

Dear Student Exchange Partner,

Warm greetings from the Thompson Rivers University (TRU) Study Abroad Office!

We are pleased to share information about the application process for incoming exchange students to TRU.

- At TRU, **Nominations** and **applications** for inbound and outbound students, reciprocity management, and partner agreements are managed centrally through our Study Abroad Office. It is recommended to review the Semester Dates and Application Deadline details within our TRU Study Abroad Profile prior to nominating a student.
- Our **NEW** application deadline date is:
  - **May 1st for Fall Semester (Fall 2023)**
- Please share the **TRU Study Abroad Profile** (attached) with your students to assist with planning, responsibilities, fees along with medical insurance details and accommodation planning. We invite all members within your team to review information provided.

### STAGE 1: Student Nomination

1. Before a student can apply to TRU, he/she must be officially nominated by your institution (through your Study Abroad or International Mobility Office). Please submit student nominations by email to [studyabroad@tru.ca](mailto:studyabroad@tru.ca) in the following format:

Last Name	First Name	Program of Study	Student Email Address	Male Female	Requested Semester(s)	
					<small>Check all that apply</small>	
					Winter 2023	Fall 2023
1.						
2.						
3.						

2. The TRU Study Abroad Office will then confirm the nominations received by email from the Coordinator and provide additional information to guide students through the online application next steps called Horizons.

### STAGE 2: Student TRU Study Abroad Online Application - Horizons

1. Once a student has been nominated and confirmation has been received, he/she can complete the online application <https://www.tru.ca/studyabroad>. It must be **completed within 2 weeks of confirmation along** with supporting **documents – see next page**.
2. **Include the following 6 documents below with the online application:**
  1. Biographical information – student general information
  2. Learning agreement
  3. Personal statement
  4. Official transcript
  5. **Language Proficiency test results (if required)**
    - i. All students **must** meet the TRU Language Proficiency requirements. If no official evidence is provided, he/she will be required to complete an English Language Proficiency (EPT) test on arrival. **Students will not be guaranteed OR registered into requested classes until the English Language Proficiency (EPT) test has been completed.**
  6. **Inbound Exchange Medical Insurance Mandatory for TRU Exchange Students**

- i. TRU requires every international student at TRU to have medical insurance protection. Students will be enrolled automatically into the medical insurance program for the duration of exchange. The provider for TRU is Guard.me.
  - ii. **Fees will be automatically charged for medical insurance if he/she does not complete the online Opt-Out information the International Student Advisors communicate.** This information is all readily available and communicated to each and every inbound student prior to arrival.
3. **Completed online applications must be completed within 2 weeks of confirmation.**
  - o **Any student questions? Read the online application instructions provided @ [https://www.tru.ca/studyabroad/apply/Horizons\\_Online\\_Application.html](https://www.tru.ca/studyabroad/apply/Horizons_Online_Application.html) first.**
  - o **Difficulties uploading documents? Email [Studyabroad@tru.ca](mailto:Studyabroad@tru.ca).**
  - o Study Abroad Office will do an initial screening of all course selections before submitting the documents to International Admissions office. All recommendations provided back to the student directly regarding course selections are made based on availability, pre-requisites and meeting English requirements for all programs.
  - o If all required documents are provided and in order, the application will then be sent to International Admissions office for processing.
  - o A Letter of Acceptance will then be generated and sent with other supporting documents directly to the student by email.

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### STAGE 3: Post-Application

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1. The TRU International Admissions team will send by email a message directly to the student detailing: Acceptance Notification, Official Letter of Acceptance, along with a TRU Exchange Accommodation Payment form (student accommodation and associated fees are indicated on our TRU Study Abroad Profile sheet).
2. Once accepted, students can communicate to [isa@tru.ca](mailto:isa@tru.ca) and [iapply@tru.ca](mailto:iapply@tru.ca) to confirm the accommodation type they wish to book. They will then be introduced to their International Student Advisor (ISA).
3. **The International Student Advisors (ISA)** will send a “Welcome Letter” via email to each student, providing information regarding: arrival, booking accommodation, orientation, cultural support, and necessary English Placement Test planning. If you or your students have questions, do not hesitate to send an email to [isa@tru.ca](mailto:isa@tru.ca). All communication must include a TRU Student ID number.
4. **Exchange students do not pay tuition fees.** But incoming exchanges students do pay for **mandatory** Medical Insurance, Upass, and International Activity fees.
5. If there are any outstanding fees showing on a student account at the end of the semester, NO official transcript **WILL** be issued. Only when all fees are paid, will a transcript be released.

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If you have any questions, please contact us by email: [Studyabroad@tru.ca](mailto:Studyabroad@tru.ca).

We look forward to working with you!

Sincerely, *TRU Study Abroad Team*