APPLICATION PACKAGE CHECKLIST

Please check your application document to ensure that all required materials are included and that they follow the prescribed order as below:

- ☐ **Application Form** – Information provided (must be legible), dated and signed by the Career and Experiential Learning Department Member and Student
- ☐ **Co-op Organization/Employer Support Form** – completed and signed.
- ☐ **Student Biography** – 150 word maximum that may be used for TRU communications once awards are granted.
- ☐ **Student Applicant Reflection** – 2 page maximum, 1-inch margins, 10-point font minimum on how Co-operative Education impacted their career development.
- ☐ **Student Resume** – 2 page maximum
- ☐ **Student Nominee's portfolio** – 2 page maximum (optional)
- ☐ **Student Nominee's unofficial transcript**

Materials must be scanned and submitted in one (1) PDF electronic document titled by the Student's Surname, First Name, and Institution. (Example: Smith, Joanna, Thompson Rivers University.pdf). Application package must be RECEIVED via email to the Career and Experiential Learning - Attention CSOTY Committee at careereducation@tru.ca by October 30, 2026, 4:00 p.m. PST.

APPLICATION FORM

Please complete all sections of this application form including signatures. Any false information provided in a application may result in disqualification or retraction of the award.
The applicant must have the support of a host organization/employer, as shown by the completed Organization/Employer Support Form.

Student	
Applicant's Name:	
Mailing Address:	
Email Address:	
Institution Name	
CEL Faculty Member Name (Co-op coordinator)	
Applicant's Degree/Diploma to be listed on a Certificate	
Co-op Organization/Employer	
Date(s) of Co-op Work Term(s)	
Applicant's Signature:	**Date:**