

### INSTRUCTIONS FOR UPLOADING DOCUMENTS ONLINE

1. Go to [my.vcc.ca](http://my.vcc.ca)
2. Login to [my.vcc.ca](http://my.vcc.ca) with student ID and password
3. You can see the International Students Tile with the Upload

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

6. 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.

7. After successfully uploading your documents, an acknowledgment will appear. Please allow up