

Applying to the Temple University, Japan Campus, Study Abroad Program

The following instructions should answer most of your questions about the application requirements and procedures, but if you require additional clarification, please contact us.

Program applications may be downloaded from our web site at www.temple.edu/studyabroad. If you have any questions or technical problems, please e-mail study.abroad@temple.edu or call toll-free: 1-877-256-6913.

Eligibility

Eligibility is limited to those students who:

- are currently matriculated as full-time undergraduate students at a U.S. institution and will have completed at least two years of college-level study with a satisfactory scholastic average (minimum 2.75 cumulative average on a 4.0 scale from all colleges/universities attended).
**Note: Well-qualified sophomores may be considered on a case-by-case basis.*
- intend a full-time program of study at Temple University, Japan Campus and will be applying credits earned toward a degree.
- are not on academic and/or disciplinary probation or warning.

Application Procedures

Applicants must submit the following:

1. Application form. When asked for TUID or Social Security Number, Temple students must enter their Temple ID; Non-Temple students should enter their Social Security Number.
2. Official transcripts from all colleges/universities attended to date. Temple University students do not have to submit an official Temple transcript, but must submit official transcripts from all other universities attended.
3. Two academic recommendations on the recommendation forms included with the application. One of these must be from a faculty member in your major discipline. The other can be from another faculty member or from someone who knows you in an *academic context*, i.e. an administrator, advisor or department chair. The recommenders must submit your completed recommendations directly to Temple University International Programs.

Additional submissions for non-Temple students:

4. Non-Temple students are asked to submit the Home College/University Approval Form, indicating approval received from your home institution to study at Temple

University, Japan Campus. This form should be completed by the official responsible for approving study abroad participation. Please complete the form and ask the official to return it directly to Temple University International Programs.

5. Non-Temple students are asked to enclose with the application a \$50 non-refundable fee made payable to Temple University.
6. Requirements for enrollment in art courses that have prerequisites: Non-Temple applicants are asked to submit a portfolio at the time of application, which is used to determine eligibility for advanced art courses. An acceptable portfolio should demonstrate achievement in the media of the applied-to courses. The applicant is asked to submit a CD-R with jpeg files of works. No bulky shipments will be accepted, and the CD-R will not be returned. The portfolio should be sent directly to International Programs, 200 Tuttleman Learning Center, 1809 N. 13th St., Philadelphia, PA 19122. No responsibility for the portfolio can be assumed by Temple University.
**Note: Transcripts, recommendations and the approval form must be received by the deadline, but may be submitted under separate cover. Applications are not reviewed until all supporting documents have been received.*

Application Deadlines

Completed applications, including all supporting documents, must be received by April 1 for study in the fall semester, and October 1 for the spring semester. **Completed applications are reviewed on a rolling-admissions basis;** students are encouraged to apply well in advance of the deadlines. The completed application form, application fee, and supporting documents should be sent to:

Temple University
International Programs
200 Tuttleman Learning Center
1809 N. 13th Street
Philadelphia, PA 19122

Please list the courses you are currently taking and any additional courses you expect to complete before beginning your semester at TUJ.

Please list the courses you would like to take at TUJ.

Do you speak Japanese? Fluently Well A little Not at all

What other languages do you speak? _____

Personal Background

Parent, Guardian, or Next of Kin:

_____	_____
Name	E-mail Address
_____	_____
Relationship	Home Phone
_____	_____
Address	Work Phone
_____	_____
	Cell Phone

Are you currently receiving financial aid and, if yes, please describe the nature and amount of the assistance you are receiving.

Work experience:

Previous travel:

Do you have a current passport? Yes If yes, when is the expiration date? _____ No

Note: If you do not have a current passport, you should apply for or renew your passport immediately. Refer to page 21 of the program brochure or www.temple.edu/studyabroad for more information.

Please let us know how you first learned about TUJ (please check only one)

Study abroad advisor Academic advisor Faculty Friends Study abroad fair

Campus publicity Internet

Publication(s) _____
list titles above

Other

State briefly your specific interest in joining the Temple University, Japan Campus, program and your expectations.

In what ways do you feel you are a flexible and adaptable person?

TEMPLE STUDENTS ONLY

Would you like to be considered for a TUJ scholarship? (review eligibility requirements on page 20 of the program brochure or at www.temple.edu/studyabroad)

Yes

No

Scholarship applicants must submit an additional one-to-two page, typed essay answering the following question:

What are your specific goals for studying abroad in Tokyo, and what would you do to ensure that you achieve these goals?

Agreements

- I authorize the Temple University International Programs staff to access my educational records, disciplinary records, and all information contained in those records, maintained by Temple, or any other educational institution that I have attended.
- I certify that the statements I have made on this application form are correct, and agree to notify Temple University if I am placed on academic and/or disciplinary warning or probation at my home institution or if there is a change in circumstances which might compromise my success in studying abroad.

Signature _____ **Date** _____

Parent Information Disclaimer (If you leave this blank, we assume you give consent to send this information to your parents.)

Temple University International Programs automatically sends parents a letter upon your acceptance to the TUJ program, not only informing them of your participation, but also outlining our office's student-centered approach to preparation for study abroad. Do you want your parents to receive this information?

Yes No

Release of Contact Information I authorize Temple University International Programs staff to release my name and e-mail address to other program participants.

Signature _____ **Date** _____

NON-TEMPLE STUDENTS MUST COMPLETE THE FOLLOWING SECTION:

Statement of Legal Residence

• Country of your citizenship: _____ Do you currently reside in Pennsylvania? Yes No

• In what state and county do you claim permanent legal residence? State _____ County _____

• If you are a foreign national, what is your visa type? _____ What is your registration number? _____

• If you claim Pennsylvania residence, will you have lived in Pennsylvania for 12 consecutive months preceding your entry into Temple University? Yes No

• If currently in military service, are you assigned to active duty at a Pennsylvania military installation? Yes No

• If you are the spouse or dependent of a military person assigned to active duty at a Pennsylvania military installation, please indicate relationship.

Spouse Dependent

• I am now, and have been since _____, a legal resident of the state of _____.

Month Day Year

Temple University reserves the right to request documentary evidence in support of your claim of legal residence.

Under penalty of forfeiting my eligibility to attend Temple University, I certify that the entries made on this Statement of Legal Residence are correct and complete.

Signature of Applicant (required) _____ **Date** _____

Academic Recommendation Form

Name of Applicant

I hereby authorize _____ to complete this form and ask that the form be sent directly to International Programs, Temple University. I understand that this document will be used to evaluate my qualifications for Temple University, Japan Campus, and will be part of my application file. Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation. Yes No

Signature of Applicant

Date

To the Recommender: To aid in assessing the applicant's potential for successfully completing a program of study in Japan, we would appreciate you commenting then returning this form to the address below. Please attach an additional sheet of paper if necessary. While there is a final deadline for receiving completed applications, including academic recommendation forms, we operate on a rolling-admissions basis. An early return of your recommendation facilitates the application review process. Thank you for your cooperation.

1. In what capacity have you known the applicant and for how long?

2. Please comment on the applicant according to the following guidelines:

- Academic motivation and intellectual ability

- Maturity and emotional stability

- Self-reliance and independence

- Flexibility and ability to make a satisfactory adjustment to study abroad

3. Would the applicant be at any disadvantage in a foreign program of study?

4. Would the applicant make a positive impression abroad?

Signed

Date

Name

Title

E-mail Address

Department

Institution

Academic Recommendation Form

Name of Applicant _____

I hereby authorize _____ to complete this form and ask that the form be sent directly to International Programs, Temple University. I understand that this document will be used to evaluate my qualifications for Temple University, Japan Campus, and will be part of my application file. Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation. Yes No

Signature of Applicant _____

Date _____

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4. Would the applicant make a positive impression abroad?

Signed _____

Date _____

Name _____

Title _____

E-mail Address _____

Department _____

Institution _____

Home College/University Approval Form for Non-Temple Students

To the Student: Please read and sign sections A and B below.

- A)** An important element of your application to study at Temple University, Japan Campus, is securing the approval of your home institution to study abroad. This form is designed to facilitate that process. This form is intended for your study abroad advisor, dean, or whichever official on campus is responsible for approving your participation in a study abroad program. Please indicate whether or not you waive your right of access, sign below and give the form to the appropriate official. That person should return the form directly to International Programs, Temple University.

Name of Applicant

I hereby authorize _____ to complete this form and ask that the form be sent directly to International Programs, Temple University. I understand that this document will be used to evaluate my qualifications for TUJ and will be part of my application file. Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation. Yes No

Applicant Signature

Date

- B)** At the conclusion of your program, the Temple University Registrar will provide an official transcript for credit transfer, showing grades and semester hours of credit earned in all courses undertaken. In order to have an official transcript sent to your home college, you must sign the authorization below, and you must be sure that your home college advisor provides an accurate address below indicating where the transcript should be sent.

I authorize the Temple University Registrar to forward an official transcript to the appropriate official(s) at my home institution.

Signature

Date

To the student's study abroad advisor, dean, or other official responsible for approving participation in study abroad programs:

This student is applying to study at Temple University, Japan Campus. We ask that all students be degree-seeking students fully enrolled at a U.S. college or university, and that they receive the approval of their home institution. At Temple University, Japan Campus, students carry a full course load with the expectation of earning credit toward an undergraduate degree. Please feel free to add any comments on a separate sheet of paper, or on the back of this form, which might assist the admissions committee.

Does this student have your approval to study at Temple University, Japan Campus? Yes No If no, please explain on back.

Signature

Date

Name

Title

Institution

Address

Phone

Fax

E-mail Address

After the student completes the study abroad program, the Temple University Registrar will provide an official transcript for credit transfer, showing appropriate grades and semester hours of credit in all courses undertaken. Please indicate below where the student's Temple University transcript should be sent.

Name

Title

Institution

Address

Phone

Fax

E-mail Address

Please return this form to: International Programs, Temple University, 200 Tuttleman Learning Center (008-00), 1809 North 13th Street, Philadelphia, PA 19122; fax: 215-204-0729.

Please note the following application deadlines: Fall Semester: April 1, Spring Semester: October 1. Although these are the final deadlines, students are accepted on a rolling-admissions basis.