

University Exit Form

1-14-29 Taishido, Setagaya-ku, Tokyo 154-0004 · Phone: 81-3-5441-9800 · E-mail: tui REGISTRAR@tuj.temple.edu

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

A hold will be placed on your student account should you fail to clear your record with the relevant departments. A hold will, among other things, prevent you from receiving transcripts or other documents from the university.

1. Drop/withdraw from all courses

If you are enrolled in any courses, you must first drop ALL courses through Self-Service Banner.

Date of Drop/Withdrawal: _____ (MM/DD/YY)

2. Complete the following personal contact information:

Full Name: _____ TUID: _____

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

Phone: _____ Personal E-mail Address: _____

3. Reason for Exit:

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

Effective Date of Exit: _____ (MM/DD/YY) Departure Date (if you are leaving Japan) _____ (MM/DD/YY)

Student Signature: _____ Date: _____

Information provided on this form is for administrative/academic purposes only and will not be disclosed to unauthorized third parties.

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

Library (2F Room 212): Library Account

TUJ Signature: _____ Date: _____

Information Center (1F Room 101): Student ID

TUJ Signature: _____ Date: _____

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

TUJ Signature: _____ Date: _____

Office of Student Services (1F Room 104):

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

TUJ Signature: _____ Date: _____

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

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

TUJ Signature: _____ Date: _____