

# ◆ Procedures to visit in JFY 2026 (April 2026-) ◆

Register your activity at J-PARC to visit on/after April 2026.

Procedures for JFY 2026 begin from **Monday 16th February 2026**.

## 1. Update your User Support System

Registered activity is valid 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](#)

If there are any changes to your affiliation (position) or address, please update them **before the annual renewal**. If your email address changes, please contact the Users Office (j-uo@ml.j-parc.jp).

(Other)

Article 21. PI and Collaborators shall purchase accident insurance, etc., in preparation for unforeseen accidents. It is not necessary to purchase such insurance for the PI and the Collaborators who are employed by universities, private companies, public research institutes, etc. in Japan.

☐ **I agree and confirm the information.**

[To change your registered ADDRESS click here.](#)  
[To change your registered AFFILIATION click here.](#)

[Renewal Requested]

You have no registered activities that are renewed.

## 2. Radiation Registration (\*)

- Users who have obtained a J-PARC dosimeter in **JFY 2025** 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 13th March**.
  2. Submit '**Renew: Radiation Worker 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 **Monday, 30th March and Tuesday, 31st 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. **Application form to visit J-PARC, Visit proposal** [start on/after 1<sup>st</sup> April 2026]

- Long-term stayers are required to submit via system **by 13th March**. Generally, by 2 weeks before visit.

### 4. **Safety Training (General, Facility and Radiation Safety) for JFY2026**

- Long-term stayers are required to complete **by 8<sup>th</sup> April**.
- **Make sure to watch online videos on/after 1<sup>st</sup> April. Invalid record in March.**

### 5. **J-PARC User ID card**

- Long-term stayers are required to change your ID card ASAP **by 8<sup>th</sup> April**. Renew the ID card holder.

### 6. **J-PARC Card (key card for experiment facilities and Research building)**

- J-PARC card keys issued in JFY 2025 invalid on 31 March 2026.
- Submit 'Application form for J-PARC Card' again to continue using **from March to April**, except for MLF users.

**How to submit:** Please download "Application form for J-PARC Card" from the User Support System and email a filled form to Users Office(j-uo@ml.j-parc.jp) in advance