

ADMISSIONS APPLICATION REQUIREMENTS CHECKLIST

All of the following items must be received by 17:00, Japan Standard Time, on the application deadline (see page 1). Items postmarked by the deadline but arriving late will not be considered on time. Be sure to review all details on each application requirement on the TUJ website (www.tuj.ac.jp/ug/admissions/how-to-apply). Documents will not be returned. Applicants are encouraged to complete their application for admission well in advance of the deadline. The following requirements are for degree-seeking (first-year & transfer) applicants, non-degree seeking applicants, and Bridge Program applicants. First-year (freshman) students applying for fall semester can apply directly to TUJ or through The Common Application.

ITEMS	NOTES	HOW TO SUBMIT												
<input type="checkbox"/> 1. Application Form	www.tuj.ac.jp/ug/admissions/form-application	● Online												
<input type="checkbox"/> 2. Personal Statement	● 250 - 400 words, typed in English The personal statement is a chance for applicants to introduce themselves; discuss their interest in TUJ; describe long-term personal, academic or career goals; or share any other information pertaining to academic goals that the applicant would like the Admissions Committee to consider.	● As part of the above online application form												
<input type="checkbox"/> 3(a). Native-English speakers: SAT / ACT	We are a test-optional school. If you believe an SAT or ACT score would complement your application, you should submit your scores. SAT/ACT scores on an official high school transcript are acceptable.	TUJ school code: ● SAT = 3702 ● ACT = 5298												
<input type="checkbox"/> 3(b). Non-Native English speakers: TOEFL / IELTS / PTE / DUOLINGO / ITEP Academic Plus / Cambridge C1 Advanced or C2 Proficiency	Official score report sent from the testing institution. Scores must be no more than 2 years old. A copy of your IELTS Test Report Form may be sent by e-mail.	TUJ school code: ● TOEFL = 9698												
<input type="checkbox"/> 4. Official High School and College Transcripts in English	Submit official transcripts from all high schools, universities and colleges you have attended including any study abroad programs and, if necessary, English translations by a certified translator. Transcripts must be issued by the school in sealed school stationery envelopes and sent by postal mail, or a TUJ-approved digital transcript service. Official IB transcripts must be sent directly to TUJ from the IB regional office. GCE Advance Level and/or Advance Subsidiary (AS) Level and IGCSE/GCSE Ordinary Level documents must be sent directly to TUJ from the examining boards Current high school students may submit an interim high school transcript. Students who have a GED must submit an official GED transcript and a copy of their GED diploma. Notes: ● If Temple University, Japan Campus is not listed on the digital service, select the "NOT IN LIST" option and manually add the recipient email address: ac@tuj.temple.edu ● Students with 30 or more college-level semester credits taken after high school graduation are not required to submit high school transcripts. ● If a student has previously studied in Japan (language school, credit program, etc.), even under a tourist visa, an official academic transcript, attendance record and letter of activity completion will be required for the student visa application regardless of whether it is required for the admissions application or not. ● If confirmation of high school or college graduation is required, further documents may be requested for review.	● TUJ-approved digital transcript service (e.g. • Parchment • Scrip-Safe International • TranscriptsNetwork • DiplomaSender.com (GED) • Joint Service Transcript • National Student Clearinghouse • TranscriptsPlus + • Scribbles Software • NeedMyTranscript • SCOIR • MyCredits.ca • Populi) ● Postal mail												
<input type="checkbox"/> 5. Non-refundable application fee of ¥10,500	The application fee may be paid by credit card or wire transfer. TUJ does NOT accept cash, personal checks or money orders. The application fee is waived for applicants transferring from TUJ-affiliated schools. Credit card payment instructions are provided upon submission of the application form. To pay by wire transfer, use the bank information below and make the payment in the applicant's name. The sender is responsible for all bank charges. If transferring money from overseas, please add ¥3,000 to cover Japanese bank handling charges. Inquire with your bank if any intermediary bank handling fees will be charged in addition to those charged by the sending bank and the receiving bank. <table border="1" data-bbox="517 1720 1243 1818"> <tr> <td>Bank:</td> <td>Mizuho Bank, Azabu Branch 2-11-6 Minami-Azabu, Minato-ku Tokyo Japan 106-0047</td> <td>Account No:</td> <td>Saving, 8014097</td> </tr> <tr> <td></td> <td></td> <td>Recipient:</td> <td>TUJ CLA TEMPLE</td> </tr> <tr> <td></td> <td></td> <td>Swift Code:</td> <td>MHCBJPJT</td> </tr> </table>	Bank:	Mizuho Bank, Azabu Branch 2-11-6 Minami-Azabu, Minato-ku Tokyo Japan 106-0047	Account No:	Saving, 8014097			Recipient:	TUJ CLA TEMPLE			Swift Code:	MHCBJPJT	● Online ● Wire transfer
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		Recipient:	TUJ CLA TEMPLE											
		Swift Code:	MHCBJPJT											

SENDING DOCUMENTS

All documents must be sent directly to Temple University, Japan Campus.



E-MAIL: ac@tuj.temple.edu

Confirm with checklist above for items that may be sent via e-mail.
Include applicant's full name and description of attached document.



POSTAL MAIL:

Temple University, Japan Campus
Admissions Counseling Office

1-14-29 Taishido, Setagaya-ku, Tokyo 154-0004, Japan