

University Exit Form

1-14-29 Taishido, Setagaya-ku, Tokyo 154-0004 • Phone: 81-3-5441-9800 • Fax: 81-3-5441-9811 • E-mail: tujregistrar@tuj.temple.edu

Students withdrawing from Temple University, Japan Campus (TUJ) must **complete and submit this form to TUJ Registrar's Office** confirming that their student records are in good order before exiting the university.

A hold will be placed on your student account should you fail to clear your record with the relevant departments.

A hold will, among other things, prevent you from receiving transcripts or other documents from the university.

1. Complete the following personal contact information:

Full Name: _____ TU ID: _____

Address (*where you live from now*): _____
Street City State/Province Zip Code

Phone: _____ Personal E-mail Address: _____

2. Reason for Withdrawal:

- Financial Personal Military Employment Others
 Academic (Transfer to another school) Academic (IUT or transfer to another campus of Temple University)

Effective Date of Withdrawal: _____
MM/DD/YY

Departure Date: _____
MM/DD/YY

3. Visit the following departments and get their respective signatures to confirm your student account is cleared for withdrawal.

Library (2F Room 212): Library Account

TUJ Signature: _____ Date: _____

Information Center (1F Room 101): Student ID

TUJ Signature: _____ Date: _____

Manager, Bursar's Office (1F Room 105): Student Account

TUJ Signature: _____ Date: _____

Office of Student Services (1F Room 104):

- _____ University property (all students)
_____ Visa (visa-sponsored students)
_____ U.S. Financial Aid -- Yes / No

TUJ Signature: _____ Date: _____

Registrar's Office (1F Room 102F): Student Records – **PLEASE GO TO REGISTRAR'S OFFICE LAST**

- _____ Course registration status (all students)
_____ Using GI Bill -- Yes / No

TUJ Signature: _____ Date: _____

Student Signature: _____ Date: _____