

# Post Baccalaureate Diploma

## 2017 – 2018 ADMISSION INFORMATION

### Program Description

The School of Business at TRU offers a 2 year post-secondary diploma.

This program is designed for students who already hold a Post- Secondary Degree and wish to pursue a professional designation. It is also designed for students who hold a non-business degree and wish to acquire a specialty in a functional area of business in order to enhance employment opportunities.

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

**Intake Dates: Sept, Jan and May**

### Admission Requirements

#### Academic Requirements:

- Bachelor's Degree
- Math 12 or equivalent with a C+ (67%) or equivalent
- ENGL 1100 with a C+ or equivalent
- Six credits of university English

**Students may commence their studies while they upgrade their Math and meet the English requirements.**

For assistance in developing your academic plan to meet this program's requirements, please contact Upper Business Advisors at [sobedadvisor@tru.ca](mailto:sobedadvisor@tru.ca)

### How to Apply

1. **Submit your application** online through the Education Planner BC website or by using the paper application form found at [www.tru.ca/admissions/apply](http://www.tru.ca/admissions/apply)
2. **Pay the application fee:**
  - a. \$28.12 for Canadian citizens or permanent residents
  - b. \$100.00 for international students (requires a Study Permit)
  - c. Note: If you do not pay the application fee online, you must send payment to TRU Admissions (include your Education Planner BC application # with payment). Your application is not processed until the application fee is received.
3. **Submit official high school transcripts.** For current high school students please submit final Grade 11 grades and an interim Grade 12 statement listing courses you are taking this year.
4. **Submit any post-secondary transcripts.**
5. **Submit any required supporting documents.**

#### Next Steps:

1. We will contact you within 2-3 weeks to confirm 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. For limited and selective programs, 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. Admitted students will be required to pay a \$500 commitment fee and International students are required to pay full current tuition fees to confirm their spot and enable them to register in courses.

## Need Help? Contact Us

Email: [admissions@tru.ca](mailto:admissions@tru.ca) (domestic) or  
[iapply@tru.ca](mailto:iapply@tru.ca) (international) or  
[sobedadvisor@tru.ca](mailto:sobedadvisor@tru.ca)

Old Main Student Street  
Phone: 250-828-5036 **or**  
250-828-5252 (international)

Fax: 250-371-5960 (domestic) **or**  
250-371-5513 (international)

### **Mailing Address:**

Admissions Office  
Thompson Rivers University  
900 McGill Road  
Kamloops, BC V2C 0C8

International Admission  
Thompson Rivers University  
900 McGill Road  
Kamloops, BC V2C 0C8

Further information regarding Post Baccalaureate can be found at [www.tru.ca/business](http://www.tru.ca/business)

Additional information regarding various TRU support services, including Disability Services, Counselling, Services for Aboriginal Students, and Student Awards and Financial Aid, as well as Housing can be found at [www.tru.ca/services](http://www.tru.ca/services)

### **Program Application Admissions Checklist**

Please check off and include all of the following:

- Application form
- Application fee \$28.12 or \$100 (international)
- Official high school transcripts
- All post-secondary transcripts