

Inbound Exchange Student Application & Instructions

When to Apply:

Please note the following application deadline dates:

Late applications will be considered only if space is available.

These dates apply to all exchange program applications.

WINTER - January to April Semester

Application deadline: **September 15**

SUMMER - May to August Semester

Application deadline: **January 15**

FALL - September to December Semester

Application deadline: **April 30**

How to Apply:

APPLICATION

Complete all information in full. Note: All documents must be submitted to TRU Study Abroad through the Student Exchange Coordinator at your Home University.

Items to include:

- Cover Letter - from Student Exchange Coordinator at Home University
- International Student Exchange Application: include Learning Agreement(s) and Medical Insurance Opt Out form (if applicable)
- Proof of English Proficiency (if applicable) – refer to TRU English Requirements
- Transcript - translated into English
- Identification page of Passport

Send to: **Study Abroad Centre, TRU World**
studyabroad@tru.ca

GUIDELINES FOR COMPLETING THE INTERNATIONAL EXCHANGE STUDENT APPLICATION FOR ADMISSION TO TRU

1. To study for academic credit, and English is NOT your first language, you must provide a TOEFL or IELTS test score (or other TRU accepted language tests) confirming ability to study in English at the university academic level. If not provided in advance, students will be tested on arrival. Course placement decisions will be made following completion of the EPT.

English language proficiency is a pre-requisite for many TRU courses:

- Many courses have specific pre-requisites
- Students are required to meet all course pre-requisites

2. Courses are described in detail in the “Course Descriptions” section of the Academic Calendar:
<http://www.tru.ca/calendar/current/>
 - Each course is assigned a unique number.
 - The first digit of the number indicates the year level of study.

BE CAREFUL TO SELECT THE CORRECT COURSE

- On-Campus face-to-face” undergraduate courses end with “0” (i.e., BBUS 3810).
- Course numbers ending with “1” (i.e., BBUS 3811), are not available to exchange students.
- How to use the course schedule:
http://www.tru.ca/campus/current/registration/course_schedules/read
- Not all courses listed in the calendar are offered each semester.
- Consult the Course Schedules (http://www.tru.ca/registration/course_schedules/)
- Choose your courses in the order of priority done in consultation with your Program Advisor at your home university
- Students must take a minimum of 9 credits (3 TRU courses) per semester to be recognized as a full-time student. Maximum number of credits per semester is 15 TRU credits.

3. Final course decisions will be determined on arrival to TRU.

LANGUAGE PROFICIENCY REPORT

This report is required from all students applying to Thompson Rivers University from NON-ENGLISH speaking countries.

TRU English Language Requirements:

<http://www.tru.ca/campus/admissions/international/admission-requirements>

Applicants are required to meet minimum English language proficiency requirements for direct entry into academic programs.

- To study for academic credit, and English is NOT your first language, you must provide a TOEFL or IELTS test score (or other TRU accepted test) confirming your ability to study in English at the university academic level.
- All academic courses at TRU are taught in English.
- If your English ability is lower, you may be required to take EASL (English as a Second Language) classes, or a combination of EASL and academic classes.
- EASL courses are NOT recognized as university level credit courses.

You can learn more about our ESL program at <http://www.tru.ca/hse/programs/esl.html>

PLEASE CHOOSE ONE OF THE FOLLOWING:

1. ___ I have a TOEFL test score included with this application
2. ___ I have an IELTS test score included with this application
3. ___ I have another TRU accepted test score from _____ with this application
4. ___ I plan to take ESL courses and will be tested on arrival at TRU
5. ___ I will need to write the TRU English Proficiency Test (EPT) on arrival.



International Exchange Student Application for Admission Thompson Rivers University Kamloops, BC Canada

Study Abroad Centre

www.tru.ca/studyabroad.html

Please complete form on computer & then print

Name of Home University (TRU Exchange Partner)

PERSONAL INFORMATION

FamilyName

Male

Female

First Name

English Name

Citizenship

Middle Name

Date of Birth

Place of Birth

Year / Month / Day

Mailing Address:

City

Country

Postal Code

Email Address:

Telephone

Fax

PROGRAM INFORMATION

Do you want to study English as a Second Language (ESL) at TRU?

 Yes No

University Program

How many semesters for exchange?

One Semester

Two Semesters

When do you want to begin?

Fall (September)

Winter (January)

Summer (May)

Year: 20____

Name of Exchange Coordinator
at Home University

Student Signature

Exchange Coordinator's Signature: _____

TRU LEARNING AGREEMENT

Semester One

Exchange and Study Abroad Students

Please read the Guidelines for Completing the International Exchange Student Application for Admission before completing the form. Please complete this form in consultation with your Program Advisor at your home institution and make sure they sign the bottom of the form.

NAME: _____

HOME INSTITUTION: _____

- January to April _____ (Winter Semester)
- May to August _____ (Summer Session)
- September to December _____ (Fall Semester)

List courses you wish to study **in order of priority** (1 being your first choice):

TRU Course Number eg: BBUS 2210	Title of Course eg: Political Concepts	Credit eg: 3
1
2
3
4
5
Alternate Courses:		
6
7

HOME INSTITUTION	
We confirm that this proposed program of Study/Learning Agreement is approved.	
Program Advisor's name and signature:	
Name:	Advisor Signature:
Date:	Student signature:

This form should be emailed by the Home Institution to TRU Study Abroad Centre: studyabroad@tru.ca

TRU LEARNING AGREEMENT

Semester Two

Exchange and Study Abroad Students

Please read the Guidelines for Completing the International Exchange Student Application for Admission before completing the form. Please complete this form in consultation with your Program Advisor at your home institution and make sure they sign the bottom of the form.

NAME: _____

HOME INSTITUTION: _____

- January to April _____ (Winter Semester)
- May to August _____ (Summer Session)
- September to December _____ (Fall Semester)

List courses you wish to study **in order of priority** (1 being your first choice):

TRU Course Number eg: BBUS 2210	Title of Course eg: Political Concepts	Credit eg: 3
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HOME INSTITUTION	
We confirm that this proposed program of Study/Learning Agreement is approved.	
Program Advisor's name and signature:	
Name:	Advisor Signature:
Date:	Student signature:

This form should be emailed by the Home Institution to TRU Study Abroad Centre: studyabroad@tru.ca

Inbound Exchange Students: Medical Health Plan Information & Opt-Out Request Form

TRU World will automatically enroll exchange students into the Guard.me medical insurance program and charge fees for the period of study at Thompson Rivers University (TRU) unless this form is submitted with proof of alternative insurance.

Guard.me provides a temporary health and medical insurance approved plan for exchange students, and will provide health and emergency insurance coverage for the duration of the study period at TRU. With the Guard.me plan a student is protected for: a minimum coverage of 2 million; visits to a doctor in any clinic or public hospital in British Columbia; and supported for pre-existing medical conditions. For students wishing to visit other provinces in Canada or travel to the United States, coverage is included within this plan. Guard.me also covers emergency hospitalization and medical services. This plan includes repatriation along with psychiatric repatriation. Coverage starts immediately on payment of plan, up to and including, the end of the study period.

Additional coverage can be purchased for a spouse, partner, and dependent children. These policies must be in the parameters of the student's policy start and end dates. Contact an International Student Advisor for assistance if you have additional questions.

To view Guard.me's policy, visit www.guard.me/truout. FAQ's can also be viewed at www.guard.me/faqs.

TO OPT-OUT:

Only the following students can opt-out of the Guard.me program:

- students who have medical insurance coverage provided by their Home Institution (example: Australian universities)
- students who have medical insurance coverage provided by their Government from their Country of Origin

Students must provide a scanned copy of their proof of coverage along with this form. Please be aware of the following:

- no extensions or exceptions will be made past the deadline date
- students who do not provide proper supporting documents will automatically be enrolled into the Guard.me plan
- medical insurance fees will be charged to the student account
- students will not be eligible for a refund
- if student fees are not paid before completion of the exchange, the official TRU transcript will not be released to the student's home institution

Personal Information

First Name:	Last Name:
Student #:	Date of Birth:
Date studies begin at TRU (Month/Year)?	Program type:
Telephone #:	Exchange (one term) <input type="checkbox"/>
Email Address:	Exchange (two terms) <input type="checkbox"/>
	Other (example - Visiting Research Student) <input type="checkbox"/>

How to Opt-Out

- Complete and sign this form
- Attach a copy of your Medical Insurance Policy clearly stating coverage details
- Submit this information to your Home Institution

Your Home University will send this information with your Application for Exchange to: TRU Study Abroad Centre

- by email to: studyabroad@tru.ca
- by fax to: +250-828-5140

Note: If not ready to submit with your application for exchange, please send as soon as possible following your application.

Signature:	Date:
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The Guard.me health plan has been crafted to be as clear and straight forward as possible. Our aim is for you, the student, to feel informed regarding your health and well-being and the costs for medical coverage. TRU will not assume or absorb any costs for student medical insurance coverage. Payment of fees are the sole responsibility of the student.