Tokai Dormitory (Reservation via J-PARC User Support System)

Contents

1. Room availability and basic information

1-1. Find room vacancy

J-PARC User Support System　https://jus.j-parc.jp/usjparc/ui/UI_00000E.do

1. Login and Click "Accommodation Booking and/or Travel Expenses"
2. Click　"Apply, View, Modify or Cancel my reservation"

3. Jump to the KEK User Support System, and click "View Dormitory Room Availability"

1-2. Learn basic information

1. Accept bookings

◆　Reservation is available 45 days prior to and till a day before check-in date.

- ◆ 31-nights booking is the maximum on a single reservation. Please make several reservations to book more than 32 nights.
- ◆ Contact J-PARC Users Office (herein after, UO) to book room(s) on the day of use.

2. The room for your first choice is reserved.

This states that one or more room(s) has been reserved for you. A confirmation will be sent on the day of use by e-mail and please find room number which is also displayed on your page.

3. No Vacancy

- If you do not wait for a vacancy, booking status is displayed [Stay out due to full occupancy]. Please make sure to book rooms by yourself or ask UO.
- If you await cancellation, booking status is displayed [on waiting list].

When the Dormitory have no rooms available, feel free to ask UO. UO will book the cooperated accommodations of J-PARC. Please make sure that you cannot select the accommodation by yourself. UO check the vacancy, make a reservation, cancel and change the reservation on behalf of you.

4. Room request (to wait for cancellation)

- Set several days you can wait for cancellation.
- Once you register reservation, any of modification about waiting for cancellation is accepted. To change the waiting status (days), please cancel the current reservation and make a new reservation.
- When the room is secured until the end of waiting period, booking status will change to [first choice is reserved] and booking status will be notified by e-mail.
- If the room is not secured by the end of waiting period, status will be displayed [stay out overnight] and notified by e-mail after the expiration date.

5. No-request room(s) during the reserved period

Apply no-request of room when you do not require one or more rooms during the reservation by ticking a box of [stay outside].   > Modify the status of room request (staying outside of dormitory)

6. Overlapping

Reservation is not acceptable on the same period. In addition, overlapped reservation both at J-PARC and KEK Tsukuba Dormitories is not available.
To find your reservation at KEK User Support System, log in to (https://krs.kek.jp/uskek/ui/UI_00000E) and click [Accommodation Booking and Travel Expenses Application Status > Accommodation and Travel Expenses Status].

Cancellation & Modification Policy

◆ Cancellation and modification are accepted free of charge until 24:00 (JST) 1 day before the check-in date.

◆ No-show the first night is charged at 100%. A cancellation fee will be charged at 100% if cancellation takes place on the day of use.

On-Site Modification

◆ Reduction of length of stay is accepted free of charge until 24:00 (JST) 1 day before of departure. Once staying has started, modification (reduction and extension) on this website is not accepted. Contact UO or Tokai Dormitory.

◆ Staying after 10:00am (late-check-out) and day-time (from 10:00am to 16:00pm) is charged 100%. Contact UO or Dormitory reception desk in advance. Highly appreciated to contact well in advance to set the same room.

2. Bookings plus registration of "Application form to visit J-PARC"

Following article shows the direction of booking a room through registration of Application form to visit J-PARC. Applying KEK travel expenses is available as appropriate.

2-1. Reserve

1. "Administrative Procedures for Visiting" on the left menu
2. "1. Administration relating to your visit"
3. Next
4. Click "Submit" of "Application form to visit J-PARC" at [Online Application Forms]

Once you have registered the form, the last registered date is presented.

5. Select visiting period
6 Click "Register a new dormitory reservation" on Tokai Dormitory Reservation Status

Note: If reservation has been done, the reservation is presented.

7. Click "Apply, View, Modify or Cancel my reservation"
8. Select the type of reservation

Applying for KEK travel expenses is available by "Accommodation booking and travel expenses" here.

9. Select one activity

10. Enter details, and click "Next"

11. Confirm information before submitting, and click "Back to application"
   - "stay out overnight/ (I'll) stay outside" on the remarks means requesting any rooms when the dormitory have no rooms available.
   - If you wish to change the waiting days, please back to the previous page.

12. Back to application form and check information on Tokai Dormitory Reservation Status is filled in.

Important: Make sure to complete submitting this application form to make room(s) reserved.

13. Enter other information
14. Submit
15. Confirm
16. "The dormitory reservation is completed as below" shows you have succeeded.

2-2. Change period

1. "Administrative Procedures for Visiting" on the left menu
2. "1. Administration relating to your visit"
3. Next
4. Click "Submit" of "Application form to visit J-PARC" at [Online Application Forms]

Once you have registered the form, the last registered date is presented.

5. Select visiting period

6   Click "Modify dormitory reservation status" on Tokai Dormitory Reservation Status.
   Important: Make sure to complete submitting this application form to make room(s) reserved.

- ➢ Change the date(s)
- ➢ Modify the status of room request (staying outside of dormitory)
- ➢ Changing of room request status is not available

7. Enter other information
8. Submit
9. Confirm
10. "The dormitory reservation is completed as below" shows you have succeeded.

2-3. Cancel

1. "Administrative Procedures for Visiting" on the left menu
2. "1. Administration relating to your visit"
3. Next
4. Click "Submit" of "Application form to visit J-PARC" at [Online Application Forms]

[Online Application Forms]

Form Title	Required	Completed		
VISIT PROPOSAL (J-PARC)	Yes	No	Submit	
Application form to visit J-PARC	Yes	No	Submit	Modfy/Cancel

Once you have registered the form, the last registered date is presented.

[Online Application Forms]

Form Title	Required	Completed		
VISIT PROPOSAL (J-PARC)	Yes	No	Submit	
Application form to visit J-PARC	Yes	Yes 2020/07/16	Resubmit	Modfy/Cancel

5. Select visiting period

■Application form to visit J-PARC (List)

List of previously applied "Application form to visit J-PARC"

Application Number	Visiting Period	Application date	Modify	Cancel	Print Bus Pass
J2020-00013600-001	2020/08/01 ～ 2020/08/08	2020/07/22	Modify	Cancel	
J2020-00013592-001	2020/07/16 ～ 2020/07/17	2020/07/16	Modify	Cancel	
J2020-00013591-001	2020/07/18 ～ 2020/07/21	2020/07/16	Modify	Cancel	

6   Click "Modify dormitory reservation status" on Tokai Dormitory Reservation Status.
     Important: Make sure to complete submitting this application form to make room(s) reserved.

Tokai Dormitory Reservation Status

D2020-00001129 Cancel dormitory reservation Modify dormitory reservation status

no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild
1.	2020/08/01	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
2.	2020/08/02	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
3.	2020/08/03	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
4.	2020/08/04	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
5.	2020/08/05	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
6.	2020/08/06	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
7.	2020/08/07	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.

Stop cancelling dormitory reservation

jus-t.j-parc.jp says

annul the cancellation

OK   Cancel

Dormitory status changes.

Tokai Dormitory Reservation Status

D2020-00001129 Cancel dormitory reservation

no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild
1.	2020/08/01	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
2.	2020/08/02	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
3.	2020/08/03	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
4.	2020/08/04	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
5.	2020/08/05	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
6.	2020/08/06	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.
7.	2020/08/07	Tokai	☐	☐	SB	Reserved	-		The room for your first choice is reserved.

7. Enter other information
8. Submit
9. Confirm

10. "The dormitory reservation is completed as below" shows you have succeeded.
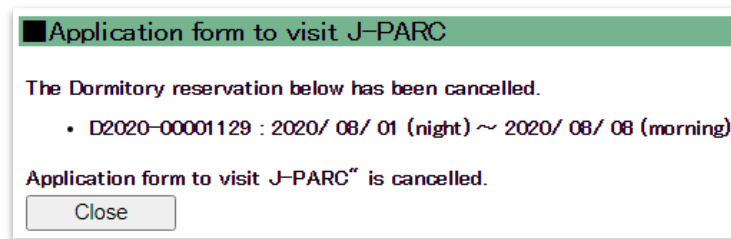
# 3. Simply apply booking of Tokai Dormitory and/or KEK travel expenses

3-1. Reserve

Following article shows the direction of applying KEK travel expenses and/or booking of Tokai Dormitory.

1. Click "Accommodation Booking and/or Travel Expenses" at the left menu, and
   "Apply, View, Modify or Cancel my reservation"
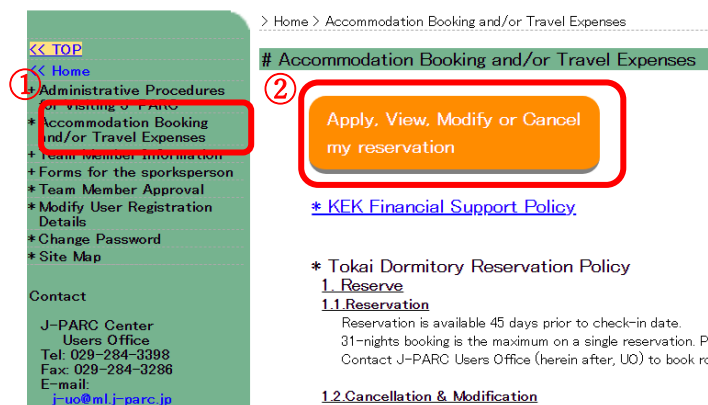
2. Accommodation Booking and/or Travel Expenses > Make an Accommodation Booking and/or Apply for
   Travel Expenses. Select the application details.
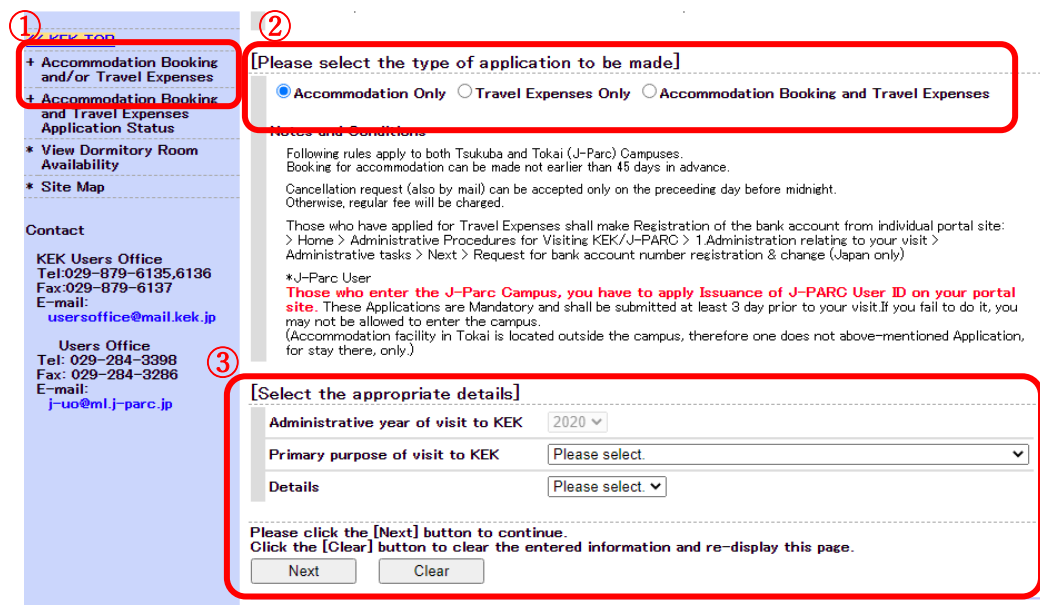
3. "Next"
4. Fill in to the form that duration of accommodation and/or travel, and waiting days for room request (from 14 days to 1day before).
5. "Confirm"
6. Reservation completed

3-2. Change

1. Click "Accommodation Booking and/or Travel Expenses" > "2. Cancel/Change Accommodation Booking or Travel
   Expenses Application".
2. Click the reservation number

3. Click "Change accommodation" at the bottom of the page.

4. Click one you wish to change.

➢ [Change the date(s)](#)

➢ [Modify the status of room request (staying outside of dormitory)](#)

➢ [Changing of room request status is not available](#)

Change the date(s)

Select the date(s) and click "Changing accommodation".

"Confirm"

Modify the status of room request (staying outside of dormitory)

Click "Reservation period"

Tick a box of "No Room Required" to cancel one or more room(s).

Changing of room request status is not available

Once you have registered reservation, any of modification about waiting for cancellation is accepted. To change the waiting status, please cancel the current reservation and make a new reservation.

3-3. Cancel

1&2. Follow [Change]

3. "Cancel accommodation"

4. "Cancel accommodation"

5. "Confirm"

4. Regarding room changes during the period of use

You may be asked to move rooms during your stay. Please check using the following methods.

➤ To know a day before: Notices will be posted in the room
➤ How to check anytime during the period: From the 1st day of your stay, you can find reservation details in way of the next sentence (5. Confirm reservation).
➤ Once you apply for a period extension, check a confirmation email from the system.
➤ If you request a room exchanging directly at Users Office, receive a room number from UO.

◆How to move out/in when changing rooms and how to take a break after returning to the room
Please return your room key to the reception by 10am and later after 4pm pick up key for night.
Note that accommodation rooms are not available from 10am to 4pm.
If you would like to use a nap space, etc., please contact User Office and reserve the "nap room" (Tokai Building 1).

5. Confirm reservation, Print out a reservation confirmation

Please print out a reservation confirmation (Dormitory Usage Record) and present at check-in desk.

1. Accommodation Booking and Travel Expenses Application Status > Accommodation and Travel Expenses Status. Click reservation number.
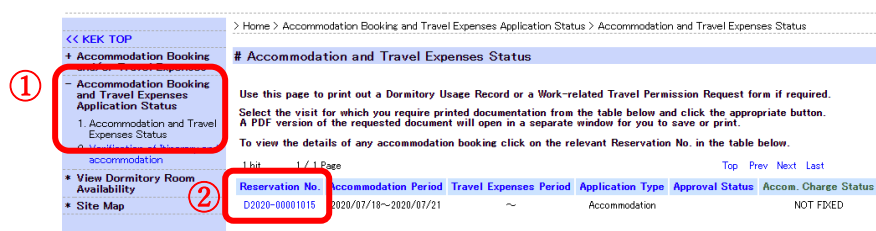
2. Click " Dorm Usage Record"
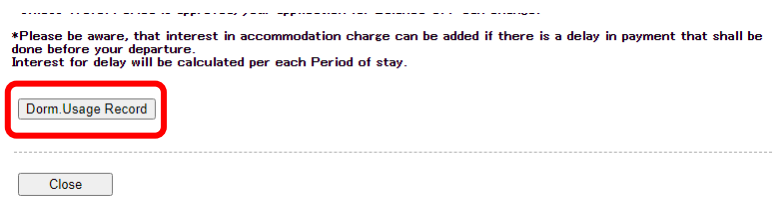
3. Print out to paper

6. Payment

In case of changing the days after payment have done, UO will refund. Please make sure that several weeks takes of refunding process.

6-1. At the reception desk of Dormitory

Payment is accepted by cash (JPY), credit card (VISA, MASTER, JCB, and AMEX) and Debit-card.

6-2. Bank transfer

In case of payment by remittance, transfer to the bank account below.
Note: Transaction fee needs to be covered by the payer.
Upon making transfer, refer to the example and make sure to note accommodation period before the name of the payer.

Bank Information:

Bank Name: Mitsui Sumitomo

Branch Name: Ushiku

Swift Code: SMBCJPJT

Account Number & kind: 4044782, Futsuyokin (Ordinary bank account)

Address: 280 Ushiku-machi, Ushiku-shi, Ibaraki-ken, 300-1221, Japan

Phone: (81)-29-872-7511

Beneficiary Information

Name: Inter-University Research Institute Corporation High Energy Accelerator Research Organization

Address: 1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan

Phone: (81)-29-864-5155

Example: Tsukuba Taro 2011/05/14 - 2011/05/16 ---> 05140516TsukubaTaro

6-3. Online payment

Important: Online payment is accepted 28 days from the day following the date of check-out.

1. Click "Accommodation Booking and/or Travel Expenses" > "3. Online payment" on the left menu.

2. Online payment button is not highlighted at this state.

3. Tick at "select" of the reservation and click "Online payment".

4. "OK"

5. Receive confirmation by e-mail.

6. Access the website directed on the e-mail, entry necessary credit card information on the page and proceed with the payment.

6-4. Refunding accommodation fee

The accommodation fee that has been paid will not be refunded unless it becomes impossible to stay overnight due to natural disaster or the mechanism side. Please make sure to pay after confirming the schedule.

7. Receipt

Receipt, as below, shall be issued at payment desk of Tokai Dormitory and/or Users Office unless applicant applies offsetting.

Please note that electronic receipt is not supported. When the applicant will pay via bank transfer and/or online payment and request receipt, contact Users Office.

Sample of receipt

（6-1）Affiliation upon reservation is print

（6-2）Incurred amount of fee and reservation period (including night/room(s) not assigned at dormitory)

e.g.) 1 July-5 July (4nights）

1 July: stayed outside

2 July: stayed outside

3 July: stayed outside

4 July: stayed at dormitory

Detailed statement is not attached.

住所 address 〇〇大学/ **** university	令和２年度	TC0000000
氏名 name 〇〇 〇〇	Reservation ID 申請番号：D2020-00009999	
領収金額 Paid amount	¥ 3,000 -	
宿泊施設使用料 Room charge	Period 宿泊期間：2020/7/1～2020/7/5 （2020/7/2 9:35:07, received） 大学共同利用機関法人　高エネルギー加速器研究機構 High Energy Research Organization	

7-1. Issuance of Invoice

Qualified Invoice

Please submit or mail the original receipt to Users Office. After we complete to the qualified invoice and send back to you by post. Note that only available after payment.

Separately from the accommodation facility usage fee, we will add the tax-excluded amount, 10% consumption tax amount, eligible invoice issuing business registration number and telephone number.

Information in English INVOICE

Especially for the guest from abroad and require invoices written in English. Note that only available after payment. Please contact Users Office and the invoice will be sent by email after payment.

If you wish a prescribed format, please submit it in advance.

INVOICE

Date:

Dear

University name:
Address:

Samples

J-PARC Center Users Office
(Tokai Campus Administration Division)
1F Ibaraki Quantum Beam Research Center
162-1 Shirakata Tokai-mura Naha-gun, Ibaraki, Japan

Tokai dormitory short-term lodging fee

Reservation D2024-   2024/06/10-2024/06/14   4 nights

Amount   ¥12,000-

Description

no.	Date Accommodation	Campus	Details
1	2024/6/10	Tokai	SB-Buil-1 No.205
2	2024/6/11	Tokai	SB-Buil-1 No.205
3	2024/6/12	Tokai	SB-Buil-1 No.205
4	2024/6/13	Tokai	SB-Buil-1 No.205

7-2. Affiliation on receipt

Affiliation which was registered at the time of booking on the system is printing on receipt. Change the information, then make a reservation, as needed.

7-3. Separate issuing receipt

- ◆ <u>If you would like to separate the receipt in two or more</u>, make sure to separate the reservation period in advance.
- ◆ <u>Incurred amount of fee and reservation period may not be matched</u> in case of staying outside dormitory are included in the reservation period. Please make sure to separate the reservation period in advance.