

# Program Admission Form



TRU-OL Admissions  
3rd Floor, BCCOL Building  
900 McGill Road,  
Kamloops, BC V2C 0C8  
truopen.ca | Fax: 250-852-6405  
Email: student@tru.ca

## GENERAL INFORMATION

For detailed program and admission information or to Apply Online visit:

[tru.ca/distance/register/admission](http://tru.ca/distance/register/admission)

**NOTE:** Online applications require payment via a major credit card.

## APPLICATION DATES AND DEADLINES

All persons are eligible for general admission to Open Learning and can apply for course registration as well as admission into credential programs. Differential fees and services may apply to applicants who are classified as international students as well as non-permanent residents of British Columbia.

## 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)

### What Happens Next?

Upon receiving your application, you will be notified in writing by OL Admissions.

## BEFORE YOU APPLY

### 1. Check the requirements for the program you are applying for.

Before applying, check the program admission requirements available at [www.tru.ca/distance/programs](http://www.tru.ca/distance/programs) or contact [oladmissions@tru.ca](mailto:oladmissions@tru.ca) to get further information.

### 2. If you are a BC resident, locate or determine your Personal Education Number(PEN).

If you cannot find or do not know your PEN then visit [www.bced.gov.bc.ca/pen/student/penobtain.htm](http://www.bced.gov.bc.ca/pen/student/penobtain.htm) to acquire it. Providing your PEN as part of this Program Application is optional but doing so will help streamline the application process.

### 3. Determine the non-refundable program application and plan fee you are required to provide as part of this Application.

#### FEE PAYMENT (deposited on receipt)

TRU APPLICATION FEE ..... \$28.12

#### PROGRAM PLAN FEES

- Certificate (30-credit only), diploma, associate degree, advanced certificate, advanced diploma, graduate certificate or post-baccalaureate program ..... \$32.67
- Bachelor's Degree program ..... \$123.88
- Bachelor of Music (Performance) Glenn Gould/Royal Conservatory (Vocal or Instrumental) - combined program application and transcript assessment fees ..... \$275.00

#### TRANSCRIPT ASSESSMENT FEES

- Only BC/Yukon documents ..... \$48.40
- Non-BC/Yukon documents or a combination of BC/Yukon and Non-BC/Yukon documents ..... \$91.19

#### REACTIVATION/REASSESSMENT FEES

- Program reactivation/reassessment fee. Individuals who were previously enrolled as a TRU-OL student must email [OLAdmissions@tru.ca](mailto:OLAdmissions@tru.ca) for reactivation/reassessment instructions ..... \$60.79

Please note that where TRU OL degree programs are offered through TRU in association with institutions outside BC and the Yukon, additional fees may vary.

**PERSONAL DATA (PRINT CLEARLY)**

LAST NAME

FORMER LAST NAME /FAMILY NAME (if applicable)

LEGAL FIRST NAME

MIDDLE NAME

MAILING ADDRESS

CITY / TOWN / VILLAGE

PROVINCE / STATE    POSTAL CODE / ZIP CODE    COUNTRY

PRIMARY TELEPHONE NUMBER    SECONDARY TELEPHONE NUMBER    Local

EMAIL ADDRESS (print clearly)

DATE OF BIRTH YY-MMM-DD (e.g. 78-JAN-15)    GENDER    NATION OF CITIZENSHIP

If you are not a Canadian Citizen, what is your current Status in Canada?

STATUS IN CANADA

**EMERGENCY CONTACT**

FULL NAME

EMAIL ADDRESS (print clearly)

PRIMARY TELEPHONE NUMBER    SECONDARY TELEPHONE NUMBER

**PROGRAM YOU ARE APPLYING TO:**

Program Choice: \_\_\_\_\_

**BC Provincial Education Number (PEN) ID**

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.

**Provincial Education Number (PEN ID)**

\_\_\_\_\_

**TRU ID OR TRU-OL STUDENT NUMBER**

\_\_\_\_\_

(If you have previously attended or applied to TRU in the past please provide the ID number you were issued.)

Primary Language:

- English
- French
- Other \_\_\_\_\_

**OPTIONAL**

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

**Support Services**

Do you have a disability or special needs?

- YES     NO

If yes, do you want to be contacted by Disability Services?

- YES     NO

Please refer to our website or contact us for information regarding available accommodations and services:

tru.ca/disabilityservices  
dso@tru.ca  
Phone: 250-828-5023  
Toll Free: 1-888-828-6644  
In Person: Old Main (OL1631)

**Aboriginal Ancestry & Affiliation** - An Aboriginal person is identified in accordance to the Constitution Act of 1982, Part II, Section 35(2), as "an Indian, Metis or Inuit person of Canada." If you wish to Identify yourself as an Aboriginal person, for statistical purposes, we invite you to select one or more of the three options that best describe your Aboriginal identity:

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.)

\_\_\_\_\_

TRU ID or TRU-OL STUDENT NUMBER

Grid for TRU ID or TRU-OL Student Number

LAST NAME

LEGAL FIRST NAME

MIDDLE NAME

ACADEMIC HISTORY (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.

Table with 7 columns: NAME OF INSTITUTION, LOCATION (CITY OR COUNTRY), ATTENDED FROM (YY, MM), ATTENDED TO (YY, MM), CHECK IF TRANSCRIPT REQUESTED, CREDENTIAL AWARDED

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

Attach Payment or Receipt of Payment:

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.

Applying in Person Payment:

In addition to cheque and money order, in person payment can be made by cash, debit, or credit card and can be made at both the Campus Cashier in Old Main (Kamloops Campus) or at the Williams Lake Library Centre.

Declaration (Consent for Information Disclosure and Declaration of Applicant):

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

Thompson Rivers University collects information about students ("personal information") under the authority of the Thompson Rivers University Act, the University Act and in accordance with the Freedom of Information and Protection of Privacy Act (British Columbia), for the purposes of administration, registration and other decisions on students' academic status, and for the purposes consistent with the administration of the University and its programs and services, including the programs of student societies/student unions, alumni association and the Thompson Rivers University Foundation. Student personal information will also be reported as required by federal and provincial authority. Admission information may be shared with students' current high school as needed. Any misrepresentation made by a student in the application/registration process may be shared with other post-secondary institutions. If you wish further information, please contact the Office of the Registrar.