

29th February 2012

**J-PARC User ID card Renewal for the new administrative year 2012**  
**(H23 [JFY2011] ->H24 [JFY2012])**

User ID cards (ID number starts with H23-) issued during Japanese fiscal year (JFY) 2011 (1st April 2011- 31st March 2012) will be expired on "31st March 2012". J-PARC Users Office is going to issue the new User ID card for JFY2012.

◆J-PARC users wish to enter J-PARC site on and after April 1<sup>st</sup> must complete one of following three procedures.

**[Annual renewal of the registered experiment] (available by 30<sup>th</sup> of April)**

Users have been registered the experiment (Hadron, Neutrino and Neutron S type), please do annual renewal from User Support System.

Please submit "Application form to visit J-PARC" and "VISIT PROPOSAL (J-PARC)" from the system after approval and then obtain your new User ID card at Users Office.

**[Addition of new experiment]**

If you forgot to do annual renewal by 30<sup>th</sup> of April or wish to add the new experiment, please do the addition of the new experiment from User Support system.

Please submit "Application form to visit J-PARC" and "VISIT PROPOSAL (J-PARC)" from the system after approval and then obtain your new User ID card at Users Office.

**[New J-PARC user]**

If you visit J-PARC for the first time, please register User Support System.

Please submit "Application form to visit J-PARC" and "VISIT PROPOSAL (J-PARC)" from the system after approval and then obtain your new User ID card at Users Office.

**<For reference>**

Annual Renewal: [http://is.j-parc.jp/uo/page\\_eng/exp/user\\_re.html#renewal](http://is.j-parc.jp/uo/page_eng/exp/user_re.html#renewal)

To add the unregistered experiment: [http://is.j-parc.jp/uo/page\\_eng/exp/user\\_re.html#addition](http://is.j-parc.jp/uo/page_eng/exp/user_re.html#addition)

New User Registration: [http://is.j-parc.jp/uo/page\\_eng/exp/user\\_re.html#new-reg](http://is.j-parc.jp/uo/page_eng/exp/user_re.html#new-reg)

Application to visit J-PARC: [http://is.j-parc.jp/uo/page\\_eng/exp/visit\\_ap.html](http://is.j-parc.jp/uo/page_eng/exp/visit_ap.html)

J-PARC center Users Office

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