TUJ
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 the 28th largest university 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 campus 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 3,250 students across these programs. They come from over 60 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).

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 our 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 yards 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 Student 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.

For more information, contact the Office of Student Services or TUJ’s General Counsel Tom Dreves (Thomas.Dreves@tuj.temple.edu).

TUJ Policies

Drinking Policy 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 an invitee 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 yards of TUJ campuses (other than within business establishments where alcohol is served). 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. Also, be aware that smoking is prohibited while walking and standing on the streets in Setagaya Ward, including the area around Temple University, Japan Campus. There is a city-designated smoking area at Sangenjaya Station which is the closest public place to smoke.

Smoking and the use of tobacco are prohibited on TUJ premises, both indoors and outdoors, including the main building, outside areas including the open plaza ("hiroba"), and the SWU buildings adjacent to the TUJ main building, and on public sidewalks or streets within 20 feet of the main entrance to the TUJ building.

“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. The “tobacco” includes all tobacco-derived or tobacco-containing products, including but not limited to cigarettes (e.g., clove, bidis, kretaks, electronic cigarettes, cigars and cigarillos), hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco, and include 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).

Local ordinances ban the smoking of tobacco in public spaces (including streets and sidewalks), other than designated smoking areas. Such ordinances apply only to smoking, defined as use of 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.

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

Sorting out trash
TUJ is required to sort our daily trash and dispose it in the appropriate trash cans on each floor. There are 6 different types of trash. See below.

<table>
<thead>
<tr>
<th><strong>Non-combustible Plastics</strong></th>
<th>Plastics/plastic bags, lunch boxes from convenience/deli stores, pet bottle labels/caps etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Glass/Cans</strong></td>
<td>First empty contents into leftover food trash can</td>
</tr>
<tr>
<td><strong>Pet Bottles</strong></td>
<td>First empty contents into kitchen sink</td>
</tr>
<tr>
<td><strong>Recyclable Papers / Cardboard</strong></td>
<td>Newspapers, wastepaper, delivery boxes, magazines, boxes, etc.</td>
</tr>
<tr>
<td><strong>Leftover Food</strong></td>
<td>From lunch boxes, tea bags, food in cans, etc.</td>
</tr>
<tr>
<td><strong>Combustibles</strong></td>
<td>Anything other than the above</td>
</tr>
</tbody>
</table>

**Theft Prevention**
Students are encouraged to take their belongings with them whenever they leave study spaces, the Parliament and Student Lounge, computer labs, the library, etc. TUJ is a safe campus, but to prevent minor thefts you are encouraged to have your personal belongings with you at all times. We are not responsible in the case of loss.

**2. Campus Information**
About the Campus

Building Hours:
Monday to Friday
Building Opening Hours: 07:00 to 22:30
Lab Opening Hours*: 08:00 to 20:00 (501 is open until 22:30, but with no support staff)
Library*: 08:30 to 22:00

Saturdays
Building Opening Hours: 07:30 - 18:00
Lab Opening Hours*: 09:00 to 16:30 (501 is open until 18:00, but with no support staff)
Library*: 11:30 to 18:00
* During the UG semester. Operating hours are reduced during UG semester breaks.
Sundays and National Holidays - closed

Student Meeting Rooms in the Cafeteria (110A and 110C)
Meeting rooms are free for student use, but cannot be reserved.
Clean up the room after use.

Drinking Water
There is a filtered water tap available on each floor in the small kitchens located near the elevator. Filtered water tap is on the right side.
On the 1st floor, the kitchen is at the end of the hall near the Career Development Office

The TUJ campus includes TUJ's main building and the art studio space that is attached to the New West Gym Building.

Outdoor Area (including grass area)
What you can do:
 Walk on the grass
 Sit on the grass
 Relax on the grass

What you can't do:
 Play ball or other sports on the grass
 Play loud music
 Have organized events without approval of OSS

TUJ students have access to the New West Gym Building only for the times TUJ clubs have booked to use the facilities. The New West Gym includes a pool.

Students may access the grounds of Showa Women's University (SWU) when either the front gate or south gate is open by showing their TUJ ID card. See the map below for points of interest, including the seating area outside of the Student & Global Lounge between #19 and #15 and the Japanese Garden and Pond (#8).

Access to SWU
You must show your TUJ Student ID card to access the SWU campus.
Cafeteria (see #14 on the SWU Campus map below)
Mon.-Fri. from 10:00 to 15:00* (except 12:00-13:30 SWU peak hours)
Sat. from 10:00 to 13:30* (except 12:00-13:30 SWU peak hours)
  * This is the last order time.
All buildings on the SWU campus are strictly off-limits to TUJ students, except for the following:

1. Student & Global Lounge (Bldg. 8, 1st Floor), #19
2. Sofia Cafeteria #14
3. Library (Bldg. 8, 3rd Floor), #18
4. Koyo Museum, #10
5. Shop Prelude under Hitomi Hall, #2
6. Student Support Center #16

If you are eligible to participate in a class or event that is held in an area not listed above, you may access only the relevant area.

Do not enter the SWU campus via car, motorcycle, skateboard, kickboard etc. Only walk onto and around the campus. You should not be on the SWU campus after 20:00 without permission.

Pool Usage
The West Gym Pool is open to students, staff and faculty every Wednesday from 18:00-20:00. Outside this time, do not enter the West Gym building.

Note the following:
- Take off your shoes before entering the change rooms.
- Remove any makeup and rinse your hair of any special creams/gels etc.
- Remove jewelry and watches.
- Use a swimming cap.
- Take a shower in the poolside shower area before you enter the pool
**Parking**

Car, motorcycle or scooter parking is not available for students.

**Bicycle Parking**
- Discount pricing for TUJ students is 100 yen for 24 hours.
- To get the discounted price, you must use special coin tokens that can be purchased from the Gacha-gacha (coin tokens) sales machine outside the Facilities and General Affairs office on the 1st floor. Coin tokens are sold in lots of 5 for 500 yen (5 x 100 yen coins only). Prepare the correct amount as no change is available from Facilities and General Affairs.
- You cannot park motorcycles in the bicycle parking space.
- Don’t park your bicycles elsewhere on campus or on the streets around TUJ. Be sure to use the bicycle parking.

In addition, Setagaya Ward, where TUJ is located, prohibits parking bicycles and scooters on public thoroughfares including sidewalks, except in designated areas. This is because they block pedestrian traffic, disabled access, and the passage of emergency vehicles. Unattended bicycles and scooters are subject to immediate impoundment by the ward. Impounded bicycles and scooters are stored at a storage lot for up to one month. The ward will charge a fee to retrieve an impounded bicycle or scooter.

**Computer Labs**

**TUJ Wireless Network**
The campus-wide wireless network is available in TUJ’s building. 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).

**IT Services Help Desk**
The staff at the IT Services Help Desk (Rm 501), assists students with various computing needs. Multi-functional printers are available for student use in the main computer lab. Also, various computer-related items are available for borrowing. Students can use their Pasmo or Suica cards to pay for printing or copying.

**Windows Computer Labs**
Windows computer labs are located in rooms 501, 503 and 506. Students are not allowed to store documents on the hard drives of these computers, so be sure to bring your own external storage to save your work.
*Note that some labs are also used as classrooms. Before attempting to use these labs, check the daily class schedules posted outside the rooms to ensure that no class is taking place.*

**Lab policy**
*Eating is strictly prohibited in the computer labs.* Drinks are allowed if they are in sealable containers. The computer labs are used as a study area, so please keep your voice down and switch your cellphone to manner mode. Talking on the phone is not allowed. If you need to make a phone call, leave the lab.

**Silent lab**
Rm 506 is a silent computer lab, and therefore absolutely no talking or making noise of any sort is allowed. For students who wish to study in absolute silence, use computer lab 506. For
group studying, use other available labs (i.e. 501 or 503), or study rooms on the second floor.

**Macintosh Computer Labs**
Macintosh labs are located in rooms 504, 505 and 507. These labs are open to all students as long as there are no classes taking place. Room 502 is a production studio and is only accessible to students majoring in Communications Studies.

**Computer Lab Hours (during the Undergraduate Program semester):**
Monday through Friday 08:30 to 20:00  
Saturdays 09:00 to 16:30  
Closed Sundays and national holidays

**Library**
The TUJ library is located on the second floor. The library maintains a collection of approximately 52,000 books, reserve readings for classes, a browsing collection of newspapers and magazines, and an extensive collection of DVDs available for checkout. The library staff can assist students with searching the vast electronic resources available to all TUJ students through TUportal. Photocopy machines (SUICA, PASMO payment only), free scanners (color and black & white), computers, and printers are also available in the library.

**TUJ Library Hours (during the Undergraduate Program semester):**
Monday through Thursday 08:30 to 20:00 / Friday 08:30 to 18:00  
Saturdays 11:30 to 18:00  
Closed Sundays and national holidays  
Watch for extended hours during final exams

**Access to SWU Library**
You must get a SWU library card from TUJ’s library. This card will allow you to enter the SWU library gates. Do not try to enter without a card.  
The library is open between 09:00 – 17:00 Monday to Saturday.  
The library is closed on Sundays and National Holidays.  
During the SWU semester the library will remain open until 20:00 on weekdays and 18:00 on Saturdays.

**Bookstore**
The TUJ bookstore (Nellie’s) is open for just the first week of the semester and is located in 110C on the first floor next to the Student Government Office in the cafeteria. The bookstore operating hours are Monday through Friday 10:00 to 17:00. Students may also purchase textbooks online through either Nellie’s or Amazon.co.jp. The book list for the current semester can be found at [http://www.tuj.ac.jp/ug/books/](http://www.tuj.ac.jp/ug/books/) The list is updated with book order links for the semester courses approximately one month before the start of each semester. Textbook supplies are often limited from Nellies and Amazon, so purchase your texts early. You can visit the homepage for Nellie’s bookstore at [http://nellies-tuj.com](http://nellies-tuj.com).

**Other Facilities**

**Student Lockers**
Students may rent a locker on campus to use during the semester. To request a locker, visit Facilities & General Affairs (Rm 103). The cost of a locker is 2,060 yen/semester and 3,090 yen/semester.
yen for two consecutive semesters, and 4,120 yen for three consecutive semesters.

**Study Rooms**
Study rooms (Rm 210) are common spaces where students can study, do their homework, and read quietly. Study carrels allow students to focus on their school work with limited distractions. There is a **no food, no drink, and no talking** policy. There are also six separate meeting rooms available for group work. Study rooms are open Monday through Friday from 08:30 to 22:00.

**Cafeterias and Student Lounges**
The cafeteria is located on the first floor and is open Monday through Friday from 08:30 to 22:00. There are vending machines for drinks and snacks, a microwave oven, and electric kettles for heating water. The Parliament Student Lounge on the first floor is open for students to mingle and relax. Take care to clean up and remove your belongings after using these areas.

TUJ students are permitted to use the Showa Women’s University cafeteria “Sofia” (#14 on the campus map) weekdays from 13:30 – 14:30.

**Sick Room**
The sick room (Rm 203) includes a bed to lie down on when you are not feeling well. If you would like to use the sick room, visit the Information Center (Rm 101).

**Lost and Found**
Inquire at the Information Center (Rm 101).

**Amazon Lockers on SWU Campus**
Amazon Locker provides a self-service delivery location to pick up and return your amazon.co.jp packages.
To place an order for delivery to an Amazon Locker:
1. Place an eligible item in your shopping cart and click the Proceed to Checkout button.
2. Click Shipping Address. Then scroll to the bottom and select Search for store address.
3. Enter 154-8533 and click Search.
4. The SWU locker location address will appear. Check the “I confirm that I have access to this location” box. Then click “Ship to this Address”.
5. Complete your order.
6. Pick Up Your Package at an Amazon Locker
   https://www.amazon.com/gp/help/customer/display.html?nodeId=201117870

**5% AEON (Daiei) Supermarket Discount**
You can now receive a 5% discount on all goods for sale on the 1st floor. Just show your TUJ Student ID Card at the check-out when you pay. No discount available at the 2nd floor stores. If you get a WAON point card and take your own shopping bag you can collect additional WAON points.
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](http://accounts.temple.edu) and then click “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.

![Manage Account](image)

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 at [www.tuj.ac.jp/it-orientation](http://www.tuj.ac.jp/it-orientation). 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 user name and password.

**TUportal**
Access: [https://tuportal.temple.edu/](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.
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 direct login at https://canvas.temple.edu
Canvas is an online learning management system used to complement both face-to-face and online instruction. Contact your instructor if you have Canvas enrollment issues.

OWLbox
Access via TUportal or direct login at https://owlbox.temple.edu
Temple’s convenient resource for storing, sharing and collaborating on files. The OWLbox website offers 50 GB of storage space.

TUmobile
Access via searching for “TUmobile” on app stores for iPhone and Android devices.
TUmobile provides convenient access to Temple University Japan information:
- 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
- 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 Universitys participation in this Microsoft program. New students are able to access Office 365 after their arrival at TUJ.

Adobe Creative Cloud
Available in the TUapps menu in 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/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.
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.

Certifications and Documents

**Student Identification Card (Student ID)**
Student IDs are issued during New Student Orientation. Students must carry their student ID at all times. Campus facilities such as the library cannot be used and issuances of certificates cannot be made without a valid student ID and semester sticker (see below). If you need to replace a lost or damaged student ID, request a re-issuance at the Academic Advising Center (AAC). The request form can be found in the AAC. The cost of replacement is 1,100 yen to be paid at the Bursar’s Office.

**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 tuition and fees) at the Bursar’s Office, and then you can get the student commuter pass certificate from the Facilities Office.

Semester Sticker
A semester sticker will be provided to those students in good financial standing with TUJ. The sticker is required to gain access to services such as the library and computer labs. Present your student ID card to the Bursar’s Office (Rm 105) 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**

At stations, you can purchase a student commuter pass 通学定期券 (tsugaku teikiken) 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 get a rough idea on the amount of your student commuter pass, visit websites such as this: [https://www.navitime.co.jp/transfer/pass/](https://www.navitime.co.jp/transfer/pass/)

To obtain a student commuter pass, do this:

1. Present your student ID with a current semester sticker (available at Bursar’s Office (Rm 105)) to Facilities & General Affairs (Rm 103) to obtain a one academic year commuter sticker 通学証明書 (tsugaku shomei sho -commuter pass certificate). **It is valid for one academic year from September through the following August.** You should get a new commuter sticker every fall semester. For new students, write down your address (homestay, independent housing) and your commuting route (e.g. Yokohama Motomachi – Shibuya – Sangen-jaya).
2. Take your TUJ student ID card with the attached commuter sticker to a train/bus ticket office and fill out the ticket request form to purchase your commuter pass.

**Important Notes:**

a. Your living address in Self-Service Banner (SSB) must match your commuting address in order for a commuter sticker to be issued.

b. Your commuter sticker will be deactivated if you take a leave of absence or withdraw from TUJ. Return your TUJ ID card to Facilities and General Affairs (Rm 103).

c. Any change of address and route should be reported to Facilities and General Affairs (Rm 103). Your commuter sticker should be revised immediately.

d. Some bus companies do not have student commuter pass discounts. Check directly with your bus company to confirm.

**Transportation Discounts**

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). To purchase student discount tickets at a JR ticket office, first obtain a Student Travel Fare Discount Certificate issued at TUJ’s Facilities & General Affairs (Rm 103) after filling out the online request form through the TUJ website. (Visit the link at [https://www.tuj.ac.jp/students/gakuwari/index.html](https://www.tuj.ac.jp/students/gakuwari/index.html) and follow the instructions).
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 available at the Registrar’s Office (Rm 106).

Information on ERR, along with the online request for the form can be found here: https://www.tuj.ac.jp/services/registrar/err/index.html.

Enrollment Confirmation Letters and Transcripts

The following certificates and documents are issued at the Registrar’s Office (Rm 106). Note that official transcripts can only be issued by Temple Main Campus, and must be requested directly through TUcredentials in TUportal. Note that fees are required for these documents.
   a. Enrollment Confirmation Letter
   b. Unofficial Transcript Request
   c. Unofficial Graduation Confirmation Letter

Ordering and cost information is available on the TUJ website: 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). 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 of Name

The request form for change of name is available at the Registrar’s Office (Rm 106). Students requesting this change will need to bring in a) their updated passport reflecting the change, and b) at least one other official document that includes their new name.

Leave of Absence (LOA)

If you are a degree-seeking student currently enrolled full 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 of 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 here: 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 will first need to drop/withdraw from all your courses through Self-Service Banner and then complete a University Exit Form available at the Registrar’s Office (Rm 106). Details of the university withdrawal procedure can be found at https://www.tuj.ac.jp/ug/academics/policies-and-procedures/policies/withdrawing-from-tuj.html.
5. Tuition / Scholarships / Educational Loans

Tuition and Fees

Tuition statements are sent to your TUmail 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 a number of 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 [http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/tuition_payment/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/tuition_payment/index.html)

Tuition Billing and Payment Schedule

A detailed tuition billing and payment schedule for current and future semesters can be found at [http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/payment_schedule/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/payment_schedule/index.html)

Tuition & Fees Statements

- Tuition and fee statements will be sent to your TU email address on the following days:
  - FIRST VERSION -- In the evening on the first day of classes
  - ADD/DROP UPDATE – After the add period has ended
  - FINAL VERSION – 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 address (TUmail). 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

1. 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 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.

2. 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.

**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 address (TUmail) and on the TUJ website (specific to each semester): [http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/payment_schedule/index.html](http://www.tuj.ac.jp/newsite/main/undergrad/academic_info/payment_schedule/index.html)

**Late Registration and Withdrawal**
   - There are fees associated with late registration.
   - If you miss the assigned enrollment period (check with AAC to confirm), you will be charged a late registration fee of 5,500.
   - Students that withdraw from classes after the official add/drop period remain financially responsible for the tuition and fees charged.

**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. Banks outside of Japan cannot be used.
   - 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 TUJ Financial Aid Coordinator in OSS 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 an Undergraduate Scholarship, students must:
- a. be currently registered as a full-time student
- b. be a matriculated undergraduate TUJ student, and
- c. 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](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. in order 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](http://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 (Rm 104) or email (tujfinaid@tuj.temple.edu).

The FAFSA application period for the 2019-2020 Academic Year began on October 1, 2019, and will continue through June 30, 2020. 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 [http://sfs.temple.edu/apply/steps-financial-aid-complete-fafsa](http://sfs.temple.edu/apply/steps-financial-aid-complete-fafsa)

**Note that the priority packaging period for Temple University FAFSA applications is from October 1 to March 1 of every aid year.** You are encouraged to submit/renew your FAFSA application during this priority packaging period each academic year. Students must complete all requirements in order for financial aid to disburse. 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
  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 (https://sfs.temple.edu/forms) and submit it to their contact at the Office of Student Services.
*Additional documents may be required for non-matriculated student loans (listed as “requirements” in Self-Service Banner).

Important Notes:
a. 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.
b. Students must by federal regulations be enrolled at least part-time (6 credits) each semester to receive the Federal Direct Loan and Federal Direct Parent Loans (PLUS). 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).
c. PHEAA Grants are awarded to Pennsylvania residents who have met all eligibility requirements. For details, visit the Pennsylvania Higher Education Assistance Agency website at www.pheaa.org
d. FAFSA applicants must review the Academic Progress Standards requirement at https://sfs.temple.edu/apply/steps-financial-aid/eligibility-determination/academic-progress-standards

e. 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.

f. 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 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."

You can read more about FERPA on the Main Campus website at [https://sfs.temple.edu/policies/family-educational-rights-and-privacy-act](https://sfs.temple.edu/policies/family-educational-rights-and-privacy-act)

**ERR** (Educational Records Release)
This 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 into 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](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.
TUJ is listed under the same VA approval as Temple University Main Campus in Philadelphia. The general application procedure for VA benefits can be found at http://www.tuj.ac.jp/newsite/main/undergrad/admissions/gibill/application-process.html.

If you have already provided your GI Bill COE (Certificate of Eligibility) to TUJ, and made your declaration, then your coverage details will appear on your tuition statement. Note that visa fees, TUJ 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, visit or contact the TUJ Registrar’s Office (Rm 106) (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 before your arrival at TUJ and uploaded to the TUportal app in Self-Service Banner. For details on the declaration and certification processes, contact Main Campus at ourveterans@temple.edu. For general inquiries, you can also visit the TUJ Registrar’s Office (Rm 106) or contact them at 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 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 website at


**Academic Policies and Requirements**

**Academic Policies**
Academic policies containing important information pertaining to your academic career at TUJ are listed on the website for the Academic Advising Center (AAC) at www.tuj.ac.jp/newsite/main/undergrad/academic_advising/policies/index.html

**Academic Requirements**
For detailed information regarding academic requirements, including General Education (Gen Ed) and major/minor requirements, visit the Academic Information section of TUJ’s Undergraduate Program website at www.tuj.ac.jp/newsite/main/undergrad/academic_info/index.html

**Prerequisites**
Students are responsible for knowing and completing all published prerequisites for a course before enrolling. Prerequisites are listed on the Course Schedule as well as the course syllabi which instructors distribute. TUJ always holds the right to de-register a student from a course if the student has not satisfied the published prerequisites. Neither your course instructor nor major coordinator can waive any prerequisites.

**Overload**
Students who want to register for more than 18 credits must petition the AAC (Rm 102) by submitting the Course Registration Form (available at AAC), and obtain the director’s approval. Approval is usually granted only if a student’s cumulative GPA is higher than 3.00 and if they have completed at least one semester as a full-time student with a semester GPA of 3.00.

**Third Attempt Policy**
Students who need to take a course for a third time must submit a petition to the director of the Academic Advising Center. If students do not obtain a sufficient grade (usually C- or higher, unless specified) in a course required for their major after the maximum allotted third attempt, they must meet with academic advisors to discuss alternate graduation plans. Students who have exhausted course attempts for course(s) required for their major will be required to change majors.
The policy is also described as follows:
http://www.tuj.ac.jp/newsite/main/undergrad/academic_advising/policies/repeating_a_course.html

**Online Course Prohibition**
Unless approved in advance, all TUJ students are prohibited from participation in online courses offered by Temple University’s Main Campus. Students seeking an exception must make an appointment to see an advisor and submit a written petition that demonstrates the course is essential for timely graduation. Online courses will not count toward full-time visa status. The only exception to this rule is for students who are in the CIS 2+2 major. If a student is discovered to be enrolled in an online course without permission, the student will be de-registered from the course immediately by the AAC or Registrar’s Office without any exceptions, and will receive a formal written warning.

**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 via SSB after they meet with an advisor. Students on probation are not allowed to adjust their registration by themselves (add, drop, withdrawal) under any circumstances. Refer to the policy on Academic Warning, Probation, and Dismissal.

**Academic Advising Center**
The Academic Advising Center (AAC, Rm 102) provides academic support for students to help them achieve their academic goals at TUJ. The AAC assists students with selecting courses appropriate for their program of study and reviewing their academic progress, and keeps students informed of important deadlines, academic policies and regulations.

**Academic Advising**
Starting the first day of the semester (for two weeks), same-day sign-up appointment advising is available on a first-come, first-served basis. Sign-up sheets to reserve a 30-minute advising slot are available at 09:00 every morning. The AAC will not accept any appointment requests via phone or email during this period.

After the two-week period, appointments are generally available between 10:00 and 17:00 Monday through Friday and typically last 30 minutes. Appointments are not available during graduation review at the end of the semester and during new student orientation week. Students can make an appointment in person at the AAC or by completing the Appointment Request Form on the AAC website at https://www.tuj.ac.jp/ug/meetaac.

**Advising Session Report**
After students meet with an AAC academic advisor, they will receive a meeting
summary that highlights the list of suggested courses, outstanding requirements, all warnings and alerts that the advisor provided, and/or recommendations, responses to questions, and other information as appropriate. The report will be available electronically through TUportal. Instructions on how to review the report can be found at: http://www.tuj.ac.jp/newsite/main/undergrad/academic_advising/manuals/pdf/advising_session_report_student_manual.pdf

Registering for Courses
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 Week unless they receive auto-placements based on their SAT/ACT/AP scores or relevant transfer credits. Note that if you intend to major in Economics, International Business Studies or Computer Science, or if you have not decided your major, you must take the math assessment regardless of receiving an auto-placement.

The Online Placement System is available only through TUportal. It is your responsibility to activate your TUportal Accessnet Account immediately and complete the assessments in a timely manner. Failure to complete the placement assessments prior to New Student Orientation week will prevent you from registering for 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.

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

Continuing students may be eligible to participate in priority registration and online registration, depending on the student’s current status and academic standing. For details, consult the AAC website at www.tuj.ac.jp/undergrad/academic_advising/

Change of Program (Transfer to Main Campus)
Degree-seeking, full-time students at TUJ who meet certain minimum academic requirements may apply for transfer to study at Temple Main Campus in Philadelphia. Students who are considering transferring to Temple Main Campus should discuss their academic plans with the change of program coordinator in the AAC. More information can be found on the Study at Main Campus website.

Credit Exchange Program with Other Universities
This program allows TUJ students to take selected courses at Musashi University,
Meiji University, Toyo 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 AAC website at http://www.tuj.ac.jp/newsite/main/undergrad/academic_advising/credit_exchange_programs/index.html

Other Procedures Handled by the AAC:
- Transfer credit re-evaluation for GenEd courses
- Major/Minor/Certificate declaration
- Re-enrollment
- Re-issuance of student ID
- Course withdrawal
- Other academic-related applications and petitions
- Degree Progress Report/Reduced Course Load Request (for student visa)

Disability Resources and Services (DRS)

Temple University is committed to inclusion and diversity. We want to ensure all students have the support they need to learn. Disability Resources and Services (DRS) ensures that students with particular educational needs can access the full university experience. The DRS Office (Rm 603A) provides support for students with disabilities, learning differences, and medical conditions. DRS assists them with their academic accommodation needs, such as extended test time, distraction-reduced test space, and modified absence policy. For more information on academic accommodations and DRS services, contact the TUJ DRS coordinator at (tujdrs@tuj.temple.edu) and/or visit http://disabilityresources.temple.edu/

Study Abroad Opportunities for TUJ Students

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/ideas with both an academic advisor and the TUJ study abroad coordinator.

For more information, contact the TUJ study abroad coordinator at GoAbroad@tuj.temple.edu or visit the Study Abroad website at https://www.tuj.ac.jp/ug/academics/other-study-opportunities/study-abroad/index.html.
7. Student Support Services

Office of Student Services

The Office of Student Services (OSS) provides support for TUJ’s diverse student population and assists students with their non-academic needs as they become members of the university community. Support includes visa sponsorship for international students, coordination for financial aid, and housing. OSS coordinates student activities and student organizations, and oversees student government elections and projects. OSS is also the initial contact for students to make claims against other students regarding potential student conduct violations. If you have any non-academic-related issues, do not hesitate to visit the OSS (Rm 104) or contact them at oss@tuj.temple.edu For more information, visit the OSS website at www.tuj.ac.jp/oss/

Teaching & Learning Center

The Teaching & Learning Center (TLC) offers free tutoring for academic writing, mathematics, Japanese, accounting, economics and many other subjects. Students in any TUJ program may come to the TLC (Rm 208) and sign up for appointments, or wait for the next available tutor. Also available are tutor-led study groups for several math courses and for the JLPT (Japanese Language Proficiency Test). Tutors can also advise you as you prepare for exams and help you develop strategies and study skills for success in all your courses. In addition, the TLC has resources for self-access independent study for use in the TLC for students studying to improve their English language skills. For more information and resources, visit the TLC website at www.tuj.ac.jp/services/tlc/

Note: The TLC hires tutors every semester. For more information, contact Andrew Merzenich (tujtlc@tuj.temple.edu), director of the Teaching & Learning Center.

Counseling Office

The TUJ Counseling Office (Rm 603) helps students increase self-awareness, improve problem-solving skills, and accomplish personal and academic goals. Services provided by mental health professionals include individual counseling, group counseling, workshops, and seminars (types of services available varies depending on the semester). Counseling services are confidential and available in both Japanese and English. Office hours are Monday through Friday, from 10:00 to 17:00. Appointments can be made by email (tujcounseling@tuj.temple.edu) or by phone (03-5441-9889). For more information, visit the Counseling Office website at www.tuj.ac.jp/counseling/.

Career Development Office

The Career Development Office provides students with professional development and job search assistance including individual career counseling, internship programs, career seminars and workshops, career fairs, and company information
sessions. An extensive range of information and materials including job hunting handbooks, job postings (full time and part time), useful books, and company brochures are also available. The Career Development Office also sends out a weekly newsletter through Temple email (TUmail).

To make an appointment to see a career counselor, visit the Career Development Office (Rm 107), email them at career@tuj.temple.edu or call 03-5441-9873 (direct line). The career seminar and event schedule for the current semester can be seen at https://www.tuj.ac.jp/career-support/events/index.html.

For more information, visit the Career Development Office website at www.tuj.ac.jp/career_support/

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

Many students wish to use a personal business card for networking purposes. To print business cards with the TUJ logo yourself, follow the procedures described in the instructions below. TUJ does not accept printing orders and it is the student's responsibility to get their business cards made.

**Note:** You must be logged in using your Temple account when accessing the following files.

**Instructions**
https://drive.google.com/open?id=0B818xG22pkTWMnJfNmhibkgzV3M

**Template**
https://drive.google.com/open?id=0B818xG22pkTWZzRYcTcxN3IPXzQ
8. Student Life

**Student Government**

The TUJ Student Government (SG) is the official representative of the student body at TUJ. The SG is organized, directed and operated by students with assistance and oversight from the Office of Student Services (OSS). Elections for SG officers are held each year, and any student in good standing who has been enrolled at TUJ for more than one semester with an overall GPA of 2.50 is eligible to run for office. For more information, visit the SG office (Rm 110 B in the cafeteria) or email them at stugv@tuj.temple.edu

**Student Activities**

Student Activities is housed within the Office of Student Services (OSS). It brings together student organizations, student volunteers, and the student government in making TUJ a better and more involved community. Student Activities 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. If you have any questions, contact Student Activities at activities@tuj.temple.edu

**Semester Activities**

OSS 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 is available at the [Student Activities website](http://www.facebook.com/tujactivities/) and on Facebook at www.facebook.com/tujactivities/

**Student Organizations**

Student organizations help students identify people with similar interests and promote connections with other students. For a list of current student organizations or instructions on how to start a new student organization, visit the OSS website at [https://www.tuj.ac.jp/students/clubs-organizations/](https://www.tuj.ac.jp/students/clubs-organizations/) If you have any questions on forming or joining a TUJ student organization, contact clubs@tuj.temple.edu.

**Community Events (Setagaya Ward Events)**

There are many events organized by Setagaya Ward which you can join simply as a guest, or as a volunteer worker if you are interested in more active involvement in the community. Contact communityrelations@tuj.temple.edu for more information.
9. In Emergencies

**On Campus**

**First Aid Kit**
First aid kits are located in the Information Center (Rm 101) and the ITS Help Desk (Rm 501). The Information Center staff is trained in first aid.

**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: 03-5441-9800 / 0120-86-1026
Hours: Monday through Friday 08:30 to 19:00 / Saturday 09.00 to 16.30 (twice a month when UG has an Open House)

**Office of Student Services (OSS)**
Tel: 090-2158-0562 (use only when absolutely necessary)

**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 an 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 in order 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.

**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 general 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, contact the Tokyo Fire Department Emergency Consultation Center (Tel: 03-3212-2323).
Medical / Emergency Helplines

**AMDA International Medical Information Center**
Website: [https://www.amdamedicalcenter.com/](https://www.amdamedicalcenter.com/)
Tel: 03-6233-9266
Hours: Monday through Friday 09:00 to 20:00 (Chinese, English, Korean, Spanish, Thai)
Wednesday 13:00 to 17:00 (Tagalog)
Monday, Wednesday, Friday 09:00 to 17:00 (Portuguese)

**Tokyo Metropolitan Health and Medical Information Center**
Website: [www.himawari.metro.tokyo.jp/](http://www.himawari.metro.tokyo.jp/)
Tel: 03-5385-8181
Daily 09:00 to 20:00 (Chinese, English, Korean, Spanish, Thai)

**Emergency Interpretation Service (for Medical Institutions)**
Tel: 03-5285-8185
Weekdays 19:00 to 20:00 / Weekends 09:00 to 20:00
(Chinese, English, Korean, Spanish, Thai)

**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. 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, review the university’s policy on [Preventing and Addressing Sexual Misconduct](#). A summary of this policy and how to report incidents is posted on the [TUJ website](#).

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. You should also notify the [Office of Student Services](#) so that other actions can be explored, such as support in seeking medical care, contacting Japanese police, class accommodations, housing changes, counseling, conduct code charges, and other options.

Counseling services are available free of charge at the [TUJ Counseling Office](#) and may be available at mental health provider offices in Tokyo 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, Tokyo 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. In Tokyo -- Roppongi,
Shinjuku (especially the area of Kabuki-cho), Shibuya, and Ikebukuro are entertainment districts with higher incidence of crime, particularly theft and drink-spiking. 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 Tokyo and other parts of Japan are 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 US 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 Tokyo Metro Police Department’s Community Safety Consultation Center (for foreigners only): 03-3503-8484 (weekdays 08:30 - 17:15). 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 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 – 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.

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 quake 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 Tokyo 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 after-shocks (**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 Tokyo and will need to be assured that you are okay even if there is no actual local threat.
The evacuation area for TUJ students is the open plaza ("hiroba") outside the TUJ building (#21) as shown in the picture above. If you happen to be on the SWU campus, use evacuation area (#23).
TUJ Evacuation Route

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

Tokyo Metropolitan Government
The Tokyo Metropolitan Government has comprehensive information on disaster prevention and earthquakes in Japan, including an English survival manual. Tokyo Metropolitan Government website: www.bousai.metro.tokyo.jp/english/index.html

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 www.ntt-east.co.jp/saigai_e/voice171/images/manual.pdf

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

- SoftBank:  
  http://mb.softbank.jp/scripts/english/disaster_message/index.jsp
- NTT docomo: http://www.nttdocomo.co.jp/english/

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

Libraries

Setagaya City Shimouma Library
Access: 5-minute walk from the main entrance of TUJ
Address: 2-32-1 Shimouma Setagaya-ku
Tel: 03-3418-6531
Hours: Tuesday - Sunday 09:00 to 19:00
Closed: Mondays
Website: [https://libweb.city.setagaya.tokyo.jp/index.shtml](https://libweb.city.setagaya.tokyo.jp/index.shtml)

Sports Facilities

Mira Fitness Sangen-jaya
Access: 3-minute walk from the South Exit B of Sangen-jaya Station
Address: Setagaya-ku, Sangen-jaya, 1-34-11 Hagihara Building 2F
Hours: 24 hours, 365 days*
*Gym staff only available 11:00 - 14:30 and 16:00 - 20:00 (No staff available on Fridays)
Website: [https://mirafitness.jp/shop/sangenjaya/](https://mirafitness.jp/shop/sangenjaya/)
※1,000 JPY monthly discount available for TUJ students. For more information, come to the Office of Student Services (1F)

Parking

Sangen-jaya West Parking for Bicycles
Access: 1-minute walk from Sangen-jaya Station
Address: 4-chōme-20 Taishidō, Setagaya City, Tōkyō-to 154-0004
Tel: 03-3440-6191
Hours: Daily 04:30 to 01:00
Note: Bicycles only

Musashi University

Musashi University is a private Japanese university located in Nerima-ku, Tokyo, approximately 40 minutes away from TUJ. As part of the cooperative agreement between TUJ and Musashi University, TUJ students are able to use the following facilities at Musashi University with a valid TUJ ID Card.

Library
TUJ students and faculty are permitted to use the Musashi University Library.

Training Room
The training room (4F, Building #10) has weights, treadmills, StairMasters, and other exercise equipment. In order to use the training room, you must first attend a one-hour training session to go over how to safely use the equipment and machines.
To make an appointment for a training session, stop by TUJ’s Office of Student Services (Rm 104) at least two days prior to the day you would like to have your training session. Training sessions are held Monday through Saturday at 15:00.

**Important**
- Be mindful of the rules, regulations, and policies when using these facilities.
- Should a TUJ student act negligently towards Musashi University facilities, staff, or students, they may be subject to the TUJ Student Conduct Code.

**Directions to Musashi University**

7-minute walk from Shinegata Station
/ 5-minute walk from Ekoda Station
Address:
1-26-1 Toyotamakami, Nerima-ku,
Tokyo 176-0011
12. TUJ Map & Contact Information

TUJ Access Map

- Address: 1-14-29 Taishido, Setagaya, Tokyo 154-0004
- Tel: 03-5441-9800; 0120-86-1026 (toll free) / Outside Japan: 81-3-5441-9800
- Access: Sangen-jaya (Den-en-toshi Line / Setagaya Line): 5-minute walk from South Gate Exit A.

* Follow the route on the map above when you walk to school. We have been asked not to walk on certain streets due to congestion and noise.
1st Floor
- Information Center (101)
- Academic Advising Center (102)
- Facilities & General Affairs (103)
- Office of Student Services (104)
- Bursar’s Office (105)
- Registrars Office (106)
- Career Development (107)
- Art Gallery (109)
- Cafeteria (110)
  - Student Meeting Rooms (A & C)
  - Student Government Office (B)
- Parliament Student Lounge (111)
- Art Studio (112, West Gym Building)

2nd Floor
- Art Rooms (201, 205, & 207)
- Sick Room (203)
- Prayer Room (204)
- Teaching & Learning Center (208)
- Classroom (209)
- Study Rooms (210, A-F)
- Library Office (211)
- Library (212)

3rd Floor
- Classrooms (301-314)

4th Floor
- Classrooms (401-408, 410-411)
- Faculty Offices (409)

5th Floor
- ITS Help Desk/Open Computer Lab (501)
- Media Room (502)
- PC Lab (503, 506)
- Mac Lab (504, 505, 507)
- Faculty Offices (508-509)

6th Floor
- Test Center (601)
- Information Technology Services (602)
- Disability Resource Services (603A)
- Counseling Services (603 B-D)
- EMBA, Law, & Graduate College of Education (Rm 604)
- Academic English Program (AEP) (604)
- Undergraduate Program Office (604)
- Finance & Accounting (610)
- Continuing Education (604)
- Corporate Education (604)
- Institute of Contemporary Asian Studies (ICAS) (606A)
- Meeting Rooms (606)
- Dean’s Office (607)
- General Counsel (607B)
- Human Resources (608)
- Enrollment Management, Admissions Counseling, Admissions & Communications (609)
### Department Contact Information

Most departments are open Monday through Friday, 09:00 to 17:30

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td><strong>Academic Advising Center (AAC)</strong></td>
<td><a href="mailto:aac@tuj.temple.edu">aac@tuj.temple.edu</a></td>
<td>03-5441-9862</td>
<td>1st Floor, Rm 102</td>
</tr>
<tr>
<td><strong>Bursar's Office</strong></td>
<td><a href="mailto:tuibursar@tuj.temple.edu">tuibursar@tuj.temple.edu</a></td>
<td>03-5441-9800</td>
<td>1st Floor, Rm 105</td>
</tr>
<tr>
<td><strong>Career Development Office</strong></td>
<td><a href="mailto:career@tuj.temple.edu">career@tuj.temple.edu</a></td>
<td>03-5441-9873</td>
<td>1st Floor, Rm 107</td>
</tr>
<tr>
<td><strong>Community Relations</strong></td>
<td><a href="mailto:communityrelations@tuj.temple.edu">communityrelations@tuj.temple.edu</a></td>
<td>03-5441-9801</td>
<td>6th Floor, Rm 607</td>
</tr>
<tr>
<td><strong>ITS Help Desk</strong></td>
<td><a href="mailto:tuisupport@tuj.temple.edu">tuisupport@tuj.temple.edu</a></td>
<td>03-5441-9800</td>
<td>5th Floor, Rm 501</td>
</tr>
<tr>
<td><strong>Counseling Office</strong></td>
<td><a href="mailto:tujcounseling@tuj.temple.edu">tujcounseling@tuj.temple.edu</a></td>
<td>03-5441-9889</td>
<td>6th Floor, Rm 603</td>
</tr>
<tr>
<td><strong>Facilities &amp; General Affairs</strong></td>
<td><a href="mailto:facilities@tuj.temple.edu">facilities@tuj.temple.edu</a></td>
<td>03-5441-9800</td>
<td>1st Floor, Rm 103</td>
</tr>
<tr>
<td><strong>Information Center (IC)</strong></td>
<td><a href="mailto:tujinfo@tuj.temple.edu">tujinfo@tuj.temple.edu</a></td>
<td>03-5441-9800/0120-86-1026</td>
<td>1st Floor, Rm 101</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td><a href="mailto:lib@tuj.temple.edu">lib@tuj.temple.edu</a></td>
<td>03-5441-9867</td>
<td>2nd Floor, Rm 212</td>
</tr>
<tr>
<td><strong>Office of Student Services (OSS)</strong></td>
<td><a href="mailto:oss@tuj.temple.edu">oss@tuj.temple.edu</a></td>
<td>03-5441-9800</td>
<td>1st Floor, Rm 104</td>
</tr>
<tr>
<td><strong>Registrars Office</strong></td>
<td><a href="mailto:tujregistrar@tuj.temple.edu">tujregistrar@tuj.temple.edu</a></td>
<td>03-5441-9800</td>
<td>1st Floor, Rm 106</td>
</tr>
<tr>
<td><strong>Teaching &amp; Learning Center (TLC)</strong></td>
<td><a href="mailto:tujtlc@tuj.temple.edu">tujtlc@tuj.temple.edu</a></td>
<td>03-5441-9800</td>
<td>2nd Floor, Rm 208</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td><a href="mailto:lib@tuj.temple.edu">lib@tuj.temple.edu</a></td>
<td>03-5441-9867</td>
<td>2nd Floor, Rm 212</td>
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