THOMPSON RIVERS UNIVERSITY

QUICK TIPS: OUTBOUND ONLINE APPLICATION STEPS

This quick tip sheet will provide the necessary instructions to complete all requirements for completing the Horizon's OnlineApplication. If not all steps are completed, this will affect the student's awards being issued by the Study Abroad Office.

Online Application Process

1. Review steps to apply from the TRU Study Abroad webpage.
2. Update password.
3. Now, complete the First Time Login Survey only. Click save to continue.
4. Exit and go to main login page.
5. Complete the "TRU Privacy Notification".
6. Login to Horizons if ready to start application.
7. To start an application, click "Search Programs"

IMPORTANT DETAIL WHEN SELECTING AND SEARCHING A PROGRAM:

If selecting the Bilateral Program, search for your #1 choice. Click on Apply For, and select the semester.

If selecting the ISEP Program, two step online application process:

- Search Filters, and type in underkeywords: ISEP. Click Apply Search.
- Complete the ISEP online application FIRST by clicking onthe ISEP link.
- Once ISEP online application completed, go to the Horizon's online application and complete. Students will not find the individual schools within. Students must manually enter thefirst, second and third choices.

8. Complete each step of the application, by uploading required documents. Once finished section, click save and continue. If it is not, thereis the option to click Save and Finish Later.
9. Go to Review and Save.

Online Application Tips:

Online application accessed from the **How to Apply**, TRU Study Abroad webpages.

Students must request official transcripts be sent to the Study Abroad Office by emailing: transcripts@tru.ca.

Submit original Course Request List and TRU Waivers to Study Abroad Office. The office will witness and upload these documents.

1. Read all Pre-Departure Instructions provided in the Moodle course.
2. Upload and complete each item within the Pre-Departure Checklist below:

Pre-Departure

Pre-Departure Instructions

Check your email for more instructions. There is a waiting period while we evaluate your application. We'll let you know when you're ready to do the following checklist.

Note: When uploading files/copies, ensure the filename description is accurate. ex: Host_acceptance_letter_from_ubc.pdf

Pre-Departure Checklist

- ☑ Complete Host School Application
- ☑ Update myTRU Emergency Contact Information
- ☑ Upload Host Acceptance Letter
- ☑ Register as Exchange Student with TRU Admissions
- ☑ Upload Course Registration Data Forms (STAX-XXX 9,12,15)
- ☑ Upload Medical and Emergency Insurance (Policy #, Policy Name or Company must be included)

3. How to Complete the Trip Registration tab?
   1. Go to the Trip Registration tab
   2. Now, click on "Add a Pathfinder Itinerary".
   3. Make sure you have all the information you need on hand before starting to fill the form.
4. Save and Submit once completed
5. Email studyabroad@tru.ca after Save and submitto confirm application work completed.
6. Complete each Pre-Departure Checklist item. When all steps are completed, the International Mobility Study Abroad Award $1000.00 appliedto the student account.

Bon Voyage!