

### Step 1 - Choose a program



Choose an Open Learning program at [tru.ca/distance/programs](http://tru.ca/distance/programs)

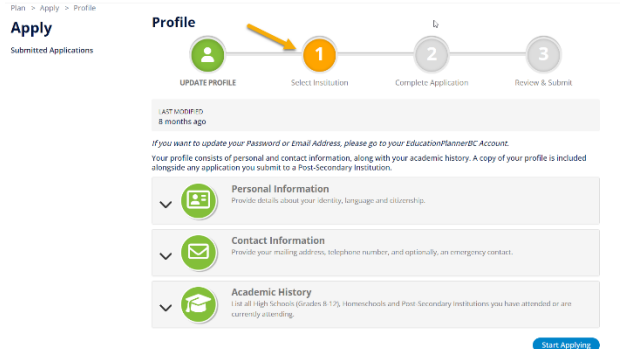
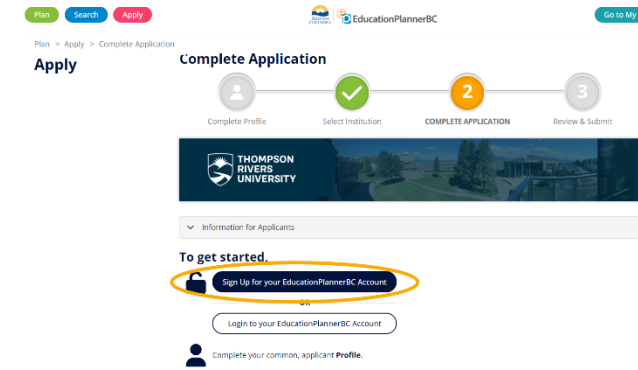
Be sure to review the admission and program requirements.

### 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](http://EducationPlannerBC) and create a username/password or login.

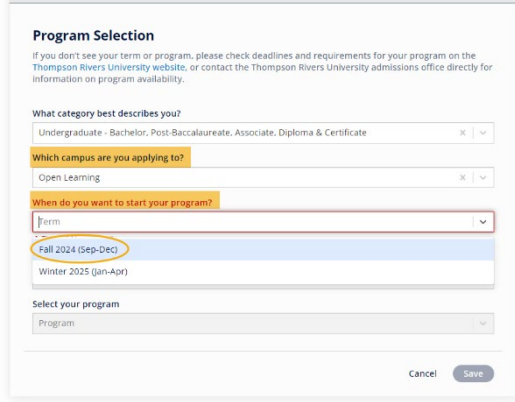


2. After you create your account, enter educational history and application information.
  - Please ensure that all personal information is correct.
  - If applicable, list **all** post-secondary education (including TRU).
  - Select TRU as your institution and begin application.

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

\*\*\*Select the **current term** regardless of when you want to start. Unless you are applying to Veterinary Technology.

4. Continue and pay the non-refundable online application fee of \$32.91.



## 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](mailto: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 – Application next steps

Within a few weeks, you will receive an email from Open Learning Admissions with your next steps and specific mandatory [assessment and program-related fees](#), for which you can pay online or by one of the methods outlined on [How to Pay](#).

Once you have paid your fees, be sure to let admissions know via email at [oladmissions@tru.ca](mailto:oladmissions@tru.ca).

### *Each program has a Program Planning fee:*

- *Certificates & Diplomas: \$38.23*
- *Bachelor's Degree: \$145.09*

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

- Institutions from inside British Columbia/Yukon: \$55.65
- Institutions from outside British Columbia: \$106.81

## Step 3 – Transcripts

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](mailto:oladmissions@tru.ca)

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

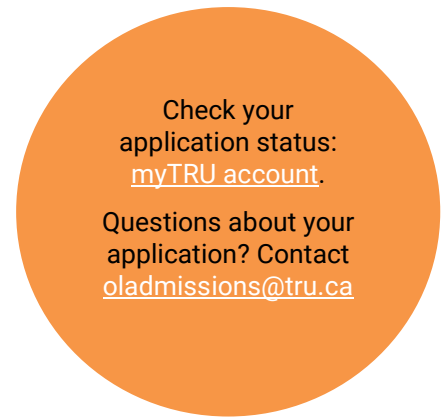
**NOTE:** TRU-OL does not accept any unofficial transcripts that are submitted by students – transcripts must be sent from institution to institution.

## INTERNATIONAL TRANSCRIPTS

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.

### **Timeline of events after submitting your application:**

1. Within a few weeks you will receive an application email from admissions. Follow steps to complete your application.
2. You will receive an email confirming program acceptance once all admission requirements have been met. This email will introduce you to your [OL Program Advisor](#).
3. If applicable, transfer credit assessment will begin.
  - The transfer credit assessment can take multiple weeks to complete.
  - Transfer credit assessment may require course outlines. The advisors will let you know if any detailed course descriptions are needed.
4. Your Program Advisor will email you information regarding your program plan once complete.



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

5. Pursing [Prior Learning Assessment and Recognition](#)? Fill out the PLAR inquiry form [here](#).

**Congratulations!** You are now ready to begin registering in courses any time. Contact your program advisors for any assistance with your program plan and course selection.

First time studying online? Attend a monthly [Orientation session](#)!

