

## Procedure

**Every form should be sent to Tsukuba Center for Institute by the clerical staff of each institute!!**

### **Enquiry (until 2 months before moving in)**

Form 1 should be sent to Tsukuba Center for Institutes by mail or fax (029-856-0464), after checking room availability by telephone (029-851-1331).

### **Application (until 1 month before moving in)**

Original copies of the following forms should be sent to Tsukuba Center for Institutes:

1. Official document
2. Application for Use of Matsushiro House (Form 2-1・2)
3. Written oath (Form 3-1・2)

2-20-5 Takezono, Tsukuba-shi #305-0032

Tsukuba Center for Institutes

### **Decision on Room Usage**

The submitted forms will be registered after approval of room usage by Tsukuba Center for Institutes. If use of Matsushiro House is permitted, an "Approval of Use of Matsushiro House" form will generally be sent to the applicant's institute.

### **Moving into the Room**

On the first day of residency at Matsushiro House, the applicant meets their host researcher, and comes to Room A of Matsushiro House during working hours(9 am~5 pm on weekdays) to collect their key and move into their room. When moving into the room, the following forms should be filled out and sent to Tsukuba Center for Institutes within 10 days:

1. Report of Use of Matsushiro House (Form 4)

Note that if any of the conditions of use are not observed while living in Matsushiro House, permission to live there may be withdrawn.

### **Changes**

If the original information on one's application form "Application for Use of Matsushiro House (Form 2-1-2) changes, another application form "Application for Change of Matsushiro House" form (Form 5-1-2) should be filled out and submitted to Tsukuba Center for Institutes promptly. For example, one's rental period, the number of people living there, or one's car change. As to the change of rental period, please submit these documents by two months before the end day of the original rental period.

### **Moving out of the Room**

When the period of residence is going to finish, a "Report of Withdrawal from Matsushiro House" form (Form 6-1-2) should be submitted to the Tsukuba Center for Institutes at least one month before the departure date. When leaving the room, after tidying and putting things in order the room should be checked by the Matsushiro House Manager. If everything has been returned to its original state the key can be returned to the Manager. The resident is responsible for making amends for the damages of the room or furnishings.

On leaving the house, resident must clear all the charges and fees.