

# PROGRAM ADMISSION / TRANSFER CREDIT

## TRU-OL Admissions

900 McGill Road, Box 3010, Kamloops, BC V2C 5N3  
 Fax 250.852.6405 www.truopen.ca

### GENERAL INFORMATION

- Applicants intending to complete a credential with Thompson Rivers University, Open Learning (TRU-OL) or applying to transfer credit to their program offered through TRU-OL are required to complete this form.
- Applicants applying for program admission are declaring a program at TRU-OL, and the student's permanent record (transcript) will reflect this information.
- Where degree programs are offered through TRU-OL in association with institutions outside BC, fees may vary according to TRU-OL's relationship with a particular institution.
- The program plan fee and transfer credit assessment fee (when applying for transfer credit) must accompany this form.
- Complete both sides of the form and submit it by mail or by fax (as above).
- Contact Student Services for more information.

Email: student@tru.ca

Phone: 1.866.581.3694 (toll-free in Canada)

250.852.7000 (Kamloops and International)

I HAVE A TRU-OL STUDENT NUMBER YES  NO

ENTER TRU-OL STUDENT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--

PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)

FIRST NAME (legal)  FULL MIDDLE NAME(S) (legal)

PREVIOUS SURNAME (if applicable)

MAILING ADDRESS (include buzzer code if applicable)

MAILING ADDRESS—SECOND LINE (if necessary)

CITY / TOWN / VILLAGE

PROVINCE / STATE  POSTAL CODE / ZIP CODE  COUNTRY

PRIMARY TELEPHONE NUMBER  SECONDARY TELEPHONE NUMBER

Area Code  Area Code  Local

EMAIL ADDRESS (print clearly)

DATE OF BIRTH    GENDER M  F  COUNTRY OF CITIZENSHIP

VISA STATUS (NON-CANADIAN) IF RESIDING IN CANADA

Student   
  Permanent Resident (Landed Immigrant)   
  Visitor   
  Work Permit   
  Diplomat   
  Other

### 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.

Indian/First Nations, (includes Status, Non Status, Treaty, Non-Treaty)

Inuit  Métis

### ACADEMIC INTENTION

Check (3) the box of your program intention (enter specializations if applicable).

#### CERTIFICATE PROGRAMS

- ABE Intermediate Certificate ✕
- ABE Advanced Certificate ✕
- Business Skills ✕
- Supervisory Option ✕
- General Studies
- Information Technology
- Management Studies  
Specialization \_\_\_\_\_
- Medical Laboratory Assistant Certificate ◆
- Polysomnography Certificate ✕
- Return to Registered Nurse-Practice ◆
- Social Service Worker ◆ ✕
- Water Treatment Certificate I
- Water Treatment Certificate II
- Water Treatment Certificate III

#### DIPLOMA PROGRAMS

- BC Adult Graduation Diploma ✕
- General Studies
- Information Technology and Management
- Management Studies
- Specialization \_\_\_\_\_
- Water Treatment Diploma

#### 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
  - English
  - History
  - Psychology
  - Sociology
- Bachelor of Business in Real Estate \*◆
- Bachelor of Commerce
- Accounting
- General Management
- Human Resources Management
- Information Systems Management
- Leadership
- Marketing
- Public Sector Management \*◆
- Technology Management \*

#### DEGREE PROGRAMS

- Bachelor of Design \*◆
- Bachelor of Fine Art \*◆
- Bachelor of General Studies
- Bachelor of Health Science \*
- Bachelor of Health Science (Physiotherapy) \*◆
- Bachelor of Health Science (Psychiatric Nursing) \*◆
- Bachelor of Music (Performance) \*◆
- Bachelor of Science, General Program
- Bachelor of Science, Major Program (Biology) \*
- Bachelor of Technology (Computing) \*
- Bachelor of Technology (Technology Management) \*
- Bachelor of Technology (Trades and Technology Leadership) \*◆
- Bachelor of Tourism Management \*
- Tourism/Management
- Hospitality Administration
- Water Treatment Technology Degree

#### POST-BACCALAUREATE PROGRAMS

- Graduate Certificate in Child and Youth Mental Health ◆
- Graduate Certificate in Online Teaching and Learning
- Post-Baccalaureate Certificate in Commerce
- Accounting
- Human Resources Management
- Information Systems Management
- Leadership
- Marketing
- Public Sector Management \*◆
- Post-Baccalaureate Certificate in Liberal Arts
- Post-Baccalaureate Certificate in Business Principles
- Post-Baccalaureate Diploma in Commerce
- Accounting
- General Management
- Human Resources Management
- Information Systems Management
- Leadership
- Marketing
- Public Sector Management \*◆

\* A portion of the requirements for these programs are to be completed through other institutions or organizations.

◆ Program has additional application procedure. Contact Student Services.

✕ Program plan fee does not apply.

Other program(s) if not listed above (refer to the TRU-OL website)

Specify \_\_\_\_\_

SURNAME (legal)

FIRST NAME (legal)

FULL MIDDLE NAME(S) (legal)

TRU-OL STUDENT NUMBER

Grid for TRU-OL Student Number

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.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

- For an additional fee you may apply to have your non-formal or prior learning assessed for credit toward eligible programs. Refer to the TRU-OL website or contact Student Services for more information.

I PLAN TO SUBMIT A SEPARATE PLAR APPLICATION AT A LATER DATE. YES [ ] NO [ ]

COMPLETE THIS SECTION IF YOU HAVE ATTENDED OTHER INSTITUTIONS

RECORD OF PREVIOUS EDUCATION

- Applicants with previous post-secondary education are required to arrange for official transcripts from all previously attended post-secondary institutions and professional associations, to be sent by the institution to TRU-OL Admissions. TRU-OL will accept only transcripts sent by institutions. Additional fees will be charged for transcripts received for assessment of studies not declared on the original application. These documents are required in order to verify your academic history, even if no transfer 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 are only required if applying for transfer credit toward a credential.

NOTE: INTERNATIONAL DOCUMENTS

Applicants with international documents (documents for studies completed outside Canada) may be required to have their documents evaluated by an accredited international credential evaluation service before their application for transfer credit to a program will be considered. TRU-OL Admissions will notify the applicant if this is a requirement.

Table with columns: NAME OF INSTITUTION, LOCATION (CITY OR COUNTRY), ATTENDED FROM YEAR MONTH, ATTENDED TO YEAR MONTH, CHECK IF TRANSCRIPT REQUESTED, CREDENTIAL AWARDED

Transfer credit evaluation is normally completed six to eight (6-8) weeks after TRU-OL receives all documents. Failure to submit course outlines for courses completed outside British Columbia or courses completed more than seven (7) years ago may result in delays.

FEE PAYMENT (DEPOSITED ON RECEIPT)

A non-refundable program fee must be submitted with this form.

- Certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate, post-baccalaureate program \$54.00
Bachelor's degree program \$135.00

A non-refundable assessment fee must be submitted with this form, if other educational institutions have been attended.

- Only BC documents \$43.00
Non-BC documents, or combined BC and non-BC documents \$81.00
Program Re-Activation Fee \$52.02

Contact TRU-OL Admissions for re-assessment fees.

TOTAL FEES PAID (CDN) \$

CHEQUE \$ MONEY ORDER \$

Cheque/money order payable to Thompson Rivers University.

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

MASTERCARD \$ VISA \$

AMERICAN EXPRESS \$

EXPIRY DATE MONTH YEAR

CARD NUMBER

Grid for Card Number

NAME ON CARD (print)

CARDHOLDER'S SIGNATURE

Every student accepted for registration with Thompson Rivers University, Open Learning will be deemed to have agreed to be bound by the regulations and policies of the university and of the program, if applicable, in which that student is enrolled, including cancellation, withdrawal, fee penalties, possible refunds, student conduct, and grading.

I hereby certify that the information I have submitted on this form is true and correct. Completion of this signed form permits Thompson Rivers University, Open Learning to request and/or confirm any information necessary to support my registration. Falsification of any documents or information submitted will result in the immediate cancellation of registration at Thompson Rivers University, Open Learning, and this information will be shared with other educational institutions. In signing this form I understand that the information collected on this form is collected under the authority of the Thompson Rivers University Act (BC). The information provided will be used for the sole purposes of registration, consistent with the educational mandate of Thompson Rivers University, and may be shared with those educational institutions that offer programs in association with or in collaboration with Thompson Rivers University, Open Learning. Information placed in my student record will be used for the purpose of admission, registration, record keeping, including release to the TRU Foundation and the TRU Alumni Association for use in affinity programs or for a use consistent with these purposes.

STUDENT'S SIGNATURE DATE