

## Temple University, Japan Campus

# Intra-University-Transfer (IUT) General Information

Academic Advising Center  
Undergraduate Program

## Transfer Information

To go to the main campus is not “a transfer to another school,” but is to change a campus in the same university! We call it IUT meaning “Intra-University-Transfer.” Therefore, TUJ students do not have to submit TOEFL score, and they will be treated as main campus students in many ways even while they are at TUJ. They usually register during priority registration period before going to the main campus.

In order to change campuses, a student needs to be admitted into TUJ as matriculated student (a degree seeker) and keep a good academic record, including passing the English composition class with a C- or higher. English composition is an important class to pass beforehand, because the course will give the students basic writing skills necessary to write essays, and this skill will help students maintain their full-time status, which is one of the requirements for a student visa.

Application deadlines to go to the Main Campus:

Starting from Summer Session → In the first week of Spring Semester

Starting from Fall Semester → In the first week of Spring Semester (Early application), OR;  
→ In mid-March (Late application)

Starting from Spring Semester → In the first week of Fall Semester

### IUT COLLEGE REQUIREMENTS

#### FOR UNDERGRADUATE PROGRAM, STUDENTS MUST

1. be matriculated at TUJ (For all students);
2. have maintained at least 2.0 GPA (For all students);
3. be currently taking courses at TUJ;
4. have completed full-time course work (12 credits) at least one semester;
5. have passed English Composition 1012 with grade C- or above;
6. complete the semester in which they processed IUT preparation with a semester GPA 2.00 or better.

#### NOTE:

- (1) Student pursuing for TUJ-only majors, such as International Affairs, Psychological Studies, General Studies, and Associate of Arts, must complete 30 credits and declared the major prior to IUT.
- (2) International Affairs major students should complete Political Science 4320, Asian Studies 4000 Level Writing Intensive, and required internship at TUJ.

### **Temple University Intra-University Policy**

At Temple University, students who maintain a cumulative GPA of 2.00 can apply for the majors and should be admitted by the relevant college / school. Students should note that, however, there are some exceptions indicated below as well as the IUT acceptance policy may vary depending upon one's academic performance etc...

#### **[Tyler School of Art]**

Bachelor of Fine Arts (BFA) programs and Architecture major require a portfolio review.

#### **[Boyer College of Music and Dance]**

All programs require an audition.

#### **[College of Science and Technology (CST)]**

Completion of First-semester-level of Mathematics (QA) and Science (SA) is required prior to IUT Application submission for all CST majors.

#### **[College of Health Professions]**

Nursing and Health Information Management requires an application process. Students are applying for these 2 programs but not processing IUT and the process is very competitive.

#### **[College of Education]**

No additional requirement besides cumulative GPA of 2.00. Students should note, however, that they must maintain a GPA of 3.00 and must have a US citizenship in order to take National Teachers Exam while they may still complete Bachelor of Science in Education.

#### ***What should I check before sign-up?***

1. Students should have a passport which is valid for at least 15 months or more.
2. If a student is a non-Japanese national, they should check with the US Embassy visa information for additional information you need to apply for a student visa, such as a valid visa in Japan, re-entry permit to Japan, Valid Alien registration card.
3. Students should note that student visa is issued by the US Embassy, not by Temple University. The US Embassy's website: ( <http://japan.usembassy.gov/tj-main.html> )
4. Students are highly advised they start making academic plans with their major advisor AND the TU Transfer Advisor in the Academic Advising Center. Students may be referred to another AAC Academic Advisors if necessary.
5. Students are highly advised to get a physical examination if they have health concerns.
6. Students should plan ahead to receive a Bank Statement(s) within two weeks after the applications periods above for IUT.

#### **ABOUT BANK STATEMENTS**

One absolutely critical thing is the Bank Statement(s) (called Zandaka-Shomei in Japanese) from one to several banks. These forms are necessary to determine whether or not students have enough financial resources to stay in the US without working. Financial approval from the US Embassy requires at least \$30,000 per year or more. The Bank Statement(s)'s date should be new - it should be issued within a month – prior to submission. During IUT orientations, students will be instructed to submit Bank Statement(s) twice when they apply for IUT.

- The Bank Statement(s) must be written in English.
- Students need to submit the Bank Statement twice. First, when students submit I-20 application to Temple University (usually in the second week of the semester), and the other to apply for students' visa to the US Embassy (usually in the fifth to seventh week of the semester). Both Bank Statements should be issued within a month of submission.
- If the students are using a bank account of their parents or relatives, they **MUST** receive SIGNATURE(S) from their sponsor(s) on the separate form.

## **ABOUT VISAS**

Non-American students who study at the Main Campus are required to apply for a student visa regardless of when they transfer. Student visas are issued by the US Embassy, **NOT** by Temple University. Temple University assists students to apply for a US visa; however, we do not guarantee they will receive a visa. All applicants are expected to follow the US Embassy's rules, regulations and advices regarding to visa applications. There may be a case that some students are denied or asked to return to their own countries to submit their visa application again. They are required to check the US Embassy website if they have particular questions;

( <http://japan.usembassy.gov/tj-main.html> )

1. Since IUT has requirements, students **MUST** cancel IUT when they realize that they do not meet all requirements.
2. Fees and tuition payment will be charged according to Temple University's regulations and deadlines.
3. When students cancel IUT, they need to fill out cancellation forms, such as IUT form, dorm cancellation form and drop form (OR use OWLNET to drop), otherwise they will be charged.
4. IUT students will send a request of courses during priority registration period to the registrar, but the registration will be completed a few days or weeks after they submitted the requests. Students are, therefore, encouraged to choose alternative courses in case if their first choice of the course is closed.
5. The TU Transfer Advisor helps students to receive necessary information from the main campus advisor(s) upon their request; **HOWEVER, please understand that it may take time to receive answers.**
  
6. All students are responsible for their own housing in the USA, including living in a dormitory.

*Temple University strongly recommends that all students live in a dormitory for their first or second semester(s), because it is not easy for foreign students to rent a room by themselves in the first semester. Dormitory applications will be given during IUT orientations at TUJ, and students will be instructed to apply before the deadline. There are neither single rooms nor rooms for your family. If a student wants to live in a single room, the International House would be his/her second option; however Temple University will not be responsible for any problems the student faces with non-Temple housing, including International House.*

7. Students are responsible for their own travel arrangements. The US Embassy does not recommend students buy an airplane ticket before they receive a visa, but through the TU Transfer Advisor of TUJ, we may assist them to make travel arrangements with IACE travel agency (the official traveler's agency of TUJ) to reserve a seat.
8. Students should check the tuition rate at the main campus home page before applying for IUT and should be aware of its deadline and pay beforehand ( <http://www.temple.edu/bursar/> )
9. Students are not allowed to bring any pets to the USA using the student visa.
10. Students should not travel abroad while they are applying for a student visa from the US Embassy.
11. Students must attend all IUT orientations, both at TUJ and the main campus.
12. Students must check their Temple E-mail regularly.
13. Students must purchase a certain minimum insurance; however, we advise students to buy a better one, as always.
14. Students must pay tuition in order to have their registration confirmed before the given deadline.