

FACILITY INFORMATION

Welcome to JICA Tsukuba International Center (TBIC). To ensure your pleasant stay, we kindly ask for your cooperation in observing some basic regulations & guidelines.

1. **Front Desk** – 1st floor, Administration Building, open between 7:30 a.m. – 11:00 p.m..

Closing Time

TBIC closes main entrance at 11:00p.m. every night. When you need to return or leave TBIC after 11:00p.m., you have to submit “Lodging-Out Form” and get permission from your Program officer.

2. **Dining Hall** – 2nd floor, Administration Building. Breakfast is included in the room charge.

Breakfast	07:00a.m.-09:00a.m
	07:30a.m.-09:30a.m (Sat, Sun & Holidays)
Lunch	12:00p.m.-02:00p.m
Dinner	06:00p.m.-09:00p.m.

Last order is 30 minutes before closing time.

3. **Internet Room** – We have an Internet Room on the 3rd floor of Administration Building, with 20 desktop computers connected to the Internet via LAN cable. Open 6:30 a.m. – 2:00 a.m.
4. **Wireless Access** – Wireless network is available in all guest rooms of the Residential Building, 1st floor Lobby & 2nd floor Lounge of the Administration Building, and all Lecture Rooms.
5. **Bus service** – JICA “Bus” to Tsukuba Center is available on Saturdays, free of charge. It leaves TBIC at 9:30 a.m. The return bus leaves Tsukuba Center at 12:20 p.m.
6. **Hot water & Laundry** – Hot water supply corner & Laundry Room can be found on every floor of the Residential Bldg.
7. **Visiting doctor** ----- Doctor’s house visit service is available on Mondays & Thursdays except on National Holidays.
8. **Common Kitchen** ----- 2nd floor, Administration Building. Open between 7:00 a.m. – 10:00 p.m. Available hours are:

Weekdays	4:00 p.m. – 8:00 p.m.	up to 2 hours per person
Sat, Sun & national holidays	11:30 a.m. – 8:00 p.m.	

9. **Safety box** ----- TBIC can *not* be responsible for lost or stolen items within the premise of this Center. Please keep your passport, cash, and other valuables in the safety box.
10. **Outside overnight stay** ----- When you stay overnight outside of TBIC, we request you to submit an application form at the Front Desk in advance, and obtain an approval signature of the JICA officer in charge of your training course. In case that you were unable to fill the form, please provide us with the details of your overnight stay via phone.
11. **Accidents outside of TBIC** ----- Please contact the Front Desk as soon as possible. Further, disobey of regulations will cause serious problem with concerned authorities.
12. **Contact number** ----- **JICA Tsukuba Front Desk (029-838-1111)**

