

# PROGRAM ADMISSION FORM

TRU-OL Admissions  
900 McGill Road, Kamloops, BC V2C 0C8  
Fax: 250.852.6405 [www.truopen.ca](http://www.truopen.ca)

## GENERAL INFORMATION

- Applicants planning to complete a program through Thompson Rivers University, Open Learning (TRU-OL) must complete this form. All others may proceed directly to course registration.
- By submitting this form, you are declaring a program at TRU and this will be listed on your academic transcript.
- Where degree programs are offered through TRU-OL in association with institutions outside BC and the Yukon, fees may vary.

## HOW TO SUBMIT THIS FORM

### BY EMAIL:

1. Save a copy of this PDF to your computer.
2. Open the PDF in Adobe Reader or Acrobat Pro and complete the form.
3. Digitally sign the form and email it to [oladmissions@tru.ca](mailto:oladmissions@tru.ca).

### BY MAIL OR FAX:

Fax or mail the completed form to TRU-OL Admissions.  
900 McGill Road, Kamloops, BC V2C 0C8  
Fax: 250.852.6405

### Contact Student Services for more information:

Email: [student@tru.ca](mailto:student@tru.ca)

Phone: 1.800.663.9711 (toll-free in Canada) or 250.852.7000 (Kamloops and International)

## PERSONAL DATA (PRINT CLEARLY)

LAST NAME		
LEGAL FIRST NAME	MIDDLE NAME	
PREVIOUS LAST NAME		
MAILING ADDRESS		
CITY / TOWN / VILLAGE		
PROVINCE / STATE	POSTAL CODE / ZIP CODE	COUNTRY
PRIMARY TELEPHONE NUMBER Area Code	SECONDARY TELEPHONE NUMBER Area Code	Local
EMAIL ADDRESS (print clearly)		
DATE OF BIRTH YY-MMM-DD (e.g. 78-JAN-15)	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	NATION OF CITIZENSHIP
STATUS IN CANADA <input type="checkbox"/> Canadian <input type="checkbox"/> Non-Canadian <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee Status		

## TRU ID OR TRU-OL STUDENT NUMBER

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### OPTIONAL

Answers to the following questions are optional, are used for statistical purposes only, and will not affect eligibility for courses and programs.

Do you have a disability or special needs?  
 YES  NO

If yes, do you want to be contacted by Disability Services?  
 YES  NO

I want to be identified as an Aboriginal person.  
 YES  NO

If yes, check one or more of the options below to describe your Aboriginal identity.  
 First Nations  
 Inuit  Métis

### AGENT CODE

(If you are working with an agent, please provide code.)

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## BC PEN (PROVINCIAL EDUCATION NUMBER)

Student personal information contained on this form will be used to verify a Personal Education Number (PEN) or assign one. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner of British Columbia.

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BC PEN NO.

TRU ID or TRU-OL STUDENT NUMBER

\_\_\_\_\_

LAST NAME

LEGAL FIRST NAME

MIDDLE NAME

### ACADEMIC INTENTION

Check (✓) the box of your program intention (enter specializations if applicable).

#### CERTIFICATE PROGRAMS

- ABE Intermediate Certificate ✕
- ABE Advanced Certificate ✕
- Business Skills
  - Supervisory Option
- Entrepreneurial Skills I
- Entrepreneurial Skills II
- Event Management
- General Studies
- Health Care Assistant Certificate ◆
- Information Technology
- Management Studies Specialization (optional)
  - \_\_\_\_\_
  - \_\_\_\_\_
- Medical Laboratory Assistant Certificate ◆
- Medical Laboratory Assistant National Certificate ◆
- Polysomnography Certificate
- Pre-Health Science Certificate
- Return to Registered Nurse-Practice ◆●
- Social Service Worker ◆
- Seniors Living Management

#### DIPLOMA PROGRAMS

- Accounting Technician Diploma
- BC Adult Graduation Diploma ✕
- General Studies
- Information Technology and Management
- Management Studies Specialization (optional)
  - \_\_\_\_\_
  - \_\_\_\_\_
- Water Treatment Diploma ◆
 

(Includes Water Treatment Certificate I, II or III)

#### POST-DIPLOMA PROGRAMS

- Advanced Certificate in Liberal Arts
- Advanced Certificate in Management
- Advanced Diploma in Management ◆
- Anaesthesia Assistant ◆

#### DEGREE PROGRAMS

- Associate of Arts
- Associate of Science
- Bachelor of Arts, General Program
  - Specialization 1 \_\_\_\_\_
  - Specialization 2 \_\_\_\_\_
- Bachelor of Arts, General Studies
- Bachelor of Arts, Major Program
  - Criminology    English    History
  - Psychology or  Sociology
- Bachelor of Arts, Psychology (Douglas College) \*
- Bachelor of Arts, Double Major Program
  - Criminology    English    History
  - Psychology or  Psychology (Douglas College)
  - Sociology
- Bachelor of Business in Real Estate \*◆
- Bachelor of Commerce
  - Accounting
  - Finance
  - General Management
  - Human Resources Management
  - Leadership
  - Marketing
  - Public Sector Management \*
  - Technology Management \*
- Bachelor of Computing Science \*
- Bachelor of Design \*
- Bachelor of Fine Art \*◆
- Bachelor of Fine Art, Georgian College \*
- Bachelor of General Studies
- Bachelor of Health Science \*
- Bachelor of Music (Performance) \*◆
  - Vancouver Academy of Music (Vocal)
  - Vancouver Academy of Music (Instrumental)
  - Glenn Gould School / Royal Conservatory (Vocal)
  - Glenn Gould School / Royal Conservatory (Instrumental)

- Bachelor of Public Administration
- Bachelor of Science, General Program
- Bachelor of Science, Major Program (Biology) \*
- Bachelor of Technology \*
- Bachelor of Technology (Trades and Technology Leadership) ◆
- Bachelor of Tourism Management \*
  - Tourism Management
  - Hospitality Administration

#### POST-BACCALAUREATE PROGRAMS

- Graduate Certificate in Child and Youth Mental Health ◆●
- Graduate Certificate in Online Teaching and Learning ●
- Post-Baccalaureate Certificate in Commerce ●
  - Accounting
  - Finance
  - Human Resources Management
  - Leadership
  - Marketing
  - Public Sector Management
- Post-Baccalaureate Certificate in Liberal Arts ●
- Post-Baccalaureate Diploma in Commerce ●
  - Accounting
  - Finance
  - General Management
  - Human Resources Management
  - Leadership
  - Marketing
  - Public Sector Management

\* A portion of the requirements for these programs are to be completed through other institutions or organizations.  
 ◆ These programs have additional application procedures. Contact Student Services for more information.  
 ✕ A program plan fee does not apply to these programs.  
 ● No transcript assessment fee is charged.

**TRANSFER CREDIT (Record of previous education) Complete this section if you have attended other institutions.**

- Applicants with previous post-secondary education are required to arrange for official transcripts from all previously attended institutions and professional associations to be mailed by the institution to TRU-OL Admissions. TRU-OL will accept only transcripts mailed by institutions or by a TRU-OL approved international credential evaluation service. Additional fees will be charged for transcripts received but not declared on the original application. These documents are required in order to verify your academic history, even if no transfer credit is sought.
- Documents will not be returned. Transcripts/documents in a language other than English or French will require notarized translation. Other supporting documents (course outlines, calendar), if not in English, will require notarized translation. High school documents may be required.

**Important Note: International Documents**

Applicants with international documents (documents for studies completed outside Canada or the United States) may be required to have their documents evaluated by an approved international credential evaluation service before their application for transfer credit to a program will be considered. Please contact TRU-OL Admissions for more information.

NAME OF INSTITUTION	LOCATION (CITY OR COUNTRY)	ATTENDED FROM		ATTENDED TO		CHECK IF TRANSCRIPT REQUESTED	CREDENTIAL AWARDED
		YY	MM	YY	MM		

*Transfer credit evaluation is normally completed within four to six weeks once TRU-OL has received all documents.*

**FEE PAYMENT (DEPOSITED ON RECEIPT) Fees are non-refundable.**

**PROGRAM APPLICATION FEES**

- Certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate or post-baccalaureate program .. **\$59.60**
- Bachelor's Degree program ..... **\$149.03**
- Bachelor of Music (Performance) Glenn Gould/Royal Conservatory (Vocal or Instrumental) - combined program application and transcript assessment fees..... **\$275**

**TRANSCRIPT ASSESSMENT FEES**

- Only BC/Yukon documents ..... **\$47.46**
- Non-BC/Yukon documents or a combination of BC/Yukon and Non-BC/Yukon documents ..... **\$89.41**

**REACTIVATION/REASSESSMENT FEES**

- Program reactivation/reassessment fee. Individuals who were previously enrolled as a TRU-OL student must email **OLAdmissions@tru.ca** for reactivation/reassessment instructions ..... **\$59.60**

CHEQUE \$ \_\_\_\_\_  MONEY ORDER \$ \_\_\_\_\_  
Cheque/money order payable to Thompson Rivers University.

SPONSORED (Attach sponsor's letter of authorization) \$ \_\_\_\_\_

CREDIT CARD \$ \_\_\_\_\_  
Instructions regarding how to pay with a credit card will be sent to you by email from OL Admissions.

**Declaration:**

By signing this Application, 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 and such misrepresentation may be shared with other post-secondary institutions; (iii) information placed in my student record will be used for the purpose of admission, registration, record keeping, statistical research, or program evaluation and for purposes consistent with the administration of the University and its programs and services including the programs of student societies/student unions, alumni associations and the Thompson Rivers University Foundation; (iv) my personal information will be reported as required by provincial or federal authority; (v) my admission information may be shared with my current high school as needed and applicable; and (vi) 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.

**Placing your digital signature in this entry field is the last action you will perform on this PDF.**

**STUDENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_