

Application Instructions

1 When to Apply:

Please note the following application deadlines.

Late applications will be considered if space is available.

- WINTER** **January semester**
Application deadline:
October 15
- SUMMER** **May semester**
Application deadline:
February 15
- FALL** **September semester**
Application deadline:
May 31

2 How to Apply:

1. APPLICATION

Complete all information on the application form. For faster processing complete application on-line at: www.TRUworld.ca

2. PROGRAM SELECTION

Check the program list on the back of this application and print your program choices **clearly**.

3. TRANSCRIPTS

With this application submit official transcripts (or certified copies) of your secondary school grades and any post-secondary institutions you have attended. Transcripts **must be officially** translated into English.

You may scan and email or fax the transcripts for faster processing but originals **must be** presented on arrival to TRU. Otherwise you will not be allowed to register for courses at TRU.

4. APPLICATION FEE

A non-refundable application fee of CDN\$100 **must** accompany your application.

5. SEND

Send your completed application form, school transcripts, and application fee to International Admissions.



3 Next Steps:

1. PROCESSING

Your application will be processed within two working days.

2. PRE-ACCEPTANCE

TRU will send a pre-acceptance letter indicating

- (a) the program to which you have been accepted and
- (b) any conditions of your acceptance

3. SUBMIT

You should submit:

- (a) required fees for your first semester of study (as outlined in your pre-acceptance letter) and
- (b) your program selection plan.

4. FINAL ACCEPTANCE

Upon receiving payment of tuition and general fees, TRU will send an official letter of acceptance.

5. HOUSING

At the same time make arrangements with TRU for accommodation.

6. STUDENT VISA

Use your official TRU letter of acceptance to apply to the nearest Canadian Embassy or Consulate for a student visa.

7. AIRPORT PICKUP

Make arrangements for airport pickup.

4 Payment:

- Fees may be paid by credit card (Visa, Mastercard, American Express), bank draft, or bank transfer. You can also make payments through our on-line secure payment facility at www.TRUworld.ca
- If paying by bank draft, bank wire transfer, or money order copy of the financial document **must** be attached.
- Please make your bank draft or money order payable to:
Thompson Rivers University
- Bank transfer details:
Thompson Rivers University
Acct #1105-935
Transit # 07200
Swift Code: BOFMCAM2
Bank of Montreal (BMO)
101F - 1180 Columbia Street West
Kamloops, BC, Canada V2C 6R6

5 Please send applications to:

International Admissions
Thompson Rivers University
Box 3010, 900 McGill Road
Kamloops, BC Canada V2C 5N3
Tel: +1 (250) 828-5252
Fax: +1 (250) 371-5513
Email: welcome@tru.ca
Web: TRUworld.ca

TRU Refund Policy

Students should familiarize themselves with TRU's refund policy **prior to submitting payment** for their studies.

• International students who:

- (a) Withdraw prior to the start of instruction will receive a 50% refund of tuition and general fees invoiced.
- (b) Withdraw in the first or second week of instruction will receive a 25% refund of tuition and general fees invoiced.
- (c) Withdraw after the second week of instruction will receive no refund of tuition and general fees.
- (d) Withdraw due to a failure to obtain a student permit prior to arrival at TRU will be entitled to a full refund of tuition and general fees invoiced less a CDN\$200 administration fee. Students must notify TRU in writing and provide documentation prior to the start of the semester (the original letter from the Canadian Embassy stating the reasons the visa was denied **is required** — no photocopies or faxes are accepted). Total non-refundable including application fee of CDN\$100 is CDN\$300.
- (e) Students who wish to defer their application to the next semester must do so prior to the start of the semester. Once instruction begins policies (b) and (c) above apply.



THOMPSON RIVERS
UNIVERSITY

STATUS Are you a new or returning student? If "returning", what is your TRU Student # **T** _____

Do you have a British Columbia Provincial Exam Number (P.E.N.)? (If 'yes') _____

PERSONAL INFORMATION

Family Name: _____

First Name: _____

Middle Name: _____ English Name: _____

Mailing Address: _____ Male Female Passport Number: _____

City: _____ Birthdate: _____ YEAR / MONTH / DAY

Country: _____ Postal Code: _____ Phone: _____

Email: _____ Fax: _____

Emergency Contact: _____ First Language: _____

Emergency Phone: _____ Other Language: _____

AGENT/REFERRAL (if applicable):

Name of Agency: _____ TRU ID# _____

Contact Name: _____ Email: _____

Address: _____ Mobile Phone: _____

City: _____ Phone: _____

Country: _____ Postal Code: _____ Fax: _____

PROGRAM CHOICE

Do you want to study English as a Second Language (ESL) at TRU? Yes No

If 'yes' which program? Semester-based Other _____

Do you want to enter a university program at TRU? Yes No

If 'yes' which program? _____

If MBA: GMAT Score _____ GPA _____

When do you want to begin your program? September (Fall) January (Winter) May (Summer) Year: 20_____

Do you want to be listed in the TRU Student Directory? Yes No Do you want to receive email bulletins? Yes No

EDUCATION HISTORY

Senior High School Attended: _____

From: (year) _____ To: _____ Grade Completed: _____ Attach all transcripts (if applicable)

All Universities or Colleges Attended: Attach all transcripts (if applicable)

1) _____ Dates Attended: _____ Degrees/Diplomas Granted _____

2) _____ Dates Attended: _____ Degrees/Diplomas Granted _____

What did you do last year: (Circle 1) 1 Secondary School 2 College 3 University 4 Labour force 5 Other

Where did you live last year: (Circle 1) 1 British Columbia 2 Another Province 3 Outside Canada

PAYMENT & DECLARATION

TYPE OF PAYMENT:

Certified Cheque or Money Order – Reference # _____

Bank Transfer – Reference # _____

Remitter's Name _____

Credit Card: Visa Master Card American Express

I authorize to charge CDN\$100 to my credit card – Expiry Date: _____ MONTH / YEAR

Credit Card Number: _____

Cardholder Name: _____

Signature: _____

Declaration: I understand and agree that: (i) this is an application for a TRU Program only and is subject to the limitation of available resources; (ii) any misrepresentation of information in this application may result in the cancellation of my admission or registration; (iii) information placed in my student record will be used for the purpose of admission, registration, record keeping, including release to the TRU Foundation and TRU Alumni Association or for a use consistent with these purposes; and (iv) if I am admitted to a program, I am subject to the policies and rules of TRU. I certify that all statements on this application are true and complete and I authorize TRU to verify them.

Signature _____

Date _____