

**APPLICATION CHECKLIST FOR:  
Graduate Certificate in Business Administration  
and Master of Business Administration**

*Please include this check sheet with your application documentation.  
When all required documentation is available, send to: [GradAdmissions@tru.ca](mailto:GradAdmissions@tru.ca)*

Student Full Name: \_\_\_\_\_

Intake Requested: \_\_\_\_\_

TRU Student/Application Number: \_\_\_\_\_

On Campus

Online (Domestic Only)

Application Fee Paid via On-line application  
at <https://applybc.ca/tru.jsp>

Course Load:

Full Time (minimum 3 courses per semester)

Part Time

Resume

1000 Word Letter of Intent

Proof of graduation if credential does not appear on official transcript  
(copy of degree, provisional certificate, certificate of degree, etc.)

Bachelor Degree earned: \_\_\_\_\_

Transcripts from all post-secondary studies  
(High School transcripts are not required)

Proof of English Language Proficiency if degree awarded in a country that does not  
consider English to be its first official language:

**NOTE:** Instruction in English is not sufficient for having proof of English language proficiency waived.

Test \_\_\_\_\_ Scores L: \_\_\_\_\_ R: \_\_\_\_\_ W: \_\_\_\_\_ S: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Student Status:

International

Domestic

Permanent Resident (Copy of PR Card required)

Agent (if applicable): \_\_\_\_\_

**For Office Use Only:**

**Please do not write below this space**