

TUJ KYOTO STUDENT HANDBOOK



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1. Introduction

• Welcome to TUJ

Temple University is a large, well-known, highly respected state-related university located in Philadelphia, Pennsylvania. Founded in 1884, the university is today one of the largest in the United States and one of the nation's leading centers of professional education. Temple University is accredited by the Middle States Association of Colleges and Schools, which accredits colleges and universities in the eastern part of the United States. This accreditation includes Temple's campuses in Japan and assures that the university maintains high-quality academic programs internationally.

Temple University, Japan Campus (TUJ) is the oldest and largest foreign university in Japan. Founded in 1982, TUJ has developed into an internationally recognized institution offering an extensive range of educational programs. In addition to its core undergraduate program, TUJ offers graduate programs in law, business, and education; an English-language preparation program; continuing education courses; and corporate education courses. TUJ has over 3,000 students across these programs. They come from over 80 countries around the world.

TUJ is the first educational institution in Japan to be officially recognized as a Foreign University, Japan Campus by Japan's Ministry of Education, Culture, Sports, Science and Technology. This status allows TUJ to sponsor student visas, enabling international students to study at the university on either a short-term basis (one or two semesters) or a long-term basis (such as to complete a full four-year program).

TUJ is now in its fifth decade, TUJ's recent acclaim and significant growth have opened the door to establishing a new multi-building satellite location in Kyoto, which has opened in January 2025. With campuses in Philadelphia, Tokyo, Rome, and now a location in Kyoto, Temple University provides its students with a unique opportunity to study in key cities around the globe.

• Temple University Student Conduct Code

Temple University maintains and enforces rules of conduct to help ensure that all students act in a manner that is consistent with the university's educational mandate and respectful of all members of the university community. By registering as a student at Temple University, each student accepts the right of the university to exercise disciplinary authority. Each student should read and understand the [Student Conduct Code](#).

The Conduct Code incorporates by reference other university rules and regulations, including applicable TUJ policies such as visa regulations and dorm rules. Each student is responsible for reading and understanding the Conduct Code and other policies that apply to university activities in which they are engaged. The goal is for all members of the university community to be able to participate in a safe and constructive environment in which mutual rights are respected, and that provides space for ideas to be tested, views to be challenged, and established wisdom to be questioned. Any violation of applicable policies or local laws and ordinances is subject to the disciplinary sanctions outlined in the Conduct Code. TUJ may apply the Conduct Code to conduct that occurs within 500 meters of TUJ premises, at TUJ-sponsored activities, and to off-campus incidents that adversely affect the TUJ community and/or the pursuit of its objectives.

TUJ administrative authorities and its general counsel are responsible for administering the Conduct Code and other rules and regulations. An alleged violation of other rules and regulations, e.g. an allegation of theft, or disorderly conduct, or violation of TUJ's alcohol-related policies, may result in a Conduct Code complaint. A finding of responsibility will result in sanctions, ranging from community service, to fines, suspension, or expulsion. A disciplinary hold will be placed on the student's records until the prescribed sanctions have been completed.

The Student Conduct Code also includes academic dishonesty, commonly known as plagiarism and cheating. All work submitted for courses—papers, examinations, homework exercises, laboratory reports, oral presentations, etc.—is expected to be the individual effort of the student presenting the work. The use of unauthorized resources, including the work of other students, the products of websites, apps, and software, and other similar attempts to claim the work of others as the student's own, is considered academic dishonesty. A student who is found to have committed academic dishonesty can receive a failing grade on the assignment, in the course, or can be expelled from the University, in the most severe cases.

For more information, contact the TUJ Kyoto Office of Student Services and Engagement (kyoto-osse@tuj.temple.edu) or TUJ's General Counsel Tom Dreves (Thomas.Dreves@tuj.temple.edu).

• TUJ Policies

TUJ has the following explicit Drinking/Drugs Policy and Smoking/Tobacco Policy, which apply to all TUJ students. Any violation of these policies is subject to the disciplinary sanctions outlined in the Student Conduct Code.

Drinking and Illegal Substance Policy

Japanese law prohibits persons of any age from possessing, consuming or distributing marijuana, and prohibits people under the age of 20 from consuming alcohol under any circumstances. Students of any age are prohibited from carrying alcohol, consuming or being under the influence of alcohol, marijuana or illegal substances on TUJ campuses, at TUJ dorms, or at off-campus activities arranged by TUJ. Students who are not minors may make moderate use of alcohol if they are invited to an official function managed by a TUJ employee where alcohol is served. Students of any age are prohibited from consuming or being under the influence of alcohol, marijuana or other illegal substances within 500 meters of the TUJ campus (other than within business establishments where alcohol is served). Similar prohibitions apply to the illegal use, possession, cultivation, distribution, manufacture or sale of any drug(s), including unauthorized medications, and being under the influence of such substances or of solvents, aerosols or propellants. The Conduct Code authorizes TUJ to notify parents/guardians of alcohol or illegal substance violations involving students who are minors.

Smoking and Tobacco Policy

TUJ is a smoke-free environment and applies the Temple University Smoking and Tobacco Use Policy (policy no. 04.62.11) to TUJ campuses, as further explained below.

TUJ Kyoto is a smoke-free environment and does not have any designated smoking areas. The closest smoking area is at Lawson Fukukusa Fujinomori, 4 Chome-356 Fukakusa, Sujikaibashi, Fushimi Ward, Kyoto 612-0889.

We strongly request that all students help us maintain good relations with our neighbors by respecting Japanese ordinances that ban public smoking in the vicinity of TUJ Kyoto, and by refraining from littering. TUJ Kyoto may apply sanctions under the Student Conduct Code to violations of laws and ordinances that occur within 500 meters of TUJ Kyoto premises, at TUJ Kyoto-sponsored activities and to off-campus incidents that adversely affect the TUJ Kyoto community and/or the pursuit of TUJ Kyoto's objectives.

At TUJ Kyoto:

As mentioned above, smoking and the use of tobacco are strictly prohibited on all TUJ Kyoto premises, both indoors and outdoors, and on public sidewalks or streets within 6 meters of the main entrance to the TUJ Kyoto campus. This includes both paper-rolled smoking products and the use of e-cigarettes/vape/heat-not-burn devices. The TUJ Kyoto campus includes TUJ's Diamond Hall, Annex, and all other building facilities used by TUJ Kyoto. See the definitions of "smoking" and "tobacco" below.

Nearby TUJ Kyoto:

Smoking is also prohibited on Seibo Jogakuin School Grounds.

Local ordinances ban the smoking of tobacco in public spaces (including streets, sidewalks and parks) in Kyoto city, including the area around the TUJ Kyoto campus, other than in designated smoking areas. Ordinances presently apply only to literal smoking cigarettes and similar tobacco products which have been lit and give off smoke, and not to e-cigarettes/vape/heat-not-burn devices which do not burn tobacco. Similar rules apply in the vicinity of TUJ Kyoto campus.








At TUJ Kyoto activities:



Smoking at TUJ Kyoto-arranged events or activities off campus, on TUJ Kyoto-arranged transportation and at TUJ Kyoto dorms is also prohibited, except to the extent expressly permissible under the rules of the respective event venue or dorm facility.

“Smoking” includes the burning of any type of pipe, cigar, cigarette, cigarillo, or any other smoking equipment, whether filled with tobacco or any other material. “Tobacco” includes (1) all tobacco-derived or tobacco-containing products, including but not limited to cigarettes (e.g., clove, bidis, kreteks, electronic cigarettes, cigars and cigarillos), hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco, and (2) any product that mimics tobacco products (such as electronic cigarettes and vape devices), contain tobacco flavoring, or deliver nicotine, but excluding products used for smoking cessation (such as patches, gum or lozenges or other regulatory approved therapies).

Sorting Trash

TUJ Kyoto is required to sort our daily trash and dispose of it in the appropriate trash cans on each floor. There are six different types of trash. See below.

<p>Non-combustible Plastics</p> 	<p>Plastics/plastic bags, lunch boxes from convenience/deli stores, etc.</p>  <p>YOU MUST WASH your plastic of all food waste. Dirty plastic containers that have food remained are NOT ALLOWED.</p> <p>Pet bottle labels/caps should be removed from the bottles.</p> 
<p>Glass/Cans</p> 	<p>First, empty contents into the leftover food trash can.</p>
<p>Pet Bottles</p> 	<p>First, empty contents into kitchen sink.</p>
<p>Recyclable Papers/Cardboard</p> 	<p>Newspaper, wastepaper, delivery boxes, magazines, boxes, etc.</p> 

<p>Leftover Food</p> 	<p>From lunch boxes, tea bags, food in cans, etc.</p>
<p>Combustibles</p>	<p>Anything other than the above</p> 

Theft Prevention

Students are encouraged to take their belongings with them whenever they leave study spaces, the Diamond Hall 2F/3F Study Space, the open library, Cafeteria etc. TUJ Kyoto is a safe campus, but to prevent minor thefts you are encouraged to always have your personal belongings with you. TUJ Kyoto is not responsible in cases of loss.

No Pets

Except for approved service animals for persons with disabilities, no pets or emotional support animals are allowed (even temporarily) anywhere on the TUJ Kyoto campus and university housing.

2. Campus Information

- **About the Campus**

The TUJ Kyoto campus includes Diamond Hall and Annex.

Building Hours

In Semester Building Hours

Monday to Friday: 7:00am - 10:30pm

Sat/Sun/National Holiday: 9:00am - 6:00pm

Out of Semester Building Hours

Monday to Friday 7:00am - 8:00pm

Sat/Sun/National Holiday: Closed

Drinking Water

There is a water fountain machine available next to the Annex entrance outside. There is also a filtered drinking water faucet that is for drinking water in Diamond Hall 2F.

- **Parking**

TUJ Kyoto Bicycle Parking

Parking spots are available near the TUJ Kyoto Campus Gate. Car, motorcycle or scooter parking is not available at TUJ Kyoto for students. Students cannot park motorcycles or scooters in the bicycle parking space. Do not park cars, bicycles, motorcycles, scooters or the like elsewhere on campus or on the sidewalks or streets around TUJ Kyoto. Any violation of TUJ Kyoto parking rules is subject to fines and other sanctions under the Student Conduct Code.

- **Wireless Network**

TUJ Wireless Network

The campus-wide wireless network is available in TUJ Kyoto. Review the instructions on the [TUJ IT Orientation website](#). If you forget your login information or have any issues with online resources, contact IT Services for assistance at tujhelp@tuj.temple.edu or visit IT Help Desk (Annex Rm 22).

IT Services Help Desk

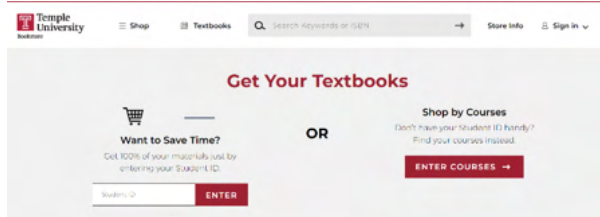
The staff at the IT Services Help Desk (Annex 2F Rm 22) assists students with various computer needs. Multi-functional printers are available for student use in Diamond Hall 2F. Also, various computer-related items are available to rent. Students can use their ICOCA, Pasmu, Suica cards or Pay Pay to pay for printing or copying.

- **Library**

Temple University's digital library resources are available to all students, faculty, and staff. The majority of library materials can be accessed in digital format through the [Library Catalog](#), which offers 24/7 access to over 900 [subscription databases](#) that provide free access to millions of articles, e-books, data sources and streaming media. If you need help finding resources or have research questions, feel free to reach out to our librarians via [email](#), [chat](#) or [by phone](#). For more information about library services and resources, visit the [TUJ library web site](#). All the library services are available to TUJ Kyoto Students.

- **Purchasing Course Textbooks**

TUJ is working with Follett to provide you with textbook information for your courses. Those who would like to get an early start on preparing for the semester can go to the [Temple Bookstore website](#) and find the texts assigned for your courses. You can search by student ID or individual courses.



The textbook information for your courses is available through the Temple Bookstore website, but you are not required to purchase through Follett. If you have any questions about the materials required for your courses, please contact your instructor.

- **Other Facilities**

- **Study space**

- The study space is available on the 2nd and 3rd floors of Diamond Hall and is open Monday through Friday from 7:00am to 10:30pm. There are vending machines for drinks, microwaves, and electric kettles for heating water. Please make sure to clean up after yourself and remove your belongings after using these areas.

- **Sick Room**

- The sick room to lie down and take a rest is available when you are not feeling well. If you would like to use the sick room, visit the Information Center (Diamond Hall Rm 101).

- **Lost and Found**

- Inquire at the Information Center (Diamond Hall Rm 101).

3. Temple University Online Resources

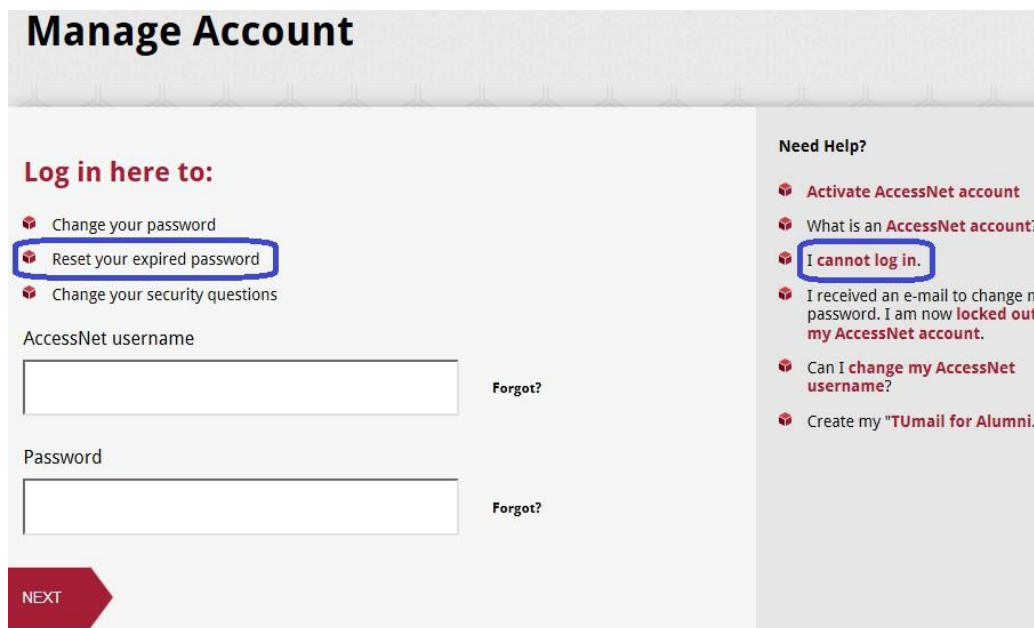
- **TUJ IT Orientation**

All TUJ students should know how to use the following Temple University web-based systems.

NOTE:

If you do not remember your password and/or username, go to the Account Management site at <http://accounts.temple.edu> and then click the "I cannot log in" link on the right and follow the instructions.

Everyone is required to change passwords every 6 months. When necessary, you will have to reset your expired password.



If you have any IT-related questions including issues with the following online resources, contact Information Technology Services (ITS) for assistance at tujhelp@tuj.temple.edu

Before accessing TU online resources, review the TUJ IT Orientation website. Manuals are hosted on Google Drive, and they are **only accessible with your TUMail account**. If the link prompts you to enter Gmail credentials, **enter your AccessNet username and password**.

TUportal

Access: <https://tuportal.temple.edu/>

The TUportal website is your main hub for accessing Temple's online resources such as Temple email (TUMail), Self-Service Banner (SSB), and Canvas. Also, you need to use your AccessNet username and password when you register for classes online.

TUJPortal

After accessing the TUportal above, you can then click on the "Japan Campus" tab to access the TUJPortal. The TUJPortal is your hub for TUJ-specific student information.

TUmail

Access via TUportal or direct login at <https://tumail.temple.edu>

TUmail is the official contact for all students enrolled at TUJ. Students are required to use TUmail to contact Temple faculty and staff. Administration offices, staff and faculty will send notices to student TUmail accounts. Students are responsible for checking their TUmail regularly.

Self-Service Banner (SSB)

Access via TUportal

Self-Service Banner (SSB) is students' main gateway for accessing important student information and functions. Students can use it to register for courses, drop and withdraw from courses, update addresses, and check academic history, grade reports, and financial aid application status.

Canvas

Access via TUportal or login directly at <https://canvas.temple.edu>

Canvas is an online learning management system used to facilitate online instruction or complement in-person courses. If you are experiencing issues using Canvas, speak with your class instructor, or contact Canvas 24/7 live chat support at <https://cases.canvaslms.com/liveagentchat?chattype=student>. There are also support resources and guides about how to access and use Canvas on TUJ's online learning website: <https://www.tuj.ac.jp/online/technical-help>

OneDrive

OneDrive is Microsoft's online backup and syncing service providing you with 1 TB of storage in the cloud. Access via TUportal or direct login at <https://portal.office.com>

TUmobile

Access via searching for "TUmobile" on app stores for iPhone and Android devices. TUmobile provides convenient access to Temple University Japan information. Note that many features of this app are specifically for Temple University Main Campus students.

- Find your daily class schedule.
- Securely view your grades.
- Connect to Canvas.
- Access the Cherry & White directory.
- Access TUmail.
- Keep up to date on campus events.
- Access Student Facebook page and other student information.

Temple University / Office 365

Access: <https://its.temple.edu/office-365>

Office 365 provides students, faculty and staff with access to the latest version of Word, Excel, PowerPoint, OneNote, and more at no charge. The software can be loaded on up to five PCs and Macs, and up to five compatible mobile devices.

This offering is only available to currently enrolled students and current employees (faculty and staff) and is subject to Temple University's participation in this Microsoft program. New students are able to access Office 365 after their arrival at TUJ.

Adobe Creative Cloud

Available in the TU Applications menu on TUportal.

Temple offers Adobe Creative Cloud for current students, faculty and staff at no charge. Creative Cloud includes the latest versions of Photoshop, Acrobat Pro, Dreamweaver, InDesign, Illustrator and more. The software is available for Windows and Mac computers and mobile devices and includes access to Adobe online storage. You have the option to install all the programs included or just specific ones you need.

- **A note on how to compose appropriate emails to faculty and staff at Temple University**

Email is the official means of communication at Temple University. **Students are required to send all emails to those who work in the Temple community from their Temple email accounts ONLY.** Staff members who receive emails from non-Temple email accounts will either respond directly to the student's Temple email account or write back to the personal email account and request that the email be sent using a valid Temple account. If you are using an alias, make sure your preferences are set so your alias can receive replies. If you have concerns about this, contact Information Technology Services at tujhelp@tuj.temple.edu

Fill in the subject line in all emails. It helps the receiver prioritize their responses and avoid duplication of effort when the subject line relates to the email topic.

Address the people in your emails appropriately.

Be sure to start all emails with: **Dear Mr., Ms., Dr., or Professor** rather than diving right into the subject matter. Additionally, make sure that you sign your emails with your first and last name. If you are writing an email to Temple faculty or staff, **ALWAYS** include your TUid number. You might even add it to your standard email signature to ensure that you don't forget. (note: your TUid is the 9-digit number on your Student ID card)

You may have had previous communication with the individual you are writing an email to, but this does not mean that they will remember your individual situation in its entirety. **Be sure to provide a thorough but concise description of what it is that you need.** If you use the "reply" make sure the original correspondence is included at the bottom of your email message.

Do not send the same email multiple times. If you do not get a response from someone within 3 business days, write a follow-up message and ask how long they think it will take to receive a response. During high email traffic times, many faculty and staff will set up an autoreply with information about potentially long response times. Do not send the same email to several different people at once. Instead, utilize the Carbon Copy (CC:) feature, and only do so if the additional parties are essential to your inquiry – again – to avoid duplication of effort.

Do **not** use "text-speak." These types of emails can be misinterpreted and are unprofessional. Always type using complete sentences and try to avoid abbreviations. Finally, use spell-check and proofread before sending an email.

4. Administrative Services

• Classification of Students

There are two types of students in TUJ's Undergraduate Program.

Japan Admit Students (JA)

Locally admitted students who complete their studies at TUJ over an extended period of time. "JA students" include Japanese nationals, permanent residents of Japan, international students studying at TUJ on a long-term TUJ-sponsored visa, etc.

Study Abroad Students (SA)

These students are on short-term study abroad programs admitted through Temple's Main Campus in Philadelphia.

• Certification and Documents

Student Identification Card (Student ID)

To get a Student ID card, you must apply online via the following link:

<https://forms.office.com/r/rYyMC96EvJ>

Photo Requirements

Color: a color (RGB 24-bit true color) photo, no black & white photo is accepted.

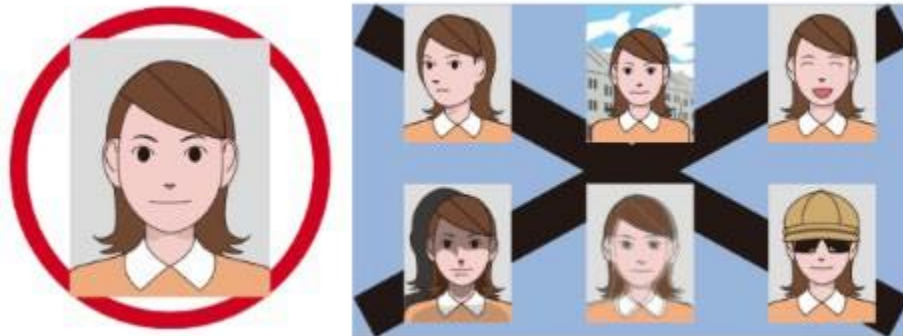
Background: can only use a white or an off-white background

Date: a photo taken within the last 6 months.

Quality: a clear-cut, high-resolution photo with no shadows over the face or in the background.

Format: photos must be a JPEG image with size of at least 120 KB.

Others: the photo should present the front view of the applicant and show the full facial features clearly and completely. The head should be horizontally and vertically centered.



After we receive your Student ID card application, we will create your ID card within 3 to 5 business days and store it at TUJ Kyoto Information Center (Diamond Hall Rm 101, kyoto@tuj.temple.edu.) Please pick up your ID card at the center.

Students must carry their student ID at all times. Without a valid student ID and semester sticker (see below), campus facilities such as the library cannot be used, and issuances of certificates cannot be made. If you need to replace a lost or damaged student ID, request a re-issuance at the Information Center (Diamond Hall Rm 101). The

cost of replacement is 1,100 yen and can be paid by credit card or bank transfer. Card payment details can be found at <https://www.tuj.ac.jp/fee-payment/under/index.html>

Sample TUJ Student ID

Left: Front side with semester sticker / Right: Back side with student commuter pass certificate
 You can get the semester sticker (after paying the tuition and fees for the semester) for the student commuter pass certificate from the Information Center (Diamond Hall Rm 101).



Address (住所)					
Commuting Route (通学区間)					
Valid Duration (有効期間) '09.9.1. ~ '10.8.31					
Railroad Company Use Only (鉄道各社用通学定期乗車券発行控え)					
発行年月日	有効期間	発行駅	発行年月日	有効期間	発行駅
valid without date of current semester. この有効期間のないものは無効です。					

Semester Sticker

A semester sticker will be provided at TUJ Kyoto Information Center (Diamond Hall Rm 101) to those students in good financial standing with TUJ. The sticker is required to gain access to services such as the library and IT Help Desk. Contact the Bursar's Office at Tokyo campus (tujbursar@tuj.temple.edu) and they will check your account and confirm your status. A sticker will be issued if you (a) have paid your tuition and fees in full for the semester; (b) have sufficient financial aid to cover your tuition and fees for the semester; or (c) are up to date with your Easy Payment Plan (EPP) payments.

Student Commuter Sticker (commuter pass certificate)

At stations, you can purchase a student commuter pass 通学定期 ("tsuugaku teiki-ken") to commute from your home station to the university by public transportation. This pass will give you unlimited use within a fixed period/route. To purchase a commuter pass at stations, you first need to obtain a current semester sticker from the Information Center (Diamond Hall Rm 101).

To apply for a commuter sticker, complete the following form before you go to the Information Center (Diamond Hall Rm 101).

Commuter Pass Application for Kyoto Student Information Center

On the form that appears, fill out your address and your commuting route (e.g. Takatsuki --> Kyoto --> Kintetsu-Tanbabashi --> Tanbabashi --> Fujinomori).

Important Notes

- Your living address in Self-Service Banner (SSB) must match your commuting address in order for a commuter sticker to be issued.
- Your commuter sticker will be deactivated if you take a leave of absence or withdraw from TUJ. Return your TUJ ID card to the Information Center (Diamond Hall Rm 101).
- Any change of address and route should be reported to the Information Center (Diamond Hall Rm 101). Your commuter sticker should be revised immediately.
- Some bus companies do not have student commuter pass discounts. Check directly with your bus company.

Transportation Discounts (Long distance)

Students can also receive a student discount 学割 (“gakuwari”) on trips exceeding 101 km one way on JR lines (20% off the regular base fare). **Apply at least 3 business days before you wish to purchase your ticket.** First, through the TUJ website, fill out the online request form [Receiving a Student Discount for Shinkansen / Long Distance Tickets | Temple University, Japan Campus \(tuj.ac.jp\)](#). Then go to TUJ Kyoto's Information Center (Diamond Hall Rm 101) to obtain a Student Travel Fare Discount Certificate. Then you can purchase student discount tickets at a JR ticket office.

• Student Records

Educational Records Release (ERR)

Due to the university privacy policy, and as a requirement of Japanese law, TUJ is not able to disclose any records to your parents, guardians or third parties without your explicit permission. If you wish our offices to be able to share information with a third party upon request, you need to complete the ERR form.

Information on ERR, along with the online request for the form can be found at [Educational Records Release \(ERR\) | Temple University, Japan Campus](#)

• Enrollment Confirmation Letters and Transcripts

Contact the Registrar’s Office at Tokyo campus (tujregistrar@tuj.temple.edu) to request the following certificates and documents. Note that official transcripts can only be issued by Temple Main Campus and must be requested directly through TUcredentials on TUportal. Note that fees are required for these documents.

- Enrollment Confirmation Letter
- Unofficial Transcript Request
- Unofficial Graduation Confirmation Letter

Ordering and cost information is available on the TUJ website at <https://www.tuj.ac.jp/fee-payment/under/index.html>

• Change of Address/Living Address

If your contact information (phone number, address, etc.) changes any time while you are enrolled at TUJ, be sure to update your information on Self-Service Banner (SSB) via the “Manage my Account” link in the TUPortal. Additionally, every semester after the end of the add/drop period you will be required to confirm your current living address (where you reside while attending school) after logging into TUportal. You will be able to choose from your mailing address, permanent address, or a new address.

• Change Name in TUJ Documents

There are two name types: preferred first name and legal name (first and last). Students can add their preferred first name by following the process at <https://www.temple.edu/life-temple/diversity-inclusion/preferred-name-use>

To add a preferred first name, students do not need to provide documentation. The steps to change your legal name are available at: <http://www.temple.edu/registrar/PIIChange.asp> A legal name change requires documentation.

The preferred name will be used in many university contexts, including the following

- Cherry & White directory
- Canvas learning management software
- Self-Service Banner (e.g., instructor names in the class schedule, and student names on faculty class rosters and grade rosters)

The above list indicates areas for opportunities where Temple students may use their preferred name. For other records, however, your legal name will be required to ensure we can verify your credentials when contacted by outside agencies, as well as to safeguard against identity theft and the production of fraudulent credentials. These records include financial records, human resources records, library records and educational history records such as transcripts and diplomas.

Note that for Japan administrative purposes, as some government organizations require to see your student ID, having a student ID that does not match your passport may cause issues with some Japanese government organizations. TUJ highly encourages you to have a student ID that matches your passport.

• **Leave of Absence (LOA)**

If you are a degree-seeking student currently enrolled full time or part time at TUJ and do not intend to take courses during the upcoming fall and/or spring semester, you must submit a Leave of Absence (LOA) petition online through TUportal. Submit this as soon as you have made the decision to take an LOA. The deadline for the petition is 17:00 on the last day to drop a course for the semester you will be on leave. If you are planning to leave Japan, be sure to submit the LOA petition before leaving the country.

Check the LOA policy and the online application procedure at <https://www.tuj.ac.jp/ug/academics/policies-and-procedures/policies/leave-of-absence.html>

Important:

If you are on a TUJ-sponsored visa, follow the policies and procedures as described in the "Important Information for Visa-sponsored Students" section of the International Student Handbook.

• **Withdrawing From the University**

If you are withdrawing from TUJ, you first need to drop/withdraw from all your courses through Self-Service Banner and then complete a University Exit Form available. Contact the Registrar's Office (tujregistrar@tuj.temple.edu). Details of the university withdrawal procedure can be found on the TUJ [website](#).

5. Tuition / Scholarships / Educational Loans

• Tuition and Fees

Tuition statements are sent to your TUmil address during the course registration period. The statements provide details of the costs for the credits you have enrolled for, any associated fees, along with information on methods of payment and payment deadlines. Note that each semester you will receive several updated versions of your statement to reflect any enrollment changes made during the add/drop periods, or to reflect changes in awarded financial aid amounts, scholarships, etc.

All tuition and fees must be paid by the date specified on the statement. Tuition and fees are generally non-refundable unless course(s) are dropped in the first two weeks of the semester (add/drop period).

General information on tuition payment can be found at [TUJ Tuition Payment | Undergraduate Program | Temple University Japan Campus](#)

Tuition Billing and Payment Schedule

A detailed tuition billing and payment schedule for current and future semesters can be found at [Tuition Billing and Payment Schedules | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](#)

Tuition & Fees Statements

Tuition and fee statements will be sent to your TU email (TUmil) address on the following days

- FIRST VERSION -- In the evening on the last weekday before the first day of classes
- ADD/DROP UPDATE – After the add period has ended
- FINAL VERSION (Invoice) – After the drop period has ended

Payment Deadlines

- The payment deadline for each semester is stated at the top of the invoice which is sent to your Temple email (TUmil) address. The deadline is typically one week after the final invoice is sent.
- Note that if you are arranging for a third party to make payment on your behalf, you will need to forward the statement to them yourself.

Available Methods of Payment

Bank Transfer

- Bank account details for payment will appear on each statement you receive.
- Include your TUID number when making a bank transfer. Without your TUID number, we may not be able to correctly allocate your payment to your student record.
- Be aware that students are responsible for covering all bank transfer charges. Do not deduct these amounts from the amount due when making a transfer.
- When transferring from overseas, be sure to pay in YEN and add at least 3,000 yen to the total to cover the estimated Japanese bank handling charges for the TUJ account. Be aware that this 3,000 yen only covers the Japanese bank fee for our account. You will need to include more to cover any fees charged by your home bank or any intermediary bank they choose to use.

Credit Card

- Credit card links for card payment will appear on each statement you receive.
- Only Visa and MasterCard are accepted.
- If your card payment is unsuccessful, contact your credit card company directly for details.

Convera (Formerly Western Union)

- A link to the Convera payment website is provided on the statement/invoice sent to students.
- Students should contact Convera directly with any questions about this method of payment.

Easy Payment Plan (EPP)

To assist students with the costs associated with studying, TUJ offers an installment plan called the Easy Payment Plan (EPP). The plan allows students to make payment in two 50% portions.

Application details are available on the tuition statement itself which is sent to your Temple email (TUmail) address and on the TUJ website (specific to each semester):

[TUJ Tuition Payment | Undergraduate Program | Temple University, Japan Campus](#)

Late Registration and Withdrawal

- There are fees associated with late registration.
- If you miss the assigned enrollment period ("Priority Registration"), you will be charged a late registration fee of 5,500 yen. Refer to the [Academic Calendar](#) for the Priority Registration start date and the [Tuition Billing & Payment Schedule](#) for the registration deadline.
- Students who withdraw from classes after the official add/drop period remain financially responsible for the tuition and fees charged. However, students may petition their advisor for an Excused Withdrawal (EW) due to a serious documented extenuating circumstance that prohibits continued enrollment in all courses for the term and may be eligible for a refund.

U.S. Financial Aid Students and Payment

- Financial Aid is first received at Main Campus and is then processed on to TUJ. This process takes time.
- The timing of a financial aid refund will depend upon your disbursement date.
- It generally takes around two weeks to complete the process from that date.
- In order to process a financial aid refund, you need to provide the university with details of a local (Japanese) bank account.
- Refunds to banks outside of Japan can be made upon request. Please contact the Bursar's Office to request the required form for this type of transfer.
- Once your financial aid has been disbursed, use the link on your statement to provide the TUJ Bursar's Office with your bank account information.
- Disbursed financial aid for each semester should appear on your statement. If it does not appear on the statement, email the Financial Aid Coordinator in OSSE at tujfinaid@tuj.temple.edu to check on the status of your funds.

Financial Responsibility Agreement

In order to register online, students are required to accept the terms of the financial responsibility agreement. This agreement appears automatically when students log in to register on Self-Service Banner. The agreement refers to specific processes followed at Main Campus and does not necessarily match the processes at TUJ.

• TUJ Scholarships

TUJ offers a variety of scholarships to qualified undergraduate students. Scholarship recipients receive partial tuition remission for the relevant semester. Some scholarships are also awarded to students demonstrating both merit and need.

To be eligible for Continuing Undergraduate Scholarship, students must

- be currently registered as a full-time student
- be a matriculated undergraduate TUJ student
- have completed at least 12 credit hours of academic work at TUJ.

Students in their final semester, on a leave of absence, or registered as part-time students due to financial reasons may also be considered in exceptional circumstances. For application requirements and details, see <https://www.tuj.ac.jp/ug/cost-financial-aid/scholarships/current-students.html>

• Financial Aid Resources

Federal Financial Aid for U.S. Citizens

The term "U.S. Federal Financial Aid" refers to financial aid provided by the United States government. You must be a United States citizen or a permanent resident of the U.S. to apply for this aid. Listed below is financial aid (loans and grants) available to students in TUJ's Undergraduate Program. For detailed descriptions and application procedures, refer to the Student Financial Services (SFS) website of Temple Main Campus at sfs.temple.edu Under the "APPLY" tab, complete financial aid information can be found for **Temple University, Japan Campus**. For assistance regarding financial aid, visit TUJ's financial aid coordinator in the Office of Student Services and Engagement (Rm 103) or email (tujfinaid@tuj.temple.edu)

The [FAFSA application](#) period for each academic year begins on October 1 of the prior calendar year and will continue through June 30 of the subsequent calendar year. This means that the 2025-2026 FAFSA will open October 1, 2024, and close June 30, 2026. The FAFSA is typically divided between the fall and spring semesters. Summer awards are packaged separately. If you use up your academic award eligibility during the fall and spring semesters, you may need to apply for an additional educational loan for the summer semester. To apply, carefully read the information at <https://sfs.temple.edu/apply/2024-2025-fafsa>

You are encouraged to submit/renew your FAFSA application each academic year you wish to be considered for federal financial aid. Students must complete all requirements listed on TUPortal in order for financial aid to be disbursed. If you are having difficulties completing outstanding requirements, contact the TUJ financial aid coordinator at tujfinaid@tuj.temple.edu

Types of Financial Aid for Matriculated Students – Dependent

- [Federal Direct Loans](#)
- [Federal Pell Grant](#)
- [The Pennsylvania State Grant \(PHEAA\)](#)
For other state residents, review the SFS website under "State Grants"
- [The Federal Direct Parent Loans \(PLUS\)](#)
For students under 24 years old
- [Alternative Private Loans](#)

Types of Financial Aid for Matriculated Students – Independent

- Federal Direct Loans
- Federal Pell Grant
- The Pennsylvania State Grant (PHEAA)
- For other state residents, review the SFS website under "State Grants"
- Alternative Private Loans
- May need to apply with a credit-worthy cosigner

Types of Financial Aid for Non-matriculated Students*

- Federal Direct Loans
- Federal Direct Parent Loans (PLUS)
- Alternative Private Loans

*A non-matriculated student whose acceptance status is "permanent non-matriculated" may be eligible for a Federal Direct Loan if the student is enrolled in a course of study necessary for admission to a degree or certificate program. For more information about this classification, visit this website: <https://sfs.temple.edu/apply/non-matriculated-students>

Non-matriculated students must complete the Non-matriculated Student Eligibility Form on the website <https://sfs.temple.edu/apply/non-matriculated-students> and submit it to their contact at the Office of Student Services and Engagement. *Additional documents may be required for non-matriculated student loans (listed as "requirements" in Self-Service Banner).

Important Notes

- The financial aid listed above is what is available to TUJ students (status is "off campus"). It does NOT mean that all students are eligible or that they will be awarded financial aid.
- Students must by federal regulations be enrolled at least half time (6 credits) each semester to receive the Federal Direct Loan and Federal Direct PLUS Loans. Note that if a student is under TUJ visa sponsorship, they must also separately maintain a full-time course schedule each semester (12 credits in fall/spring, 9 credits in summer).
- FAFSA applicants must review the Academic Progress Standards requirement at <https://sfs.temple.edu/policies/satisfactory-academic-progress-sap> If any requirement(s) are found in a student's TUportal account, the student must complete all the requirements in order to receive the disbursement after the semester starts.
- If you are awarded any outside private scholarship, be sure to send a copy of your award letter to the financial aid coordinator in the Office of Student Services and Engagement at tujfinaid@tuj.temple.edu

FERPA ([Family Educational Rights and Privacy Act](#))

This allows a student to consent to the release of all of the information from their education records to parents, guardians or other appropriate persons. By selecting FERPA Contacts and providing the requested information, you are providing the university with your consent to discuss any information from your education records with the person(s) specified, either in person or via telephone. You will need to log in to TUportal and click on Self-Service Banner and click on the "Student" section and then "FERPA Contacts."

ERR ([Educational Records Release](#))

It is TUJ's policy to comply with the confidentiality requirements for personal information established under Japanese law.

"Education records" are defined to include all records maintained by TUJ about you such as your enrollment information, contact information, transcripts, financial records, advising records, academic progress records, disciplinary records, and other personal records. It does not include employment or medical records.

In order for the university to communicate your information to parents, guardians, or other appropriate persons, students must give consent to those persons by completing both ERR and FERPA forms.

Proxy Access allows a student to grant others permission to access certain components of their education records in Self-Service Banner. This is called granting "proxy access" and you refer to the other person as your "proxy." By selecting Proxy Access (following the easy instructions to add a proxy), you are providing the university with your consent to allow the proxy to access components of your education records in Self-Service Banner. To grant Proxy Access, log in to TUportal, click on Self-Service Banner, click on the "Student" section and then "Proxy Access."

To learn more about Proxy Access, refer to the link:

<http://deanofstudents.temple.edu/ferpa-family-educational-rights-and-privacy-act>

- **GI Bill and Veterans Benefits**

Individuals who are eligible for GI Bill benefits may apply those benefits to TUJ Kyoto. You can also find the information under the same VA approval as Temple University Main Campus in Philadelphia. The general application procedure for VA benefits at TUJ Kyoto can be found at [GI Bill and Veterans Benefits | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](#). To apply for VA benefits for the first time, you need to contact the VA directly.

If you have already provided your GI Bill COE (Certificate of Eligibility) to TUJ Kyoto, and made your declaration, then your coverage details will appear on your tuition statement. Note that visa fees, TUJ Kyoto housing fee, and late enrollment fees are not covered by the VA. If you have any questions about certification, or have not yet submitted your COE, contact the Registrar's Office at Tokyo campus (tujregistrar@tuj.temple.edu).

Note that if you are a new student, your Certificate of Eligibility should have first been submitted to the Office of Student Services and Engagement at TUJ before your arrival at TUJ Kyoto and uploaded to the TUportal app in Self-Service Banner. For details on the declaration and certification processes, visit <https://veterans.temple.edu/> and contact Main Campus at ourveterans@temple.edu For general inquiries, you can also contact the Registrar's Office at Tokyo campus (tujregistrar@tuj.temple.edu).

- **Japanese Educational Loans**

Various Japanese banks and institutions offer educational funding, including scholarships and loans. The qualifications for applying for these loans and scholarships vary. For more information, visit <https://www.tuj.ac.jp/ug/cost-financial-aid/scholarships/other-funding.html>

6. Academic Information

• Academic Calendar

TUJ Kyoto operates on a trimester system of 15-week fall and spring semesters, and a 10-week summer semester. For a list of holidays and important dates regarding course registration, consult the academic calendar posted on TUJ's Undergraduate Program website at

[Academic Calendar | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](https://www.tuj.ac.jp/academic-calendar)

• Academic Policies and Requirements

Academic Policies

Academic policies containing important information pertaining to your academic career at TUJ Kyoto are listed on the website for the Academic Advising Center (AAC) at [Academic Policies | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](https://www.tuj.ac.jp/academic-policies)

Academic Requirements

For detailed information regarding academic requirements, including General Education (GenEd) and major/minor requirements, visit the Academic Information section of TUJ's Undergraduate Program website at [Academics | Undergraduate Program | Temple University, Japan Campus \(tuj.ac.jp\)](https://www.tuj.ac.jp/academics)

Prerequisites

Students are responsible for knowing and completing all published prerequisites for a course before enrolling. Prerequisites are listed on the [here](#). Type "Japan Kyoto" in the Campus field, and all offerings in Kyoto will be listed. TUJ Kyoto always holds the right to de-register a student from a course if the student has not satisfied the published prerequisites.

Online Course Prohibition

Unless approved in advance, all TUJ Kyoto students are prohibited from participation in online courses offered by Temple University's Main Campus. Students seeking an exception must submit a written petition to the AAC that demonstrates the course is essential for timely graduation. Online courses not taken at TUJ Kyoto will not count toward full-time visa status in a typical academic year.

Students on Academic Warning or Probation

Students on Academic Warning or Probation must see an academic advisor from the AAC in order to register. Students on Academic Warning may self-register online after they meet with their academic advisor. Students on Academic Probation are not allowed to adjust their registration by themselves (add, drop, withdrawal). Refer to the [policy on Academic Warning, Probation, and Dismissal](#).

Academic Grievance (Grade Appeal)

TUJ Students have the right to a fair adjudication of grievances concerning academic matters. An academic grievance is a grievance related to the evaluation of academic work in a course. The Academic Grievance Procedure applies to all complaints from students on academic matters, and can be accessed on the TUJ website at Academic Grievance <https://www.tuj.ac.jp/policies/academic-grievance>

• The Academic Advising Center

The Academic Advising Center supports TUJ Kyoto's undergraduate students to achieve their academic goals and to develop an academic plan that aligns with TUJ policies. Each TUJ/ TUJ Kyoto student is assigned an academic advisor, based upon their major, to assist them with decision making about their course registration and program of study. Academic advisors partner with students to review their academic progress and degree requirements, while connecting them with relevant academic opportunities and support resources. Academic advisors also provide information about important semester deadlines, academic policies and regulations. Students can find their advisor listed in TUportal, in their Student Profile.

Students decide which programs to pursue, which courses to take, and which ways to enhance their education beyond the classroom. Academic advisors provide planning resources and information to help students make informed decisions, helping students estimate how long it will take to complete a degree. Advisors do not select classes for students; they review what the student has chosen and confirm whether the student has selected classes that meet the requirements for their degree. Academic advisors also connect students with relevant campus offices, guiding students on their academic path and informing them of options and requirements.

The Academic Advising Center can also help with the following procedures:

- Transfer credit re-evaluation
- Major/Minor/Certificate declaration
- Course add, drop, and withdrawal
- Re-enrollment
- Academic-related applications and petitions, such as Course Overload and Leave of Absence
- Degree Progress Report/Reduced Course Load Request (for student visa and continuing student scholarships)

Academic Advising Appointments

Academic advising appointment requests are accepted via the Microsoft Bookings appointment system found here: <https://www.tuj.ac.jp/ug/academics/advising-and-support/academic-advising/advising-appointment-scheduling-system>

In the appointment system, students should select their assigned advisor to see a list of dates and times that are available. Students can only schedule an appointment with their assigned advisor in Banner. Students who schedule with another advisor will have their appointment canceled and be asked to reschedule. Appointment confirmation (or further instructions, if more information is needed) will be sent to the student's TUmail address. Appointments are available online via Zoom. Generally, advising appointments are available between 9:00am and 5:00pm Tokyo time, Monday through Friday (except on public holidays) and typically last 30 minutes.

Drop-in Advising, via Zoom, is also available for students with urgent, quick questions. Students may meet with an academic advisor for general questions during the posted drop-in hours found on the Academic Advising Center Canvas page at <https://templeu.instructure.com/courses/38047/pages/drop-in-advising>

Registering for Courses- New Students

All newly admitted undergraduate students must take online placement assessments (English and Math) prior to their arrival on campus in order for them to register for courses during New Student Orientation. Students may be exempted from placement assessments if they receive auto-placements based on their SAT/ACT/AP scores or relevant transfer credits. Students who intend to major in Economics, International Business Studies, or Computer Science, or if who have not decided their major, must take the math assessment regardless of whether they received an auto-placement.

The Online Placement System is available only through TUportal. It is students' responsibility to activate their TUportal Accessnet account immediately and complete the assessments in a timely manner. Failure to complete

the placement assessments prior to New Student Orientation may prevent students from registering for certain courses.

It may be possible to be waived from placement assessments if a student has sufficient SAT/ACT/AP scores and/or relevant transfer courses from another institution. For more detailed information on placement assessments, consult the Placement Assessment website at <https://www.tuj.ac.jp/ug/admissions/newly-accepted/placement-assessments.html>

For assistance in activating a TUportal account, contact TUJ IT Services at tujhelp@tuj.temple.edu which connects with TUJ Kyoto.

For questions about placement assessments, contact Temple University's Institutional Research & Assessment office at placements@temple.edu

Registering for Courses- Continuing Students

Continuing students are eligible to participate in Priority Registration. Priority registration occurs over a period of days during which students are permitted to begin registration for the upcoming term. The first day on which a student becomes eligible to register is determined by student level, earned credits, or other criteria.

Priority registration for the Spring semester typically begins in late October. Priority registration for the Summer semester typically begins in late March. Priority registration for the Fall semester typically begins in early April. Students should check the Academic Calendar for the exact dates and look for an email from their academic advisor.

Studying at Temple Main or Rome Campuses

Degree-seeking, full-time students at TUJ Kyoto who meet certain minimum academic requirements may apply for study at Temple Main Campus in Philadelphia (Fly 2 Philly program) or at Temple's Rome campus. Students who are considering transferring to Temple Main Campus should discuss their academic plans with their academic advisor. More information can be found on the [Study Abroad website](#).

Credit Exchange Program with Other Universities

The credit exchange program allows TUJ students to take selected courses at Meiji University and Showa Women's University (private Japanese universities in Tokyo) without paying extra tuition. For international students at TUJ, this is an excellent opportunity to challenge themselves by taking classes offered in Japanese. For details, consult the Academic Advising Center.

• Accessibility Services/Disability Resources and Services (DRS)

The Accessibility Services/DRS Department is committed to providing every student with the necessary support for academic success, irrespective of disabilities, learning differences, or medical conditions. We offer academic accommodations designed to reduce barriers to learning. For registered students, accommodations may include assistive technology, extended test-taking time, distraction-reduced testing environments, and flexible attendance policies. For more information about academic accommodations and to register for services, please contact the TUJ Accessibility Services coordinator at tujaccessibility@tuj.temple.edu or visit: <https://www.tuj.ac.jp/services/drs>.

• Study Abroad Opportunities for TUJ Student

TUJ offers a variety of study abroad opportunities to qualified candidates, including **Temple Main and Rome campuses, bilateral exchange programs, and external programs** in various cities and countries. Students must complete at least one semester at TUJ with good academic standing in order to apply to study abroad. In addition, each program has its own eligibility requirements, such as class standing, GPA, and language skills. **Exchange**

programs allow TUJ students to keep paying regular TUJ tuition while studying at a partner university overseas, which usually makes it more affordable compared to other study abroad options. Students may use study abroad credits to fulfill their Temple degree requirements with pre-approvals from AAC. It is a good idea to discuss your study abroad plans and ideas with both the TUJ study abroad coordinator and an academic advisor. The **Fly to Philly program** allows TUJ students to study at Temple's main campus for 1-3 consecutive semesters by paying the equivalent of regular TUJ tuition (instead of at the main campus, non-resident/international student tuition rate). Students may choose to transfer permanently to pursue different majors at the main campus or return to TUJ to finish their studies.

For more information, contact the OSSE study abroad coordinator at goabroad@tuj.temple.edu or visit the [TUJ Study Abroad website](#).

7. Student Support Services

• Office of Student Services and Engagement

The TUJ Kyoto Office of Student Services and Engagement (KYOTO-OSSE) provides support for TUJ-Kyoto's diverse student population and assists students with their non-academic needs as they become members of the university community. The office handles both services for students as well as student events and engagement activities.

Student Services includes:

- TUJ Kyoto Housing
- New Student Orientation
- Coordination for visa sponsorship for international students
- Coordination for Study Abroad opportunities
- Coordination for Financial Aid matters
- Student Code of Conduct

Engagement includes:

- Student Activities and Events
- Global Leadership Academy

To be established in the future at TUJ Kyoto

- Clubs and Organizations
- Coordination for Student Government
- Coordination for TUJ LEAD

TUJ Kyoto OSSE is also the primary contact related to Code of Conduct matters.

Many of our services are highlighted in the [TUJ portal](#). Students are encouraged to review the TUJ Portal for issues related to our services as well as living in Japan matters

If you have any non-academic-related issues, do not hesitate to visit the KYOTO-OSSE (Rm103) or contact them at kyoto-osse@tuj.temple.edu

• The Learning Center (TLC)

The TLC offers peer tutoring in a range of subjects, including Academic Writing, Mathematics, Computer Science, Psychology and Japanese. Live tutoring via Zoom is available online Monday through Fridays. Additionally, the TLC offers peer success coaching to help students learn to manage their coursework, develop study skills, and stay motivated in a busy semester. To schedule a session with a tutor or success coach, visit the TLC website: <https://www.tuj.ac.jp/services/tlc>.

• Peer-to-Peer Mentorship

TUJ's Peer-to-Peer Mentorship Program offers an opportunity for you to connect with experienced student mentors who can provide you with guidance and support as you navigate the challenges of student life. It's a chance for you to seek assistance, share your experiences, and build meaningful connections in the TUJ community.

Peer mentors are trained to assist you in various ways. They can help you cultivate study skills, adjust to life in Japan, find connections in your community, and deal with stress and scholastic anxiety. Moreover, because our mentors are fellow students who have dealt with the challenges you may be facing, they can offer you unique advice based on their own experiences

For more information, [please visit the main page on TUPortal](#).

• **Counseling Office**

The TUJ Counseling Office helps students increase self-awareness, improve problem-solving skills, and accomplish personal and academic goals. Services provided by mental health professionals include individual counseling, support groups, workshops, and seminars (types of services available vary depending on the semester). Counseling services are confidential and available in both Japanese and English. The services are available online for TUJ Kyoto students. Appointments can be made by email (tujcounseling@tuj.temple.edu). For more information, visit the Counseling Office website at Counseling Services | [Temple University, Japan Campus \(tuj.ac.jp\)](#)

For the third-party help, please contact below

For JA students: **TELUS**

24/7 Mental Health Hotline +1 833-799-5440 (US phone) / 0800-222-1148 (JP phone)

For SA students: **Healix**

24/7 Temple University Assistance Helpline +1 267 855-1884

E-mail temple@healix.com

• **Career Development Office**

The Career Development Office provides all TUJ students, including TUJ Kyoto students, with professional development and job search assistance including individual career counseling, internship programs, career seminars and workshops, career fairs, and company information sessions. The Career Development Office also sends out a weekly newsletter through Temple email (TUmail).

To make an appointment to see a career counselor, use Handshake at

<https://temple.joinhandshake.com/edu/appointments> The career seminar and event schedule for the current semester can be seen at <https://tuportal6.temple.edu//group/japan/events1>

For more information, visit the Career Development Office TUportal page at

<https://tuportal6.temple.edu/group/japan/career-development>

Resources Canvas course at <https://templeu.instructure.com/courses/135586>

• **Academic Grievances and Other Student Complaints**

All TUJ Students, including TUJ Kyoto Students, have the right to a fair adjudication of grievances concerning academic matters. An academic grievance is a grievance related to the evaluation of academic work in a course. Please see "Academic Grievance" under the previous Academic Policies section for information about academic grievances (grade appeals).

Non-academic complaints (for example, related to housing, student financial services, visa services, and so on) by undergraduate students should be referred to the TUJ Kyoto Office of Student Services and Engagement at kyoto-osse@tuj.temple.edu. Graduate program non-academic issues should be referred to the respective graduate program director.

In addition to consulting with KYOTO-OSSE, students may directly (1) bring non-academic complaints to the relevant office, the office manager, that manager's supervisor, and to others (such as the associate dean for enrollment management, the associate dean of academic affairs in case of complaints about faculty, the chief HR manager, the general counsel, or the dean), or (2) communicate their concerns to the following general "ombudspersons" regarding non-academic student complaints:

Erica Adams (erica.adams@tuj.temple.edu) (Career Development), and
Yukiko Maehara (yukiko.maehara@tuj.temple.edu) (Admissions Counselling).

- **Making a Business Card with the TUJ Logo**

Many students wish to use a personal business card for networking purposes. TUJ can only support approval and creation of submission data for a specified vendor. The accuracy and appropriateness of the submission data and the order process is your responsibility. You are not authorized to represent or purport to bind TUJ or the university in any capacity. TUJ may also withdraw permission and require you to return any TUJ business cards in their name if they are no longer a student or if their rights as a student have been limited as a result of a conduct review process. To start the approval and support process, submit your request through the link: https://www.tuj.ac.jp/sbc_form

8. Student Engagement

Student Engagement is housed within the Office of Student Services and Engagement (OSSE). In addition to planning activities and events both on and off campus, Student Engagement brings together student organizations and student volunteers in making TUJ Kyoto a better and more involved community. Student Engagement provides students with the necessary resources to form student groups, plan activities, and create networks within our diverse university community.

Students are encouraged to participate in university events, activities, and student organizations to enrich their academic and social experience at TUJ Kyoto. If you have any questions, contact Student Engagement at kyoto-engagement@tuj.temple.edu or visit the [Student Engagement Website](#).

- **Student Activities and Events**

Just like Tokyo, OSSE Kyoto sponsors a variety of activities each semester, including culture exchange programs, workshops, day outings, and overnight trips. These activities are designed to promote social relations among members of TUJ's diverse community and advance the university's mission of strengthening relations among students as they become good global citizens. A full list of current semester activities and events will be available in the near future on [the Student Activities website](#).

The upcoming Student Activities Schedule will be announced via email. Please keep an eye on your **TUemail** or **check our [website](#) regularly!**

- **Clubs and Organizations**

Student organizations help students identify people with similar interests and promote connections with other students. Kyoto is a brand-new campus, so our student led clubs are just waiting for your arrival to get kickstarted. For a list of current student organizations at our Tokyo campus for some inspiration, or instructions on how to start a new student organization, visit the [Student Clubs and Organizations website](#). If you have any questions on forming or joining a TUJ student organization, contact kyoto-engagement@tuj.temple.edu

- **Global Leadership Academy**

Check the website for more details: <https://www.tuj.ac.jp/ug/gla>
Contact: global-leaders@tuj.temple.edu

9. In Emergencies

• On Campus

First Aid Kit

First aid kit is located in the Information Center (Rm 101).

Emergency Contact Information

Information Center (IC)

If you are injured or sick on campus and need an ambulance, contact the Information Center immediately. They will take the necessary action.

Tel: 075-645-7055 Email: kyoto@tuj.temple.edu

Hours: Monday through Friday 9:00am - 5:30pm

Office of Student Services and Engagement (OSSE) Duty Phone (for afterhours emergency)

Tel: 090-9118-4869

• Off Campus

Police Department - Dial 110

If you are involved in a crime or accident or feel that your life may be in danger, call 110 immediately. In the case of a traffic accident, you must notify the police immediately to obtain a Traffic Accident Certificate 事故証明書 ("jiko shomeisho") based on the police report, which is needed to claim or file for insurance. If you lost something or something was stolen, you should file a report at the nearest police station and get a certificate of lost or stolen property 遺失/盗難届証明書 ("ishitsu" or "tounan-todoke shomeisho"), which may be required to re-issue official documents such as your residence card or passport. For more information, students can consult the [Foreign Resident Manual](#).

Ambulance/Fire - Dial 119

For situations involving critical health conditions needing immediate medical care, or in case of fire, call 119 (Fire Department). Make sure you tell the operator the nature of your call (ambulance "kyu-kyushya" or fire "kaji") and your present location.

Sudden Illness/Injury

Japanese hospitals are open to the public for limited hours and may not allow emergency admission, particularly in the evening or on weekends. On Sundays and public holidays and at night, you can receive treatment for sudden illness or injury at an emergency hospital. However, note that only a minimum number of doctors required for emergency treatment are on duty, and these hospitals can only provide first-aid treatment. For information on emergency hospitals in your area, visit website at [Emergency | Kyoto City Official Travel Guide](#) and [Emergency and Disaster | Kyoto City International Foundation](#)

• Medical / Emergency Helplines

Kyoto City International Foundation Medical Information

[Health and Medical Care | Kyoto City International Foundation](#)

[The Medical Interpreter Dispatching Service | Kyoto City International Foundation](#)

[Hospitals, Clinics and Dentists with Interpretation Services | Kyoto City International Foundation](#)

AMDA International Medical Information Center

Website: www.amdamedicalcenter.com/

Tel: 03-6233-9266

Monday through Friday 10:00am to 4:00pm (Japanese, Chinese, English, Korean, Spanish, Thai, Tagalog, Vietnamese, Portuguese)

MHLW Medical Information (online search) MHLW Pharmaceuticals and Medical Devices Safety Information | Pharmaceuticals and Medical Devices Agency**Emergency Interpretation Service (for Medical Institutions)**

Tel: 03-5285-8185 or 0570-099283

English, Chinese available for 24-hour, 365-day assistance.

Korean, Thai, Spanish, French, available on weekdays, 5:00pm to 8:00pm, and weekends/national holidays 9:00am to 8:00pm.

• Sexual Assault and Other Sexual Misconduct

TUJ is committed to preventing and addressing sexual assault, domestic or dating violence, stalking, and sexual exploitation wherever it occurs. Please review the [TUJ website](#) to familiarize yourself with university resources and options in the event you or someone you know experiences sexual assault, dating or domestic violence, stalking, or sexual exploitation

If you or a friend experiences sexual assault or other sexual misconduct, seek medical care immediately to address immediate health concerns and to obtain and preserve evidence of the crime. We also encourage you to contact the Assistant Dean of Students at TUJ Nicole Despres (ndespres@tuj.temple.edu), to begin receiving whatever support you may need. The Office of Student Services and Engagement can provide support in seeking medical care, contacting Japanese police, class accommodations, housing changes, counseling, Conduct Code charges, and other options. If you would like to make an anonymous report directly to the Title IX coordinator at Main Campus you can do that [here](#); the content of such a report will be shared with the assistant dean of students at TUJ.

A student alleging sexual assault, domestic violence, dating violence, stalking, sexual exploitation, or other sexual harassment may also use the following email to contact an ombudsperson: harassment.ombudsperson@tuj.temple.edu. An ombudsperson for student complaints can advise students of their options, but as noted below, may be obliged to advise others within TUJ and appropriate outside parties about any specific reports of sexual misconduct.

Counseling services are available free of charge at the TUJ Counseling Office and may be available at mental health provider offices in Kyoto and at various other call centers. A summary of counseling and other resources at TUJ, in Japan, and at Main Campus that are relevant to sexual assault and other sexual misconduct is available on the [TUJ website](#). See also "Resources: Sexual Assault and Interpersonal Violence" on the Counseling Services [website](#).

• Public Safety and Encounters With Law Enforcement

Generally speaking, Kyoto is a very safe city and violent crime is rare. This does not, however, mean your safety is guaranteed. It is wise to be cautious in all entertainment and nightlife districts throughout Japan. Follow common sense precautions to avoid putting yourself in bad situations where you could get into trouble. In particular, avoid

illegal drugs and excessive or irresponsible consumption of alcohol, which can impair judgment and compromise health and safety.

One reason why Japan is very safe is because Japanese authorities are much stricter with illegal activity of any kind; laws are strictly enforced. **As a practical matter, police and prosecutors have tremendous discretion** in stopping foreigners to check their ID or to stop and question anyone, regardless of nationality, if they have reasonable grounds to suspect a person has committed, is about to commit or has knowledge of a crime (known as “shokumu shitsumon”/職務質問 or “shokushitsu”), in making arrests, detaining persons after an arrest has been made, conducting investigations, and determining whether to prosecute. While foreigners all stand out to one degree or another, students who fit particular profiles may feel that they are more frequent targets of police scrutiny [as has been noted in the U.S. State Department's Japan 2017 Human Rights Report, news media and court cases].

TUJ does *not* assume obligations for students' off-campus behavior or for their interactions with Japanese law enforcement personnel or the criminal justice system. While we may sympathize with the plight of students who have been arrested and detained by Japanese authorities, (i) we cannot provide you with legal advice or act on your behalf in interacting with police or prosecutors, (ii) we do *not* have authority to act for you in such cases, and (iii) privacy laws restrict our ability to directly aid you and to disclose your affairs to (or take directions from) other persons. If you haven't been arrested but feel you are being unfairly targeted or profiled by police, we recommend that you ask for the name and rank of the officers, consider recording your encounter, and report it to a police complaint bureau that can hear your complaint in English (or other foreign language). In Tokyo, this is the Kyoto Prefectural Police Headquarters Public Relations Division: 075-451-9111 (weekdays 9:30am to 5:00pm). TUJ cannot make phone calls or visits to police on your behalf.

Should you be arrested, there is a high likelihood that you may be held without bail (and without access to a phone or the internet) for several weeks; this may have a severe impact on your semester. Further, students under TUJ's visa-sponsorship who are convicted are likely to not be granted further visas to stay in Japan. Once we are informed or determine that a student is detained, TUJ staff may visit the student to check on well-being and assist to order the student's academic affairs such as communicating with faculty or internship sponsors, and gaining signatures for course withdrawals. TUJ usually cooperates with police investigations by releasing information after a formal request is received and is reviewed by TUJ's general counsel to determine the scope of information that can be released. TUJ's general counsel can neither act as the student's lawyer nor offer legal advice.

The following is a brief summary of our experience with encounters by TUJ students with the Japanese criminal justice system. Consult the Office of Student Services and Engagement or TUJ's general counsel if you have questions.

Police Custody & Court Proceedings: Lawyers

1. TUJ may not know a student is in custody unless someone, a teacher/friend/internship etc., alerts us that the student has been missing. When there is a bilateral agreement between the student's country and Japan (e.g. the U.S.), police or prosecutors will contact the student's embassy; the school is usually not contacted unless directed by the student to do so (through embassy or lawyer), or unless the police contact us to gain information for their investigation.
2. If there is probable cause to believe a crime has been committed, the prosecutor customarily requests an initial 10-day detention and the court grants it to continue their investigation. This request has to be made within the first 48 hours after the arrest. At the end of this 10-day period, the prosecutor often requests -- and is usually granted -- a second 10-day detention period to continue the investigation further. As a result, there is a high likelihood that an

arrested student will remain in custody for 21 or 22 days. Prosecutors will use this period to seek evidence, including evidence of crimes other than the incident that initiated the arrest.

3. Convictions are typically based on confessions signed by the accused, in addition to other evidence. Appeals are possible, but rarely successful. Persons in custody are under strong pressure to sign a confession (which will have been prepared in Japanese), and courts rarely reject a confession or overturn a conviction on the grounds of misunderstanding or pressure.
4. By the end of the 21- or 22-day detention period, the prosecutor typically decides whether or not to prosecute. If not, the student will be released. If prosecuted, the detention typically continues, though a person may be released, subject to the possibility of further investigation.
5. The Japan Federation of Bar Associations has, in collaboration with local bar associations throughout Japan, established a "Duty Attorney" system under which someone who has been arrested can consult with a lawyer, simply by requesting at the police station that officers "Please call the duty attorney (*"toban bengoshi"*)." If requested, the police or court will make contact with the nearest local bar association and a lawyer who is acting as the duty lawyer will come to see the detainee. Police may call the duty lawyer, even if not requested. A duty attorney will interview the detained student at a police holding cell without the presence of police officers, explain about his/her rights and the future procedures, and may make contact with family or others at the detained student's request. The first time a duty attorney is consulted, there is no charge.
6. After an initial meeting with a duty lawyer, in most cases a court-appointed lawyer will be made available as students can claim a lack of sufficient financial resources to afford a private lawyer. The duty lawyer may be willing to represent you further. If the student or family wishes to hire a private lawyer, the search for a lawyer should be conducted through their embassy.
7. A vital role typically played by a lawyer is to reach out quickly to see if agreements can be reached with persons who claim injuries or property damage; if so, such persons may withdraw or decline to provide statements to the police, in which case prosecutors are more likely to decline to prosecute.

10. Disaster Prevention

• Earthquake Preparedness

Earthquakes happen frequently in Japan, and can happen at any time and place. To minimize danger to your health and well-being, be prepared mentally and materially before they occur. In addition, all international students are encouraged to register their name, address and passport number at their embassy or consulate as a preventive measure in the event of an evacuation or disaster. Consult embassy or consulate websites for details.

Everyday Measures

- Determine where the safest place in your house/apartment is.
- Store enough drinking water for 2 to 3 days at least.
- Prepare a backpack or emergency bag and store it in a place that is easy to access. Example of items to put in the backpack/emergency bag: (a) flashlight, (b) batteries, (c) drinking water and food, (d) money (including 10 yen coins for public pay phones), (e) copies of identification materials such as passports, bankbooks, etc. and other valuables, (f) matches, lighter and candles, (g) a first aid kit (including personal medication), (h) helmet or other protective headgear, (i) cotton work gloves, socks and underwear, (j) heat- insulating and waterproof blankets, (k) rope.
- Use metal fittings to secure furniture and prevent it from falling over.
- Use shatter-prevention film on windows, shelves, etc. where glass is used.
- Make a note of emergency contact telephone numbers and the phone number, address and other contact details of someone who can communicate in your language.
- Confirm where your nearest emergency evacuation site is and how to get there. If you are unsure, inquire at your city/ward office.

International students may wish to review further emergency information on the [website](#) for the Kyoto City Department.

Additional Resources:

[Places to Seek Assistance | Kyoto City International Foundation](#)
[Emergency and Disaster | Kyoto City International Foundation](#)

• In the Event of an Earthquake

On Campus

If a severe earthquake happens while you are on campus, follow these procedures

1. Crouch under a desk or sit down where you are and cover your head and body with your belongings, bags or clothes so that you can avoid falling glass, whiteboards, light bulbs, etc.
2. Move away from windows or shelves so as not to be injured by broken glass or falling objects.
3. Remain where you are until the earthquake stops.
4. After first ensuring your safety, if you are near the door of the room, open the door if possible.
5. Remain inside the building.
6. If evacuation is necessary, follow the TUJ floor safety officer's instructions and evacuate to the designated evacuation site.
7. Phone or email your parents or family to notify them of the situation. This is also necessary if the problem is less severe. From afar, family and friends may not know the specific situation in Kyoto and will need to be assured that you are okay even if there is no actual local threat.
8. TUJ will contact all currently registered students through Temple email (TUmail) to confirm your safety. Check your email (TUmail) and follow the instructions given.

Off Campus

In the event of an earthquake, the following steps are recommended

1. Ensure your personal safety and get to the nearest safe place.
2. Switch off all cooking and heating appliances, which may cause a fire. If a fire breaks out, extinguish it immediately with the nearest fire extinguisher.
3. Open all doors including the front door to ensure an escape route.
4. After an earthquake, there is the danger of aftershocks (yoshin) and tidal waves (tsunami). Try to listen regularly to the TV and radio to get up-to-date information.
5. Do not rush out of a building. Wait until the earthquake has temporarily stopped, then get your emergency bag, put on a helmet or other protective covering and make your way to open space.
6. If you are walking along a wide road, move out to the center. If downtown, be careful of falling objects such as signs, telephone poles, glass from windows, etc. Try not to become separated from neighbors.
7. Inform your country's embassy or consulate, your dorm manager, program director, or a university representative of your safety so that family members can be informed of your situation if they contact the university.
8. Phone or email your parents or family to notify them of the situation. This is also necessary if the problem is less severe. From afar, family and friends may not know the specific situation in Kyoto and will need to be assured that you are okay even if there is no actual local threat.

TUJ Kyoto Evacuation Area



The evacuation area for TUJ students is just outside the Diamond Hall. If this area is no longer safe, the playground outside Diamond Hall, as shown in the picture above, will be used as an evacuation area.

Additional Information

Japan Meteorological Agency (JMA)

JMA provides residents in Japan with earthquake early warnings. Note that these warnings may give just a couple of seconds advance notice. JMA website: <http://www.jma.go.jp/jma/en/menu.html>

Kyoto Prefectural Government

The Kyoto Prefectural Government has comprehensive information on disaster prevention and earthquakes in Japan, including a regular English regular and lots of disaster preparedness materials. Kyoto Prefectural Government website: <https://www.kcif.or.jp/web/en/disasterprevention/>

Disaster Messaging Service

In the event of a disaster, the disaster messaging service enables people to leave voice mail messages confirming their status, using telephone numbers in the disaster-stricken area as voice mail boxes. To record or replay messages, dial 171 and follow the instructions given. More information on how to send voice messages can be found online at <https://www.ntt-west.co.jp/dengon/english/>

Mobile phone companies also offer disaster messaging services. See information provided by each carrier for details:

- [SoftBank](#)
- [NTT/Docomo](#)
- [au by KDDI](#)

Registering with Embassy/Consulate

All international students are encouraged to register their name, address and passport number at their embassy or consulate as a preventive measure in the event of an evacuation or disaster. Consult embassy or consulate websites for details. For U.S. citizens, enroll in STEP: <https://step.state.gov/step/>

11. Public Facilities Near TUJ

- **Parking for Bicycles**

Keihan Fujinomori Parking for Bicycles, Motorbikes, and cars

Access: Less than 1-minute walk from Fujinomori (Keihan) Station
3-394 Fukakusasu Jikaibashi, Fushimi Ward, Kyoto, 612-0889

Fushimi Police Station Fukakusa Police Box

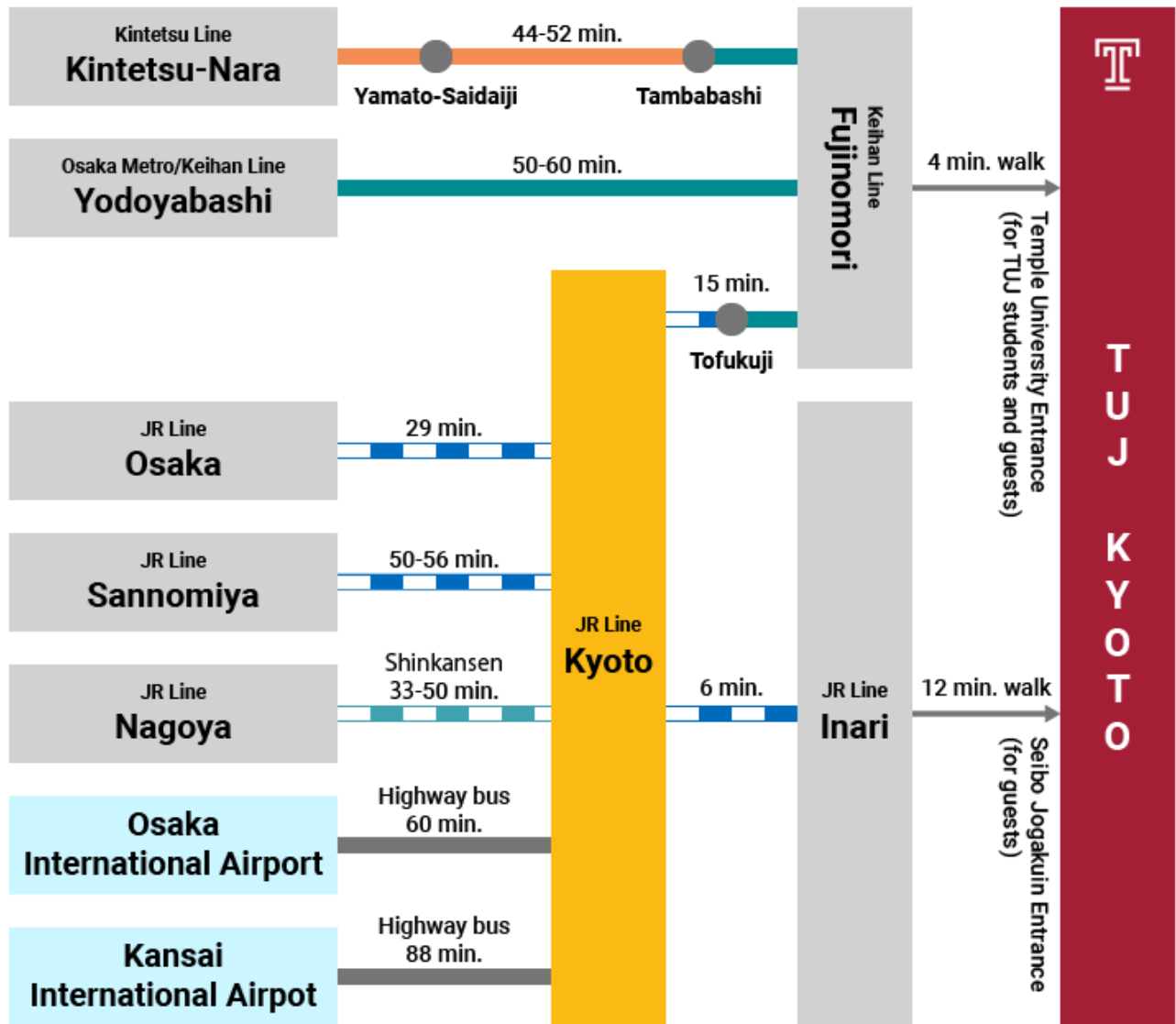
Access: Less than 5-minute walk from Fujinomori (Keihan) Station
3 Chome-389 Fukakusasu Jikaibashi, Fushimi Ward, Kyoto, 612-0889

Fukakusa Post Office

Access: 5-minute walk from Fujinomori (Keihan) Station
5 Chome-332 Fukakusasu Jikaibashi, Fushimi Ward, Kyoto, 612-0889

12. TUJ Map & Contact Information

- TUJ Access Map



Address: 1-Fukakusa Tayacho, Fushimi-ku, Kyoto-shi, Kyoto, 612-0878, Japan

Tel: 075-645-7055 / Outside Japan: 81-75-645-7055

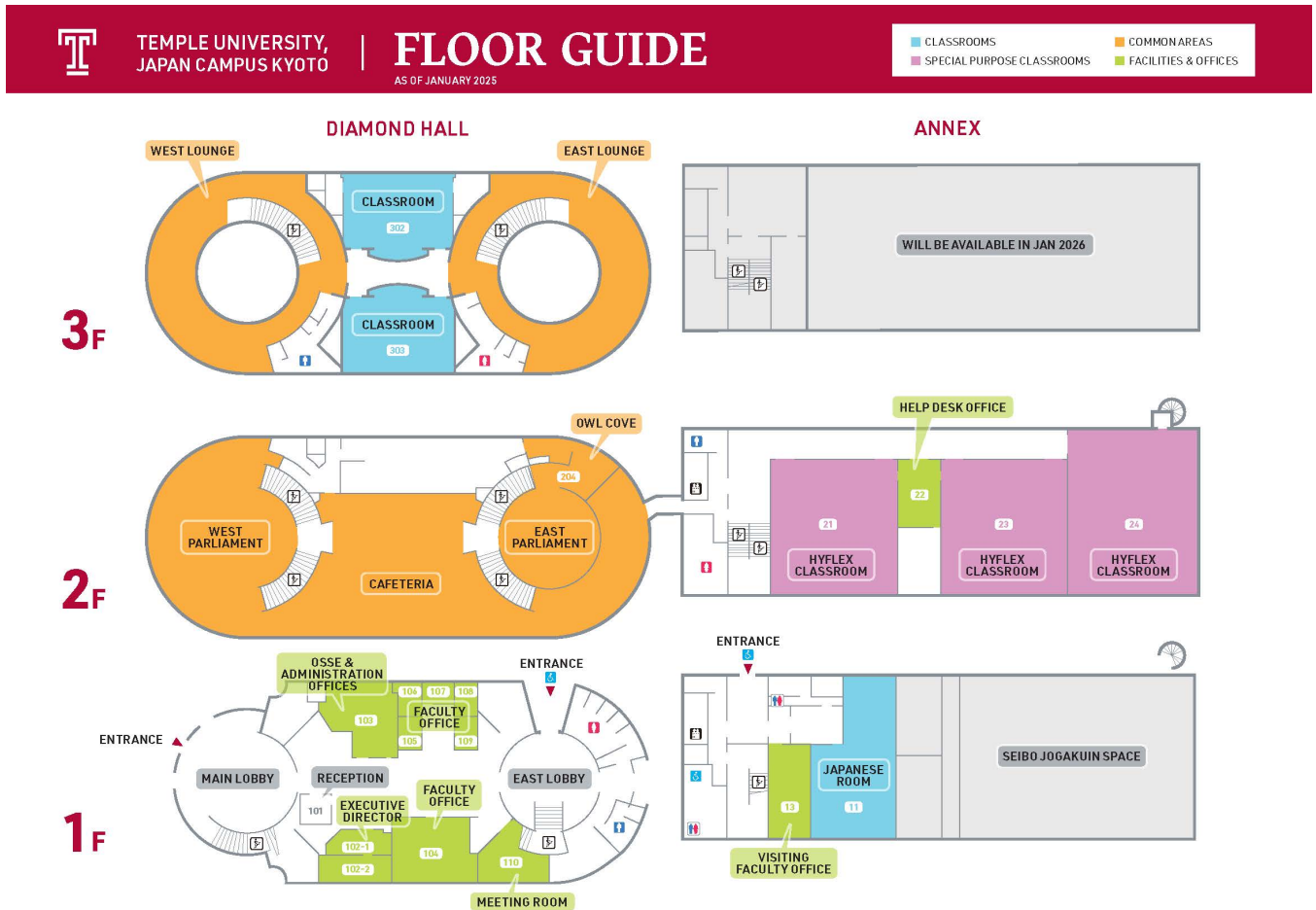
Access: Fujinomori Station (Keihan Line): 5-minute walk from the station

Campus Map



• **Floor Guide**

This Floor Guide can be viewed online at: TUJ Floor Guide (link needed once hosted)



1st Floor

- Information Center (Rm 101)
- Office of Student Services and Engagement (Rm 103)
- Facilities and General Affairs (Rm 103)
- Faculty Offices (Rm 104-109)
- Sick Room (Washitsu - Japanese room)

2nd Floor

- Cafeteria & study space (open space)
- ITS Help Desk (Rm 22)
- Classrooms (Rm 302, 303)

Hyflex Classrooms (Rm21, 23, 24)

Parliament Lounge Space with books

Hyflex Classroom



Cafeteria



Classroom



Parliament Lounge Space with books



- **Department Contact Information**

TUJ Kyoto

Most departments are open Monday through Friday, 9:00am to 5:30pm

Dean's Office

Katsumi Kishida, TUJ Kyoto Executive Director

Email: katsumi.kishida@tuj.temple.edu

Location: 1st Floor, Diamond Hall Rm 102

Information Center (IC)

Email: kyoto@tuj.temple.edu

Tel: 075-645-7055

Location: 1st Floor, Diamond Hall Rm 101

ITS Help Desk

Email: tujhelp@tuj.temple.edu

Tel: 075-645-7055

Location: 2nd Floor, Annex Rm 22

TUJ Kyoto Office of Student Services and Engagement (KYOTO-OSSE)

Email: kyoto-osse@tuj.temple.edu

Tel: 075-645-7055

Location: 1st Floor, Diamond Hall Rm 103

Facilities & General Affairs

Email: facilities@tuj.temple.edu

Tel: 075-645-7055

Location: 1st Floor, Diamond Hall Rm 103

Temple University, Japan Campus

Academic Advising Center (AAC)

Email: aac@tuj.temple.edu

Tel: 03-5441-9862

Location: 1st Floor, Rm 102

Accessibility Services/DRS

Email: tujaccessibility@tuj.temple.edu

Tel: +81-3-5441-9800

Location: 6th Floor, Rm 603A

Bursar's Office

Email: tujbursar@tuj.temple.edu

Tel: 03-5441-9800

Location: 1st Floor, Rm 105

Career Development Office

Email: career@tuj.temple.edu

Tel: 03-5441-9873

Location: 1st Floor, Rm 107

Community Relations

Email: communityrelations@tuj.temple.edu

Tel: 03-5441-9801

Counseling Office

Email: tujcounseling@tuj.temple.edu

Tel: 03-5441-9889

Location: 6th Floor, Rm 603

Library

Email: tujlib@temple.libanswers.com

Tel: 03-5441-9867

Location: 2nd Floor, Rm 212

Registrar's Office

Email: tujregistrar@tuj.temple.edu

Tel: 03-5441-9800

Location: 1st Floor, Rm 105

The Learning Center (TLC)

Email: tujtutoring@tuj.temple.edu