

TRU Incoming Student Exchange Online Application Instructions

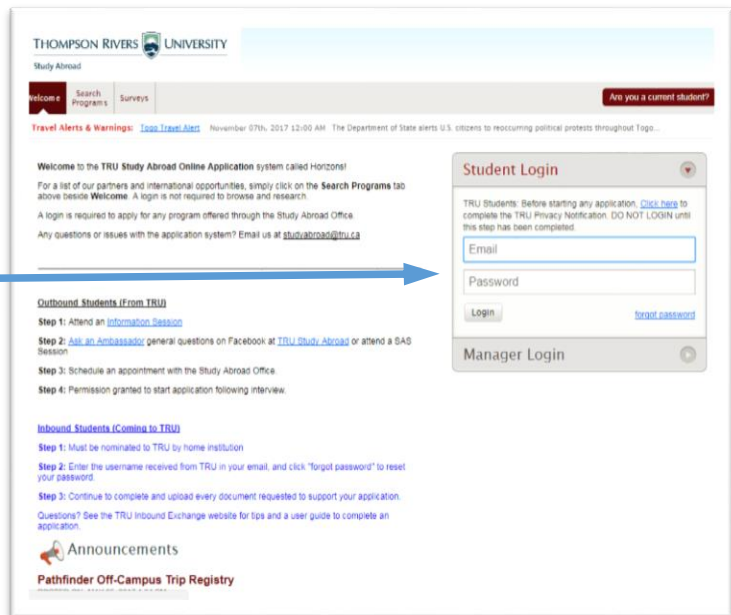
1. Student has been nominated to TRU Study Abroad. Your home institution will confirm nomination has been accepted with you, and an email notification will be sent from TRU Study Abroad providing instructions to create a new password.

Use the email address you provided to your home institution coordinator, and received the email notification from TRU Study Abroad to login to the Horizons system. Use the new password created.

Once notification of acceptance into TRU has been received student can proceed with the online application.

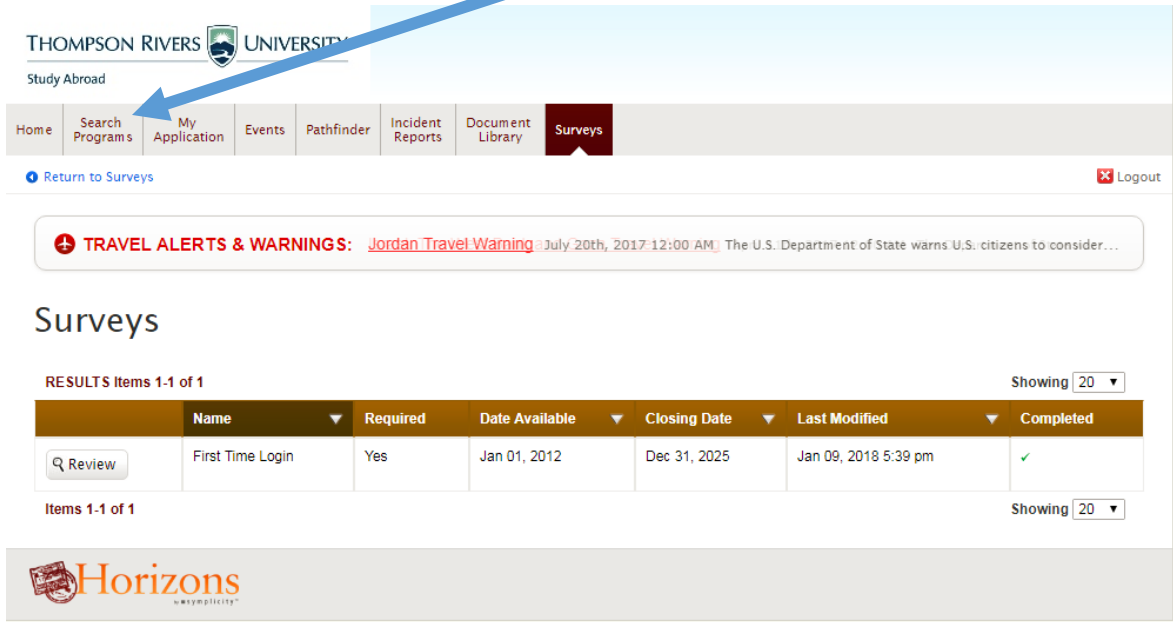
2. Steps to complete before beginning

Students must login to <https://tru-horizons.symlicity.com/> using the email address provided to their home institution, along with the new password they used to reset and access this system.



The screenshot shows the TRU Study Abroad Online Application system interface. At the top, it says "THOMPSON RIVERS UNIVERSITY Study Abroad". There are navigation tabs for "Welcome", "Search Programs", and "Surveys". A red banner asks "Are you a current student?". Below this, there's a "Travel Alerts & Warnings" section with a "Log Travel Alert" link. The main content area has a "Welcome to the TRU Study Abroad Online Application system called Horizons!" message. It includes instructions for partners and international opportunities, a "Search Programs" tab, and a note that a login is required to apply. There's also a contact email: stuabroad@tru.ca. On the right side, there's a "Student Login" form with fields for "Email" and "Password", a "Login" button, and a "forgot password" link. Below the login form is a "Manager Login" section. The bottom of the page has "Announcements" and a "Pathfinder Off-Campus Trip Registry" link.

- Once you have filled out and submitted this information you will then be taken back to the survey home page. Now you will click on **“Search Programs”**. Here you will search for your home university.



THOMPSON RIVERS UNIVERSITY
Study Abroad

Home Search Programs My Application Events Pathfinder Incident Reports Document Library **Surveys**

[Return to Surveys](#) Logout


TRAVEL ALERTS & WARNINGS: [Jordan Travel Warning](#) July 20th, 2017 12:00 AM The U.S. Department of State warns U.S. citizens to consider...

Surveys

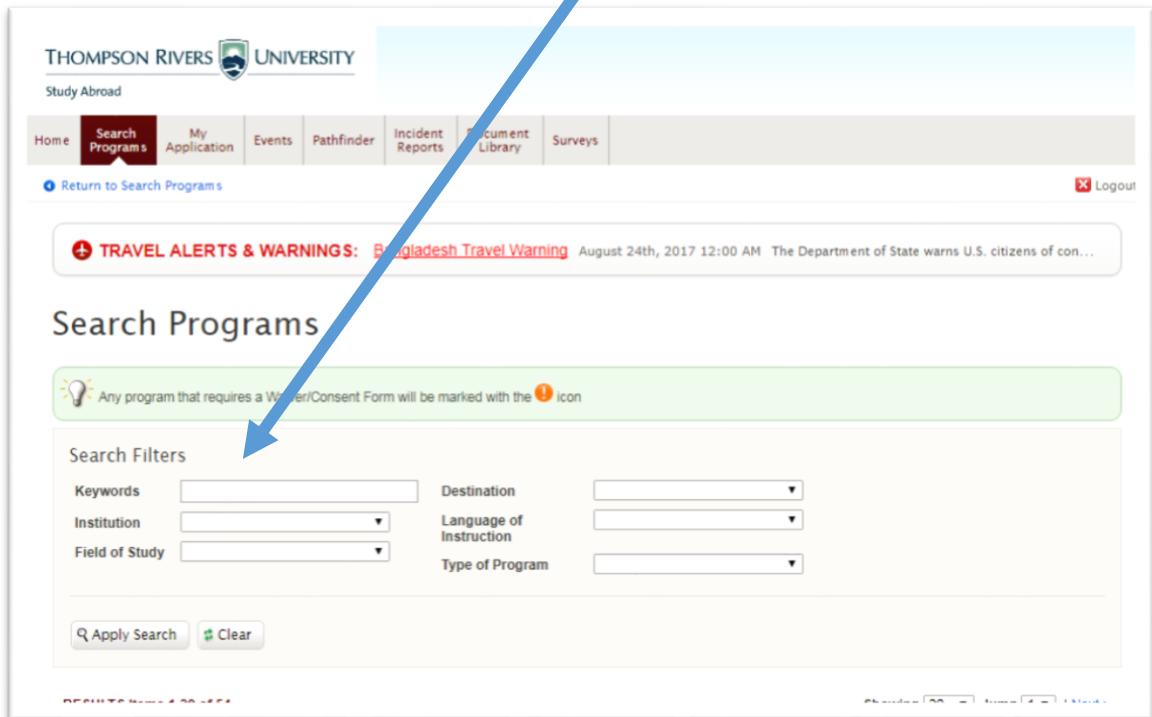
RESULTS Items 1-1 of 1 Showing 20

	Name	Required	Date Available	Closing Date	Last Modified	Completed
<input type="button" value="Review"/>	First Time Login	Yes	Jan 01, 2012	Dec 31, 2025	Jan 09, 2018 5:39 pm	✓

Items 1-1 of 1 Showing 20

 **Horizons**
simplicity

Type the name of your home university under **Keywords** or search Institutions.





THOMPSON RIVERS UNIVERSITY
Study Abroad

Home **Search Programs** My Application Events Pathfinder Incident Reports Document Library Surveys

[Return to Search Programs](#) Logout

TRAVEL ALERTS & WARNINGS: [Bangladesh Travel Warning](#) August 24th, 2017 12:00 AM The Department of State warns U.S. citizens of con...

Search Programs

 Any program that requires a Waiver/Consent Form will be marked with the  icon

Search Filters

Keywords Destination

Institution Language of Instruction

Field of Study Type of Program

RESULTS Items 1-1 of 1 Showing 20

Once you are on the page of your home university click **“Apply”**. You will then be prompted to select your semester of study. This will be semester in which you are apply to study at TRU. You can only select the semester you have been approved to study with TRU by your home university.

There are two ways you can start your application.

1. Way here

Examples only: Fall 2019, or winter 2020, or if you are studying with us for a Full Year 2020 (Fall and Winter), and if you are studying with us for our winter and fall semester only (not summer) you would select Split 2020

Search Programs

Any program that requires a Waiver/Consent Form will be marked with the icon

Search Filters

Keywords: Charles Sturt University Destination: [Dropdown]
 Institution: [Dropdown] Language of Instruction: [Dropdown]
 Field of Study: [Dropdown] Type of Program: [Dropdown]

Apply Search Clear

RESULTS Items 1-1 of 1 Showing 20

Provider	Program Info	Host Institution	Languages	Options
TRU	Charles Sturt University Bathurst, Australia	Charles Sturt University	English	

Items 1-1 of 1

Apply For dropdown menu:
 Apply For
 Fall 2017
 Fall 2018
 Full Year 2017
 SPLIT Full Year 2017
 SPLIT Full Year 2018
 Summer 2017
 Summer 2018
 Winter 2017
 Winter 2018
 Winter 2019

2. Or this way here.

Home Search Programs My Application Events Pathfinder Incident Reports Document Library Surveys

Return to Search Programs | Return to list (Search Programs) Logout

Apply

Charles Sturt University

Charles Sturt University
 TRU
 Bathurst, Australia ([Map](#))

4. **Starting the Horizons application.** Online applications do not have to be complete all at once. You may come back and work on the application as many times as you like prior to submitting. Make sure you save the application as you go by clicking the “Save & Continue” button.

Fill in your home university information. Please complete all the required fields (marked by an asterisk) and then click the “Save & Continue” button.

Application for Study Abroad (Pre-Acceptance)

1 FILL OUT APPLICATION

- 1. Program Information
- 2. Biographical Info
- 3. Transcripts
- 4. Passport
- 5. Language Proficiency Report
- 6. Academic Reference
- 7. Course Selection
- 8. Medical Insurance
- 9. Accommodation
- 10. International Fees
- 11. Additional Documents
- review & save

2 SUBMIT YOUR APPLICATION

Please complete all parts of the application.
Step to complete:

- FILL OUT APPLICATION

1. Program Information * indicates a required field

Home University *

ESEDES School of Management Université Catholique de Lyon

Name of Exchange Co-ordinator at home university

Exchange Co-ordinator's Email address

Term Start Date *

Select the term you will be studying abroad.

Term dates are as follows:

- Fall = one semester
- Winter = one semester
- Full Year = two semesters
- SPLIT Full Year = two semesters split between two academic years

Winter 2018 ▼

How many semesters for exchange

Indicate the approved semester length you are applying.

- One Semester
- Two Semesters

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

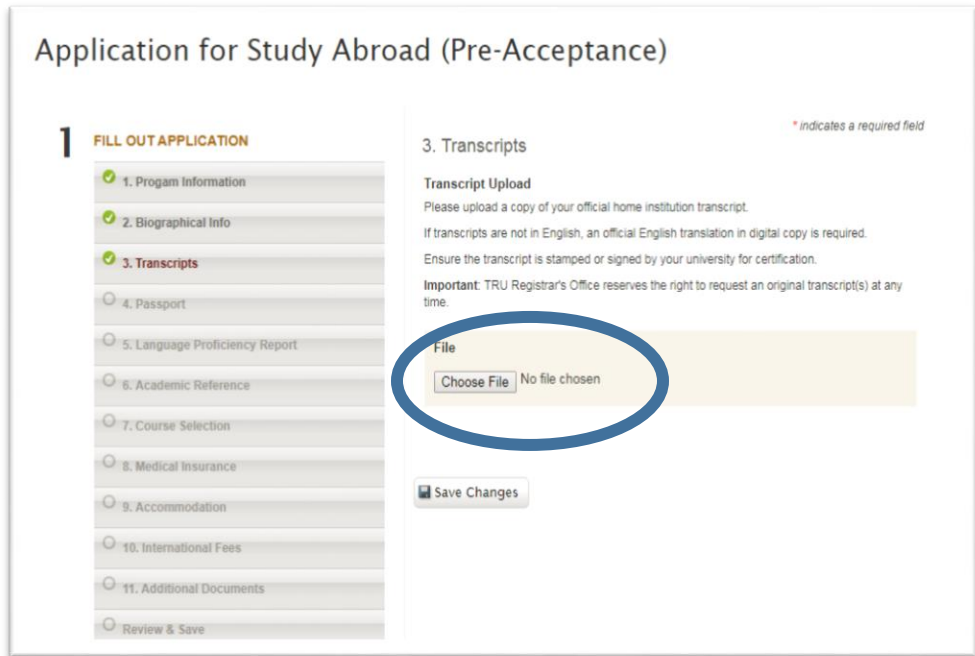
- Yes No

Home University Program of Study

Next, fill out your **Biographical Information**. Click “Save & Continue” and it will show completed.

The next 3 steps will require you to upload academic transcripts, passport, language proficiency report (if applicable) and academic reference from your files.

All documents must be official. Read the instructions provided slowly and carefully.



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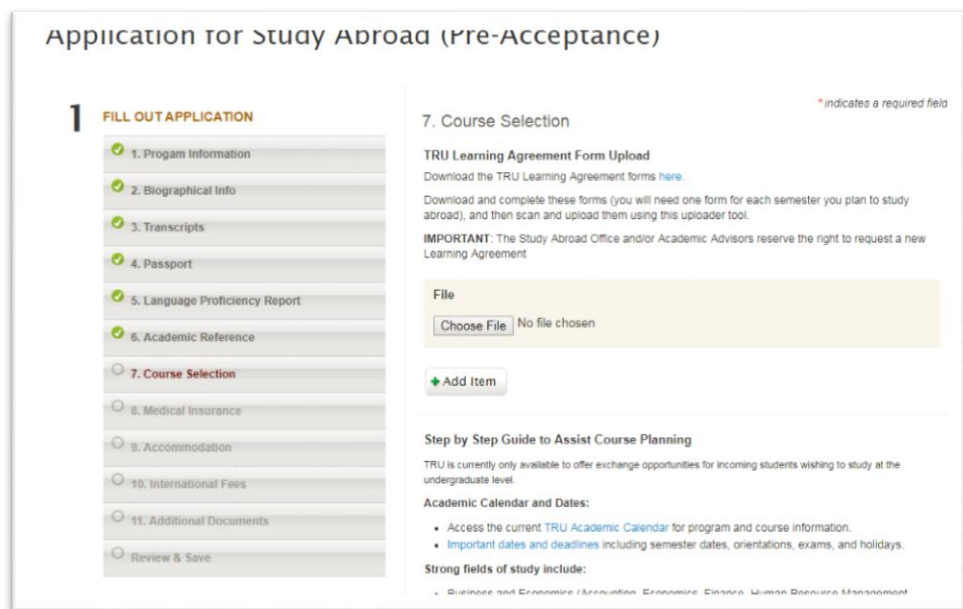
3. Transcripts * indicates a required field

Transcript Upload
Please upload a copy of your official home institution transcript.
If transcripts are not in English, an official English translation in digital copy is required.
Ensure the transcript is stamped or signed by your university for certification.
Important: TRU Registrar's Office reserves the right to request an original transcript(s) at any time.

File
Choose File No file chosen

Save Changes

Next, you will upload your TRU Learning Agreement where you have stated all the courses you wish to take. These courses are not final but a tentative list of courses you are interested in taking. Use the information within to research potential courses and/or the TRU Study Abroad Profile.



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- Review & Save

7. Course Selection * indicates a required field

TRU Learning Agreement Form Upload
Download the TRU Learning Agreement forms [here](#).
Download and complete these forms (you will need one form for each semester you plan to study abroad), and then scan and upload them using this uploader tool.
IMPORTANT: The Study Abroad Office and/or Academic Advisors reserve the right to request a new Learning Agreement

File
Choose File No file chosen

+ Add Item

Step by Step Guide to Assist Course Planning
TRU is currently only available to offer exchange opportunities for incoming students wishing to study at the undergraduate level.

Academic Calendar and Dates:

- Access the current TRU [Academic Calendar](#) for program and course information.
- Important dates and deadlines including semester dates, orientations, exams, and holidays.

Strong fields of study include:

- Business and Economic / Accounting, Economics, Finance, Human Resource Management

The next page pertains to what kind of medical coverage you will have during your time at TRU. Please read the information provided then scroll down to the bottom of the page where you will decide if you will opt-in to TRU's Guard.me insurance plan or opt-out of Guard.me, in which case you will have to provide proof of your chosen medical insurance plan.

IMPORTANT: if no proof is provided to TRU, student will be automatically enrolled for medical insurance and responsible to pay all fees.

I have read and acknowledged the information that I will

Opt-in and will require the Guard.me insurance plan.

Opt-out of the Guard.me insurance plan.

Be automatically enrolled into the Guard.me plan and will be responsible for all fees if no proof of insurance provided.

Proof of Coverage

To opt out of the Guard.me plan, you must provide a scanned copy of your proof of coverage. If there is no proof of medical insurance provided, students will be automatically enrolled into the Guard.me plan. It is mandatory for all students to have medical insurance to study with TRU.

File

No file chosen

Next, you will enter which accommodation option you have chosen. At this time, it is only a tentative booking and an International Student Advisor will assist you with accommodation planning.

1. Program Information

2. Biographical Info

3. Transcripts

4. Passport

5. Language Proficiency Report

6. Academic Reference

7. Course Selection

8. Medical Insurance

9. Accommodation

10. International Fees

11. Additional Documents

Review & Save

5. ACCOMMODATION

Accommodation Information

Accommodation Choices and Associated Fees

Please read the following information carefully for planning your accommodation while studying at TRU.

Below is information for students who are coming to TRU through the ISEP and Bilateral Programs. If you are unsure which program you are with, **ASK YOUR COORDINATOR AT YOUR HOME INSTITUTION.**

All inbound exchange students, once admitted to TRU:

- will receive a Letter of Acceptance.
- have a fee payment form included with their Letter of Acceptance which identifies accommodation costs.
- will receive an email from an International Student Advisor (ISA) approximately 1 -2 months before arrival to assist with selecting, finding and/or booking accommodation.

For all accommodation choices, security deposits may be non-refundable if a student cancels their accommodation. Fees are subject to change without notice.

TRU does not have an on campus meal plan/program in place. The Homestay Program is the only accommodation option which provides accommodation and a meal plan.

If you have any questions regarding housing options, arrival, medical insurance and/or just would like to ask a quick question to prepare for your trip to Canada, [click here to connect with an International Student Advisor \(mytruworld.ca/\)](#)

Accommodation

- Homestay - Accommodation and meal approximately \$3300.00 per semester
- TRU Residence - Accommodation only approximately \$3975.00 per semester
- McGill Housing - Accommodation only approximately \$2715.00 per semester
- Other off campus accommodation assistance by paying placement fee of \$150.00

2 SUBMIT YOUR APPLICATION

Please complete all parts of the application

Step to complete:

- FILL OUT APPLICATION

Institutional Fees are required. This section is regarding mandatory fees that are paid to TRU. Simply read the information provided and **check the box that you have read and understand the information.**

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2 SUBMIT YOUR APPLICATION

Please complete all parts of the application.
Step to complete:

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* indicates a required field

10. International Fees

Mandatory Fees

Tuition is paid to your home institution. On arrival to TRU, tuition will appear on your student account. The tuition fees will be waived (removed from your myTRU) approximately 4 - 6 weeks after your arrival.

All Student fees are due prior to arrival or before the payment deadline each semester.

Mandatory fees student are responsible to pay: General Ancillary fees \$120.00 (TRU U-Pass & International Student Activity Fee). These fees are subject to change without notice. These fees are outside of the Exchange Agreement.

Students are responsible to pay all additional activity/workshop fees associated with specific course/program requirements in addition to the fees as indicated below..

- Criminal Record Check for specific programs are paid by the student: nursing, education and social work programs.
- Personal Safety course for high risk settings, residential care, emergency and mental health are paid by the student.
- Uniform, Fit Testing for Masks and any other equipment as per program requirements are paid by the student
- Administration of vaccinations for program requirements such as flu shots.
- Medical Insurance - please see Insurance and Medical section at the end of this form for further information

IMPORTANT:

- Tuition and Extended Health & Dental Plan fees will show on your myTRU account temporarily.
- Fees will be removed as per TRU Additioo. dates approximately 4 - 6 weeks after the official first day of classes.
- After the 4 - 6 weeks, students will see the tuition has been removed and change to \$0.00. If not, please go to International Admissions immediately.

- The only fees a student will be responsible to pay are for the Mandatory fees (see above)
- Exchange students are not responsible to pay tuition and extended Health & Dental fees.
- Tuition fees are only for degree seeking students, not exchange students.
- Students will not be responsible to pay for lab fees
- All fees are subject to change without notice.

Fees Read

I have read and understand the above information with respect to fees.

How to Request a TRU Transcript

All general fees are to be paid before or on arrival to TRU.

If there are any outstanding fees owing to TRU, an official transcript will not be released until all fees have been paid.

If additional transcripts are required, send an email to transcripts@tru.ca. Payment is required to complete the order.

Issuing of TRU Transcript on Completion

I have read and understand any outstanding fees will result in my not receiving an official transcript.

The final page is used to upload any additional documents you might have to support your application as requested by the TRU study Abroad Office. Examples of Additional Documents would be if nominated for a scholarship or bursary. If there are any problems uploading documents they can also be emailed to studyabroad@tru.ca

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- 11. Additional Documents**
- Review & Save

2 SUBMIT YOUR APPLICATION

* indicates a required field

11. Additional Documents

Students who have been nominated for a scholarship and/or funding opportunity by the TRU Study Abroad Office will require specific documents uploaded to support these funding nominations. Please find a list below of potential documents which would or could be requested to be uploaded:

- Proof of full-time enrollment
- Letter of intent from candidate
- Letter of support from the home institution
- Letter of motivation from the Canadian supervisor
- Privacy Notice Statement

Additional Documents

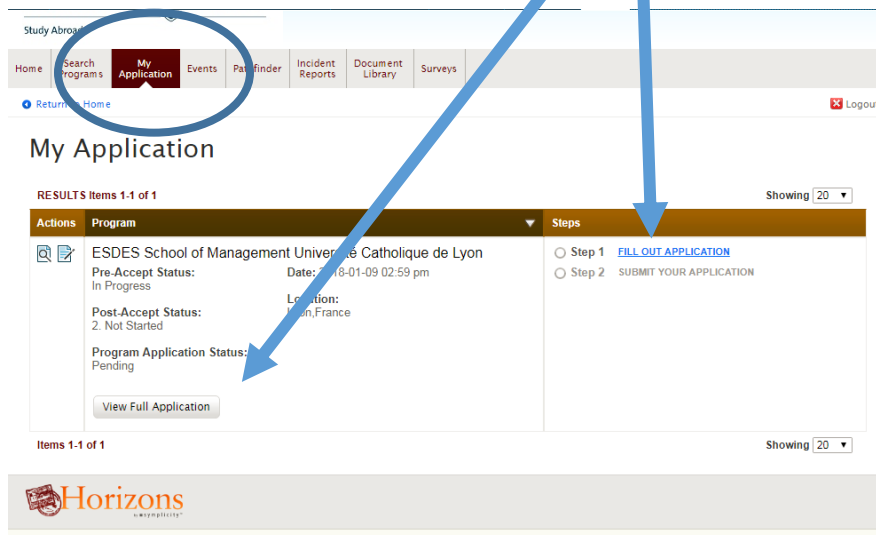
File

No file chosen

Before you submit your application, make sure you review all of the information you have entered to ensure everything is correct.



Reviewing your application. If at any time you exit your application you can access and continue your application by clicking the “My application” tab on the homepage. And by then clicking “View full application”



Once you have completed and submitted your application and uploaded all supporting documents all that’s left is to wait to hear from us regarding your letter of acceptance to Thompson Rivers University!

If you have any troubles completing your application, or any further questions, please don’t hesitate to email studyabroad@tru.ca. We will try to answer any and all questions.

Travel Advisories: [Updated travel report for](#) March 21st, 2022 11:02 AM Travel Report updated in the last 24hrs for ...

Welcome to the **TRU Study Abroad Online Application** system called Horizons!

For a list of our partners and international opportunities, simply click on the **Search Programs** tab above beside **Welcome**. A login is not required to browse and research.

A login is required to apply for any program offered through the Study Abroad Office.

Any questions or issues with the application system? Email us at studyabroad@tru.ca

Student Login

Manager

Outbound Students (From TRU)

Step 1: Attend an [Information Session](#)

Step 2: [Ask an Ambassador](#) general questions on Facebook at [TRU Study Abroad](#) or attend a SAS Session

Step 3: Schedule an appointment with the Study Abroad Office.

Step 4: Permission granted to start application following interview.

Inbound Students (Coming to TRU)

Step 1: Must be nominated to TRU by home institution

Step 2: Enter the username received from TRU in your email, and click "forgot password" to reset your password.

Step 3: Continue to complete and upload every document requested to support your application.

Questions? See the TRU Inbound Exchange website for tips and a user guide to complete an application.



Announcements

There are no announcements at this time.