

QUICK TIPS: TRU OFF-CAMPUS ONLINE APPLICATION STEPS

This quick tip sheet will provide the necessary instructions to complete all requirements for completing the Horizons Online Application.

Faculty Provide STAR and Permission to participate on TRU OFF-CAMPUS Activity.

STAR Online Application Process

How to find the TRU Study Abroad Online Horizon's Application Portal. Go to www.tru.ca/studyabroad "How to apply". Click on **Apply Now** button and you can use your TRU Study Abroad email.

1. Receive an email from studyabroad@tru.ca, with instructions to complete the TRU Off-Campus Online Application and required documents.
2. Update password by clicking on the link within the email sent from Studyabroad@tru.ca.
3. Complete the "First Time Login" Survey only. **User Type, select Off-Campus.** Click save and Finalize to continue.

4. Exit. Go to main login page.
5. Complete the "TRU Privacy Notification".

6. Go to **myTRU** and update Emergency Contact information.
7. Click "My Application" tab at the top of the page.
8. Complete each application step and upload mandatory documents.

- Program Selection.
- TRU Waivers. Faculty leader/trip supervisor must sign.
- Update passport information and upload a copy.
- Upload Medical & Emergency Travel Insurance.
- Pathfinder instructions, on the right side of this page.

How to Complete Pathfinder Itinerary and Add a Plan?

Two steps:

1. Click "+ Add Pathfinder Itinerary". When finished, click **Save**.
2. Now, click "Add a Plan". Instructions below:

Create a plan for each of these items:



Flight itinerary to host country (include all connections).



Click "TRU Off-Campus" button. Add start and end dates only, Purpose of trip (example: attending presenting MSc Environment research etc)



Accommodation with address and contact information.



Flight departing host country (include all connections).

Save and Submit once completed.

Now complete the remaining online application steps:

9. Go to Review and Save.
10. Email studyabroad@tru.ca after "**Save and Submit**" to confirm application work completed.

Online Application Tips:

Online application accessed from the "How to Apply", TRU Study Abroad webpages. Click on "Apply Now" orange button or click on

Use the email address provided to your faculty or supervisor to login and access your online application.

TRU Waivers must be witnessed/signed by the TRU Faculty/supervisor approving and/or leading the TRU Off-Campus trip.

Ensure all required documents uploaded and steps are completed!

Bon Voyage!



THOMPSON RIVERS
UNIVERSITY
Study Abroad