

How to submit Application form to visit J-PARC, Visit Proposal and J-PARC card key

1. Log in to the User Support System.

The screenshot shows the 'User Information' page of the J-PARC User Support System. The page has a green header with the J-PARC logo and the text 'User Information'. Below the header, there is a navigation menu on the left with options like 'Login', 'User Registration', 'J-PARC Users Guide', 'Access Map', 'Contact', and 'Organizational rules'. The main content area is titled '# Login' and contains a 'Login' button and a 'User Registration' button. Below these buttons, there are two boxes with arrows pointing to the right. The first box contains the text: '- User/visit Neutrino, Hadron, Accelerator facility and etc. (KEK Tokai site)' and '- Go to KEK Tsukuba site'. The second box contains the text: 'Experiments, Conferences or Meetings in KEK(Tsukuba campus)'. Both boxes have arrows pointing to a KEK logo. Below the screenshot, there is a downward arrow pointing to another screenshot of the 'User Login' page, which has a form with fields for 'User ID' and 'Password', and buttons for 'Login' and 'Registration'.

2. Click [Administrative Procedures for Visiting KEK/J-PARC] on the left menu and select the applicable experiment number from [1. Administration relating to your visit].

The screenshot shows the 'Administrative Procedures for Visiting KEK/J-PARC' page. The page has a green header with the J-PARC logo and the text 'User Information'. Below the header, there is a navigation menu on the left with options like 'Administrative Procedures for Visiting KEK/J-PARC', 'Accommodation Booking and/or Travel Expenses', 'Team Member Information', 'Forms for the spokesperson', 'Team Member Approval', 'Modify User Registration Details', and 'Change Password'. The main content area is titled '# Administration relating to your visit' and contains a dropdown menu for 'administrative year' set to '2020'. Below the dropdown, there is a list of activities with the first one selected: '1. MLF Experiment, Others Non-Proprietary Type Experiment,(Test use)'. Below the list, there are fields for 'Project No.' and 'Spokesperson' and a 'Next' button.

If nothing is shown on your portal site, just click [2. Identify the purpose of your visit to J-PARC] to register the activity in this Fiscal year.

The screenshot shows the 'Choice of purpose of your visit' page. The page has a green header with the J-PARC logo and the text 'User Information'. Below the header, there is a navigation menu on the left with options like 'Administrative Procedures for Visiting KEK/J-PARC', 'Accommodation Booking and/or Travel Expenses', 'Team Member Information', 'Forms for the spokesperson', 'Team Member Approval', 'Modify User Registration Details', 'Change Password', and 'Site Map'. The main content area is titled '# Choice of purpose of your visit' and contains a dropdown menu for 'Administrative Year of your visit to KEK(*)' set to '2020'. Below the dropdown, there are dropdown menus for 'Primary purpose of visit to KEK(*)', 'Project(*)', and 'Proposal/Experiment No(*)'. There is also a 'Search' button. Below the form, there is a button that says 'Proceed to 'Consent and User Registration Form' input'.

3. Click the Next button to display your activity on portal site.

> Home > Administrative Procedures for Visiting KEK/J-PARC > 1. Administration relating to your visit > Administrative tasks

Administrative tasks

[You are registered as a "Spokesperson" in the activity detailed below.]

1. Project

Project No. [Redacted]
Project Title [Redacted]

2. Project Spokesperson [Redacted]

3. Notes

[On-line safety instruction]
* Safety instructions listed here are all mandatory.

Name of safety instruction	Type of instruction	Effective date	
MLF Facility safety instruction	Facility		Start

[Online Application Forms]

Form Title	Required	Completed		
VISIT PROPOSAL (J-PARC)	Yes	No	Submit	
Application form to visit J-PARC	Yes	No	Submit	Modify/Cancel
Consent for MLF experiment -cum- Application form for registration as "J-PARC User"	Yes	Yes		Print/Save
Request for bank account number registration & change (Japan only)	No	No	Submit	
J-PARC Card	No	No	Submit	

[Forms to be submitted once in Japanese Fiscal Year]

Radiation Worker Registration Form (JFY 2020) Re-Output Last saved date: 2020/03/31

[Downloadable Application Forms]

4. Click the registration button of the application form in the [Online Application Forms] and enter the necessary information.

+ Forms for the spokesperson
* Team Member Approval
* Modify User Registration Details
* Change Password
* Site Map

Contact
J-PARC Center Users Office
Tel: 029-284-3398
Fax: 029-284-3286
E-mail: j-uo@ml.j-parc.jp

[On-line safety instruction]
* Safety instructions listed here are all mandatory.

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[Downloadable Application Forms]

Please check the following notes and examples on registering.

① VISIT PROPOSAL (J-PARC)

Fill in Part A, B and C in English or Japanese.

Part A Personal Data	Name Date of Birth Countries and Regions PLACE OF BIRTH Gender Permanent Residence Address Passport Number Passport Expiration Date Field of Expertise
Part B Employment Information	Name of Organization Address Telephone Facsimile E-mail Address Title or Position/Duties
Part C Visit Information	Date of Visit(From) Date of Visit(To) Objectives for Visit Visit Sites Visit Facilities Name of Sites, Facilities and Year at your latest visit if you have ever visited JAEA.

If you Visit Facilities Subject to Physical Protection, you will have to Obtain a Signature of your Superior in your Organization or your Guarantor in Japan.

Visit Proposal is the format who currently live overseas and belong to an overseas institution.

Visit Proposal is required to submit at every visit. You must register ① Visit Proposal and ② Application form to visit J-PARC at least 2 weeks before your visit.

Please include the details of your visit.

- Facility and buildings
- Contents of work

② Application Form to Visit J-PARC (Everyone needs to submit.)

J-PARC Visiting Period

2020 / 09 / 11 ~ 2020 / 09 / 12

Tokai Dormitory Reservation Status

No reservation is made during your visit.

[Register a new dormitory reservation](#)

(1) Visiting Area (Multiple Selection)

J-PARC Experiment Facility
 -> fill out (2), (3)
 IQBRC
 KEK Tokai No.1 Building

(2) Assign the time and place for receiving your J-PARC Users ID card.

Date: 09/11
 Time: Before 9:00 9:00 - 17:00 After 17:00
 *Except J-PARC Users Office business hours, please receive ID card etc. at the Tokai D.

(3) Vehicle Information

If you use your car/a rent-a-car, fill out details of the vehicle.

Type of the car:	
License plate number:	

(4) Emergency Contact

In case of emergency during your visit, fill out a reachable mobile phone number.
 If you do not have a mobile phone, fill out a mobile phone number of accompanying person

Mobile phone number: _____

(J-PARC Users Office may contact with this number for confirming your safety and des.)

(5) Note

Fill out any comments, if any.

- You can request lending items. (e.g. a bike, IQBRC card key, KEK Tokai bldg. No.1 & 2 card key, house phone, umbrella)
- Will you access to radiation controlled area? -> Yes or No
- [*only for who visit J-PARC for the first time in this Japanese Fiscal Year] Please make an appointment of safety
- Please inform us if you may arrive at J-PARC Dormitory after 22:00 on the day. Entrance door will be lock
- Please inform us accommodation anywhere other than Tokai Dormitory
- Fill out any comments, if any.

Enter your visit period. Please set the start date as same as the scheduled date for receiving the ID on (2). This period requires for admission, not for the accommodation check-in.

Make a dormitory reservation from here. Please apply for travel expenses separately. Accommodation reservations included in the visit period are displayed.

User ID cards will not be issued for who enter only IQBRC and KEK Tokai Building No. 1.

This date is the entered first day of visit in the top of these column. If you change the visiting date, this date will change accordingly.

<Drivers only> If you drive a vehicle (including motorcycles) inside facility, you need to apply for a vehicle tag.

Please fill in the available contact information; we can reach your family of friends in case of emergency.

Please indicate your request such as the date and time of safety education and rent items. If you have any questions regarding accommodation reservations, please write them down.

③J-PARC Card Key Application

Linac	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
3GeV Synchrotron	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
3GeV To MLF Beam Transport	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
50GeV Synchrotron	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
Main Control Building	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
Materials and Life Science Facility	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
Neutrino Facility	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
HENDEL Building	<input type="radio"/> Yes <input checked="" type="radio"/> No
Application reason	<input type="text"/>
J-PARC Research Building	<input checked="" type="radio"/> Yes <input type="radio"/> No

Click “Yes” the building you want to apply for. Please give a reason for application.

【Area name】

- LINAC
 - 3GeV Synchrotron
 - 3 NBT
 - 50GeV Synchrotron (Main Ring, MR)
 - Main (Central) Control Building
- Please state in the reason for application to apply “Accelerator building Annex”.
- Materials and Life Science Facility (MLF)
 - Neutrino Facility
 - HENDEL building
 - J-PARC Research Building (JRB)

In addition to the above building, KEK Tokai Building No. 1 and 2, The Ibaraki Quantum Beam Research Center (IQBRC) is locked at night and on holidays. If you will need an unlocking card key please apply at the (5) Remarks column of the application form to visit J-PARC (②) or at the UO Desk. (No special application form is required for these two keys.)

MLF users do not need to apply for a J-PARC Card.

Please apply if you would like to use a building other than the MLF / J-PARC Research Building.

- ✧ Users of Accelerator facilities and Neutrino facilities might need to apply for a J-PARC Card.
- ✧ J-PARC card is not required for Hadron facility.

About validity period

The issued J-PARC card is valid only for Japanese Fiscal Year.

If you want to use it after the next year, please complete the application procedure for the next year and update it.

Please note the following regarding the issuance procedure.

1. It takes about a week to issue a card.
2. It may not be permitted at the discretion of the area administrator. Please apply after consulting with the person in charge of acceptance in advance. Please clarify your request.