

## International Exchange Student Application – Part Two

### GUIDELINES FOR COMPLETING THE INTERNATIONAL EXCHANGE STUDENT APPLICATION FOR ADMISSION

1. Please consult the TRU Calendar (<http://www.tru.ca/calendar/current/>) on the web before completing this form. The Calendar describes every course and program offered by TRU as well as the university policies and other very useful information.
2. Courses are described in detail in the “Course Descriptions” section of the Calendar. Each course is assigned a unique number. The first digit of the number indicates the year level (the year during which the course is usually taken). Course numbers beginning with “1” are first year courses. Second year courses begin with “2”, third year with “3”, and fourth year with “4”. ENGL 1120 is then a first year English course. Most courses at TRU are 3 credit courses and are one full semester in length.
3. Not every course listed in the calendar is offered each semester. Therefore, please consult the Course Schedules ([http://www.tru.ca/registration/course\\_schedules/](http://www.tru.ca/registration/course_schedules/)) to make certain the courses you want are offered during the time you plan to study at TRU. The Course Schedules also show the times and days of the week for each course. Please note “R” means “Thursday”.
4. Using the information in #1, #2, and #3, you should now create a proposed timetable for your studies at TRU. This means you will know the class number, the class time, and the class day(s) for each class you want to take. You must make certain your timetable is correct. For help learning about making a timetable, please go to this web page (<http://www.tru.ca/advising/onlinehelp.html>). Then, near the bottom of the page, click on “Timetabling Tutorial.”
5. Depending on the length of your stay at TRU you must choose courses which give you the appropriate total number of credits, i.e. if you are coming for a full academic year you should ensure that you register for at least three (3) credit courses per semester. A lower course load will not be accepted, as you would not be classified as a full-time student. Maximum number of courses is 5.
6. Many classes have pre-requisites. Please make certain that you have the required pre-requisites for each class you wish to take at TRU.
7. Please choose your courses **in the order of priority** in which you need to study them in order to have them fully recognised at your home university. This should be done in consultation with your Program Advisor at your home university, who must sign the bottom of the form and return it to TRU with your completed application form.
8. Your final choice of courses will be determined when you arrive at TRU, but if you do not return the form at least TWO months before the beginning of the semester, many of the popular courses may be full and you will then not be able to study these. It is, therefore, in your own interest to ensure that we have all the forms well in advance.
9. If you wish to study for academic credit, and English is NOT your first language, you must provide a TOEFL or IELTS test score or a letter from your university confirming your ability to study in English at the university academic level. If you do not provide this information in advance, you will be tested on arrival and your course placement decisions will be made at that time.
10. TRU has academic advisors that are experts in international student advising. If you have any questions, please email [internationaladvising@tru.ca](mailto:internationaladvising@tru.ca).

## **LANGUAGE PROFICIENCY REPORT**

This report is required from all applicants who do NOT speak ENGLISH as a first language.

If you wish to study for academic credit, and English is NOT your first language, you must provide a TOEFL or IELTS test score or a letter from your university confirming your ability to study in English at the university academic level. If you do not provide this information in advance, you will be tested on arrival and your course placement decisions will be made at that time.

All academic courses at TRU are taught in English. If your English ability is lower, you may be required to take ESL (English as a Second Language) classes, or a combination of ESL and academic classes. ESL courses are NOT university level credit courses.

You can learn more about our ESL program at <http://www.tru.ca/dsd/esl/index.html>.

PLEASE CHOOSE ONE OF THE FOLLOWING...

1. \_\_\_ Yes I have a TOEFL test score included with this application.
2. \_\_\_ Yes I have an IELTS test score included with this application.
3. \_\_\_ Yes I am able to study at the university academic level in English and have included a letter from my university confirming this.
4. \_\_\_ Yes I will need to have my English tested when I arrive at TRU...

# TRU LEARNING AGREEMENT FIRST SEMESTER

## Exchange and Study Abroad Students

Please read the Guidelines for Completing the International Exchange Student Application for Admission before completing the form. Please complete this form in consultation with your Program Advisor at your home institution and make sure they sign the bottom of the form.

**Name:** .....

**Home Institution:** .....

January to April \_\_\_\_\_ (Winter Semester)  
 May to August \_\_\_\_\_ (Summer Session)  
 September to December \_\_\_\_\_ (Fall Semester)

Then list **in order of priority** (1 being your first choice) the courses you wish to study.

TRU Course number e.g. BBUS-2210	Title of Course e.g. Political Concepts	Credit e.g. 3
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....
<b>Alternate Courses</b>		
6 .....	.....	.....
7 .....	.....	.....

<b>HOME INSTITUTION</b>	
We confirm that this proposed program of Study/Learning Agreement is approved.	
Program Advisor's name and signature:	
Name .....	Signature .....
Date .....	Student's signature .....

This form should be returned to the Study Abroad Centre, International Building, Room 3060, Thompson Rivers University, PO Box 3010, 900 McGill Road, Kamloops, B.C., V2C 5N3.

# TRU LEARNING AGREEMENT SECOND SEMESTER

## Exchange and Study Abroad Students

Please read the Guidelines for Completing the International Exchange Student Application for Admission before completing the form. Please complete this form in consultation with your Program Advisor at your home institution and make sure they sign the bottom of the form.

**Name:** .....

**Home Institution:** .....

January to April \_\_\_\_\_ (Winter Semester)  
 May to August \_\_\_\_\_ (Summer Session)  
 September to December \_\_\_\_\_ (Fall Semester)

Then list **in order of priority** (1 being your first choice) the courses you wish to study.

TRU Course number e.g. BBUS-2210	Title of Course e.g. Political Concepts	Credit e.g. 3
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2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....
<b>Alternate Courses</b>		
6 .....	.....	.....
7 .....	.....	.....

**HOME INSTITUTION**

We confirm that this proposed program of Study/Learning Agreement is approved.

Program Advisor's name and signature:

Name ..... Signature .....

Date ..... Student's signature .....

This form should be returned to the Study Abroad Centre, International Building, Room 3060, Thompson Rivers University, PO Box 3010, 900 McGill Road, Kamloops, B.C., V2C 5N3.

## **Once You Are Accepted by TRU**

All Exchange Student applications must first be sent to the TRU World Study Abroad office for approval. This office will then advise your home university of your acceptance, and forward your application to International Admissions and International Academic Advising who will then contact you. You will also be contacted by an International Student Advisor who will send you a complete package of information about study at TRU.

Once accepted, if you have any questions about...

1. your courses, timetabling or registration, please contact [internationaladvising@tru.ca](mailto:internationaladvising@tru.ca) as soon as possible.
2. your admission, please contact Tracy Barth at [tbarth@tru.ca](mailto:tbarth@tru.ca).
3. your accommodation, visas, orientation, arrival etc., please contact your International Student Advisor. Their name is provided to you with your Acceptance.
4. issues not noted above, please contact the Study Abroad Office... Manager Jan Petrar [jpetrar@tru.ca](mailto:jpetrar@tru.ca) or Assistant Vicky Gold at [vgold@tru.ca](mailto:vgold@tru.ca).