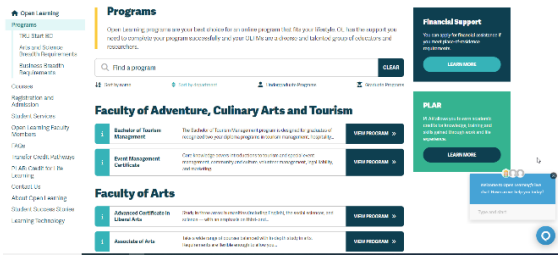


How to Apply to a TRU Open Learning Program



Students can apply for TRU-OL program at any time



Step 1 - Choose a program



Choose an Open Learning program at <http://www.tru.ca/distance/programs.html>

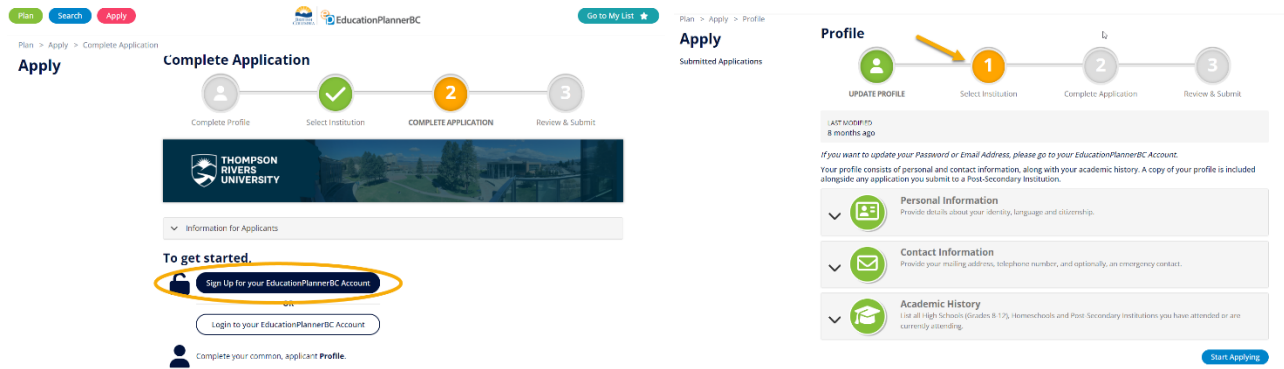
Be sure to review the program requirements.

Step 2 – Application: Canadian/Permanent Resident students



If you are a Canadian citizen or permanent resident, complete the ONLINE Program Admission Form on Education Planner BC.

1. Go to [Education Planner BC](https://www.educationplannerbc.ca/) and create a username/password or login.



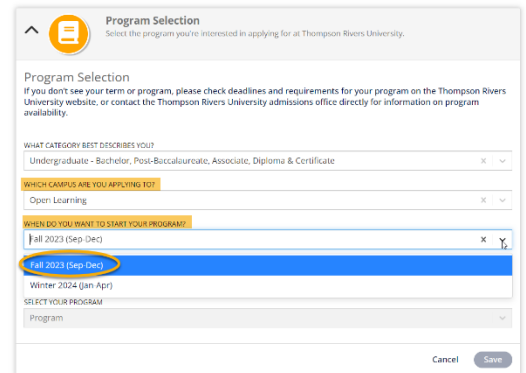
2. After you create your account, enter educational history and application information.

- Please ensure that all personal information is correct.
- If applicable, list **all** post-secondary education (including TRU).
- Select TRU as your institution and begin application.

3. Select **Open Learning** under campus you are applying to.

*****Select the current term** regardless of when you want to start.

4. Continue and pay the non-refundable online application fee of \$32.27.



Step 2 – Application: International students



If you are an International student, you must apply by mail or fax, using the [PDF Admission Form](#) . Email the form to oladmissions@tru.ca or mail the form to OL Admissions with the appropriate fees (see [How to Pay](#)).

List all your educational history including high school and if applicable post-secondary education (including TRU).

Step 3 – Transcripts

After submitting your application, contact **each institution** you listed on the application and request that they **mail or email** an official transcript directly to:

*Thompson Rivers University,
Enrolment Services
805 TRU Way
Kamloops, BC V2C 0C8
Or
oladmissions@tru.ca*

Additional transcript submission information can be found [here](#).

NOTE: TRU-OL does not accept any unofficial transcripts that are submitted by students – transcripts must be sent from institution to institution.

INTERNATIONAL STUDENTS

If you have documents that are issued in a language other than English or French, then, in addition to providing documents in their original language, you must also provide a certified literal English translation of your transcripts from your home university's translation service or a certified English translator. Be prepared to send course outlines or curriculum documents if your advisors request them after you have been accepted into your program.

Step 4 – Additional fees and next steps

Each program has a Program Planning fee:

- *Certificates & Diplomas: \$37.49*
- *Bachelor's Degree: \$142.25*

A transcript assessment fee will be required if post-secondary education outside of TRU is declared.

- Institutions from inside British Columbia/Yukon: \$55.54
- Institutions from outside British Columbia: \$104.72

Timeline of events after submitting your application:

1. Within a few weeks, you will receive an email from Open Learning Admissions with your next steps providing information about program planning fees, admission fees, how to pay, and how to submit any transcripts and documentation required.
2. Once you have paid your fees, be sure to let admissions know via email at oladmissions@tru.ca.
3. You will receive an email confirming program acceptance once all admission requirements have been met.
4. Review [Next Steps](#).

You will have access to your program plan/degree works within 24 hours, but please note not all courses will show until program advisors are able to review your plan and add any transfer credit.

- The transfer credit assessment can take several weeks to complete.
- Transfer credit assessment may require course outlines. The advisors will let you know if any detailed course descriptions are needed.

Starting a course prior to acceptance - Please email your advisors for approval and support before you register and pay for any courses.

Check your application status:
[myTRU account](#).

Questions about your application? Contact oladmissions@tru.ca.