

Executive Assistant Diploma

2018 – 2019 ADMISSION INFORMATION

Program Description

The School of Business at TRU offers a 2 year Diploma program.

This program is designed to enhance the Administrative Assistance Certificate to a diploma standing for more senior positions held in office settings.

This Diploma Program is offered both full and part time basis with intake dates in Sept, Jan and May annually.

Seating is limited.

Admission Requirements

Academic Requirements:

- Completion of the Administrative Assistant Certificate (Year 1)
- BC Foundations Math/BC Pre-Calculus with a minimum C+ (67%) or equivalent.

Students may commence their studies while they upgrade their Mathematics.

For assistance in developing your academic plan to meet this program's requirements you may want to contact School of Business and Economics Advising at sobedadvisor@tru.ca
Phone: (250) 852-7635

How to Apply

1. **Submit your application** online at <http://www.tru.ca/admissions/apply>
2. **Pay the application fee:**
 - a. \$28.68 for Canadian citizens or permanent residents
 - b. \$100.00 for international students (requires a Study Permit)
3. **Submit official high school transcripts.**
4. **Submit all postsecondary transcripts.**
5. **Submit any required supporting documents.**

Next Steps:

1. We will contact you within 10 working days to let you know that we have received your application.
2. Use the check-list in this package to make sure you have included all the supporting documents required for the program you are applying to. All documents must be submitted by the deadline in order for your application to be considered.
3. Once we have reviewed your application and applicable supporting documents, we will notify you about the admission decision.
4. Once admitted, you will be required to pay a \$500 commitment fee to confirm their seat and enable you to then register in courses.

Need Help? Contact Us

Email: admissions@tru.ca

Old Main Student Street

Phone: 250-828-5036

Fax: 250-371-5960

Mailing Address:

Enrolment Services

Thompson Rivers University

805 TRU Way

Kamloops, BC V2C 0C8

Further information regarding Executive Diploma can be found at

<http://www.tru.ca/programs/catalogue/executive-assistant.html> or 250-852-7635

Additional information regarding various TRU support services, including Disability Services, Aboriginal Services, Counselling, and Student Awards and Financial Aid, as well as Housing can be found at www.tru.ca

Program Application Admissions Checklist

- Application form
- Application fee \$28.68
- Official high school transcripts
- All post-secondary transcripts
- Proof of Administrative Assistant Certificate