

! Mandatory for those staying over JFY2024-JFY2025.

◆ Procedures to visit in JFY 2025 (April 2025-) ◆

Register your activity at J-PARC to visit on/after April 2025.

Procedures for JFY 2025 begin from Monday 17th February 2025 (Reiwa-7).

1. Update your User Support System

Registered activity is vailed for a single FY. **Log in and activate/update your account for use in new FY < Administrative Procedures for Visiting J-PARC>** (3. Annual Renewals or 2. Identify the purpose...)

- ▶ [Manual](#) | [Login J-PARC PORTAL users](#) ▶ [Login KEK User Support System users](#)

2. Radiation Registration (*)

- Users who have obtained a J-PARC dosimeter in **JFY 2024** are eligible for update to next fiscal year.
- Please complete both of **renewal procedure 1 & 2 to use dosimeter from March to April continuously.**
 1. Submit '**Application form to visit J-PARC**' for visit in April **by 17th March.**
 2. Submit '**Radiation Worker UPDATE Registration Form**' **before visit.**
- Other than above, e.g. visiting is not yet decided, submit the filled form to the Users Office no later than 2 weeks prior starting experiment at J-PARC.

Periodic replacement of J-PARC Dosimeter

Only for person who have applied for renewal procedure (*)

Please visit UO between **Thursday, 27th March and Friday, 28th March** to change your dosimeter for Regular dosimetry.

If you did not apply for renewal, return your dosimeter **by 31st March.**

If the experiment is going to continue in the morning, please make sure to **return until 10:00am on 1st April!**

3. J-PARC Card (key card for experiment facilities and Research building)

- J-PARC card keys issued in JFY 2024 invalid on 31 March 2025.
- Submit application of 'J-PARC Card' again to continue using **from March to April**, except for MLF users.
- [How to submit \(pdf\)](#) by **Friday 14th March**

4. Application form to visit J-PARC, Visit proposal [start on/after 1st April 2024]

- Long-term stayers are required to submit via system **by 15th March.** Generally, by 2 weeks before visit.

5. Safety Training (General, Facility and Radiation Safety) for JFY2025

- Long-term stayers are required to complete **by 8th April.** [Course, time and reservation details \(pdf\)](#)
- **Make sure to watch online videos on/after 1st April. Invalid record in March.**
- New online safety course will start in April 2025. Details will be announced soon.

6. J-PARC User ID card

- Long-term stayers are required to change your ID card ASAP **by 8th April.** Renew the ID card holder.
- [Things to do when visiting at the first time in FY \(pdf\)](#)

===== In addition to above, following updates (7 & 8) are also required! =====

7. Vehicle permission pass (if you are a driver)

- Update registration at **No.5.** Check for damage of plate and sucker and if you find, change at UO.

8. Bike, PHS phone, AQBRC key and KEK card key (if you rented) --- Update the rental-period at UO.