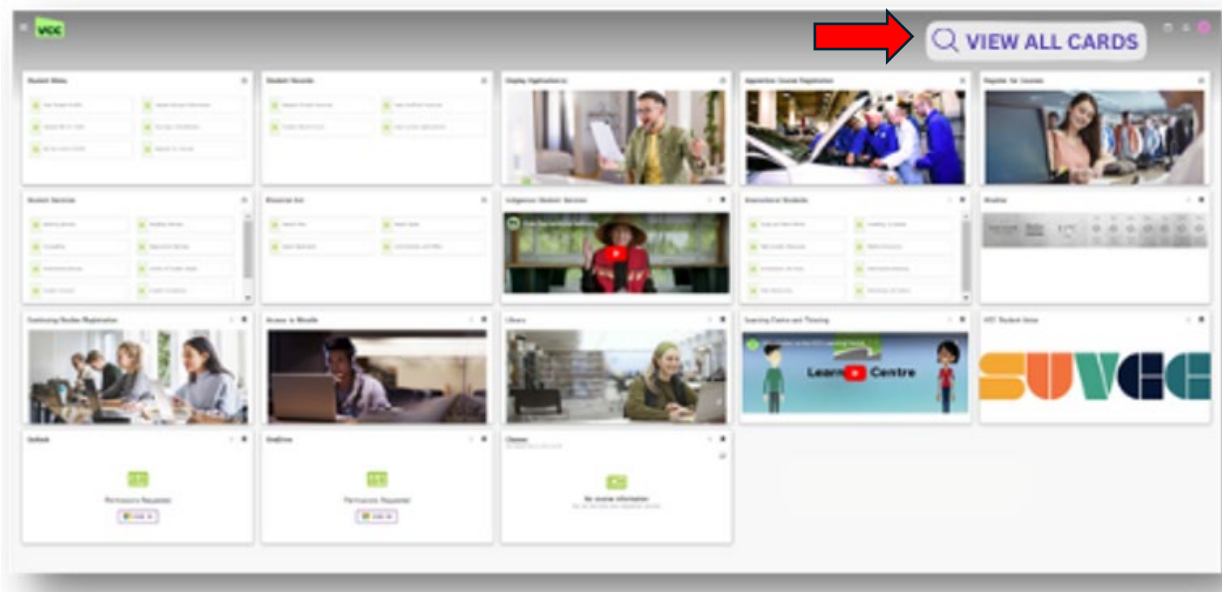
604.871.7000

vcc.ca

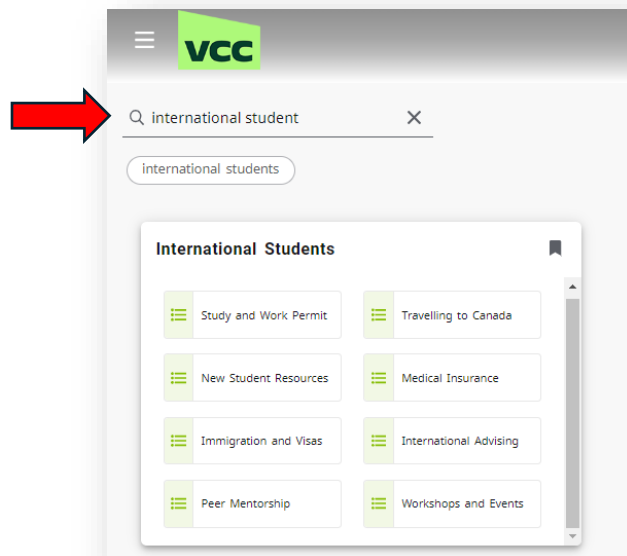
We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.



3. You will see different cards/boxes in the homepage such as “Student Menu” and “Student Records”. Please Click on **“VIEW ALL CARDS”** at the top right of the screen.

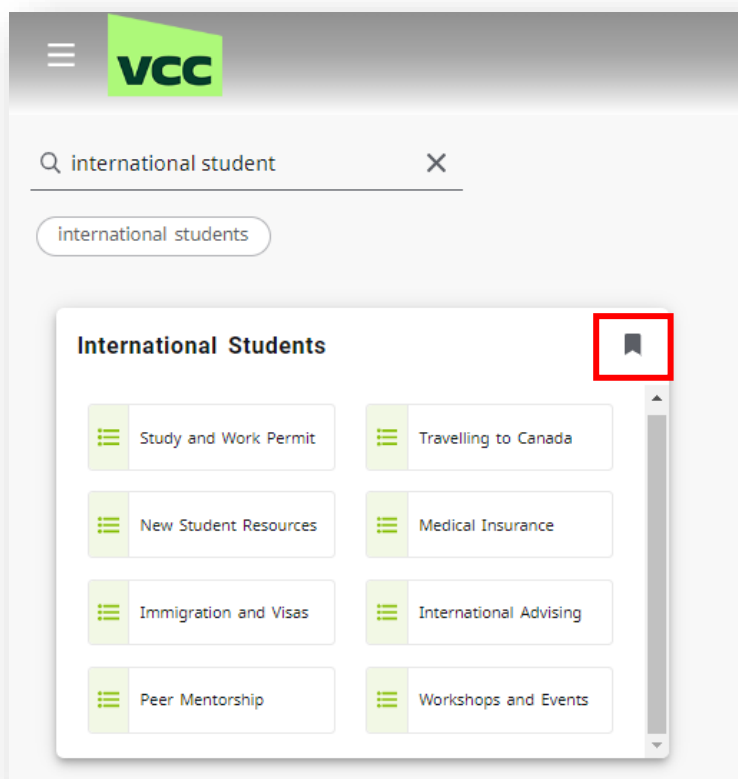


4. Search for **“International Students”** card



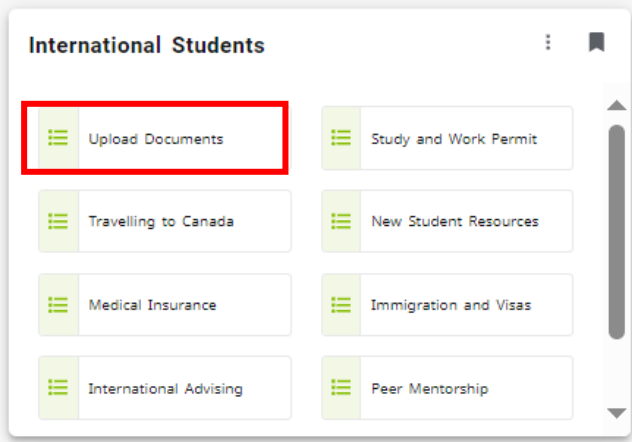


5. Bookmark / Click the small flag on the top right corner of the “**International Student**” card. Now you should now be able to see the “**International Student**” card pinned to your Dashboard in the homepage for easier access in the future.

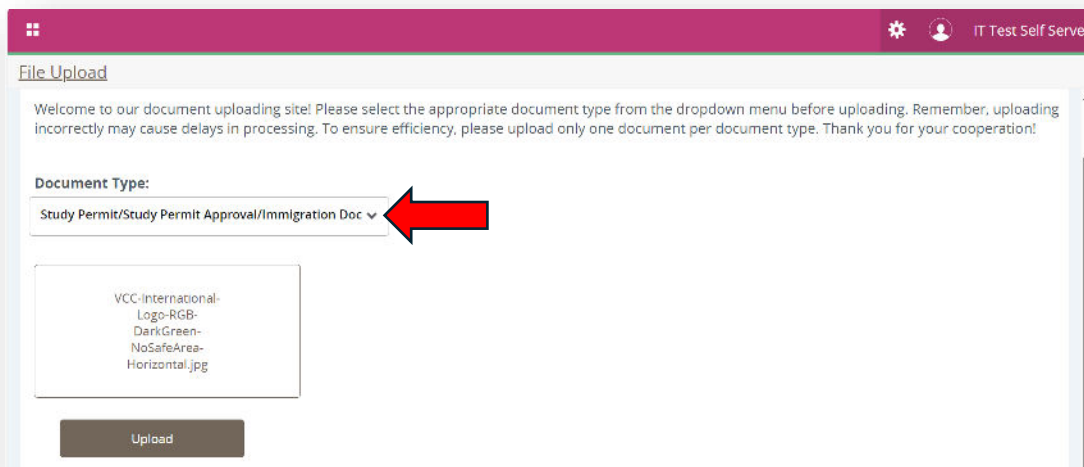




6. Go to “**International Students**” Tile, click “**Upload Documents**”.



7. **Upload** your documents - you will find the dropdown menu with a list of available document type to choose from. See “**NOTES**” section below to learn about different document types.





8. After successfully uploading your documents, an acknowledgment will appear. Please allow up to 5 business days for the review process. In addition to the 5-day review process, **additional** processing time will be required if you request letters from VCC. You can find the processing times for various forms here: [Forms - Vancouver Community College - International Students \(vcc.ca\)](#)

When you see this message pops out, you've completed the uploading process. **There is NO further action required. You may close the page.**

A screenshot of a web application titled "File Upload". The page has a purple header bar with a settings icon, a user icon, and the text "IT Test Self Serve" followed by a yellow tab with the number "1". The main content area is white. At the top, it says "Welcome to our document uploading site! Please select the appropriate document type from the dropdown menu. Uploading documents incorrectly may cause delays in processing. To ensure efficiency, please upload only one document at a time." Below this is a "Document Type:" label and a dropdown menu showing "Study Permit/Study Permit Approval/Immigration Doc" with a downward arrow. Underneath is a large rectangular box containing the text "VCC-International-Logo-RGB-DarkGreen-NoSafeArea-Horizontal.jpg". At the bottom of the page is a brown "Upload" button. A red-bordered box highlights a green confirmation message that appears on the right side of the page: "✓ 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."



NOTES:

A. Here are the all the **document types** available:

Add/Drop/Withdraw Form
Refund Request Form
Student Appeal Form
Letter Request Form
Practicum/Co-op Work Permit
Release of Information Form
Study Permit/Study Permit Approval/Immigration Docs

B. **Examples:**

- If you want to submit a request form to get a confirmation of enrolment, or a study permit extension support letter, please upload the form to the “**Letter Request Form**” section.
- If you want to submit your study permit, or IRCC confirmation letter that proves you have applied for a new study permit, please upload the documents in the “**Study Permit/Study Permit Approval/Immigration Docs**” section.
- If you want to submit your co-op work permit, or IRCC confirmation letter that proves you have applied for a new co-op work permit, please upload the documents in the “**Practicum/Co-op Work Permit**” section.