

QUICK TIPS: FIELD SCHOOL ONLINE APPLICATION STEPS

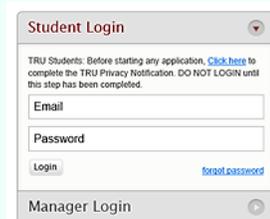
This quick tip sheet will provide the necessary instructions to complete all requirements for completing the Horizon's Online Application. If not all steps are completed, this will affect students awards being issued by the Study Abroad Office.

Faculty Provide Student Permission to participate in the Field School

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 select 'Horizons Online Application' from the menu on left. Note: please use your TRU Study Abroad email.

1. Receive an email from studyabroad@tru.ca, with instructions to complete the Field School 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 Field School.** 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. Log back into Horizons.
8. Click "My Application" tab at the top of the page.



9. Complete each application step and upload mandatory documents.
 - Program Selection
 - TRU Waivers: Faculty leader must sign**TRU Waivers** are found under Field School at: www.tru.ca/studyabroad/safety.html
 - Update passport information and upload a copy
 - Medical & Emergency Travel Insurance
 - Pathfinder: see top of next page for Pathfinder instructions
 - Awards: all information and uploaded documents must be complete before any award is granted and released to the faculty



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).



TRU Field School button. Add start and end dates.



Flight departing host country (include all connections).

Save and Submit once completed.

10. Go to Review and Save.
11. After "Save and Submit", email studyabroad@tru.ca to confirm application work is completed.
12. When all steps are completed, the International Mobility Field School Award of \$500.00 will be released to the faculty leader.

Online Application Tips:

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

Use the email address you provided to faculty to participate on the field school trip.

TRU Waivers are witnessed and signed by the TRU Faculty member leading the Field School Trip.

Award is provided in the form of a cheque.

Bon Voyage!



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