

Procedure for Submitting the Application form to visit J-PARC

(Modify/Cancellation)

If you are unable to visit or need to change your schedule, please be sure to complete the cancellation or change procedures for your "Application form to visit J-PARC" and "Accommodation Reservation".

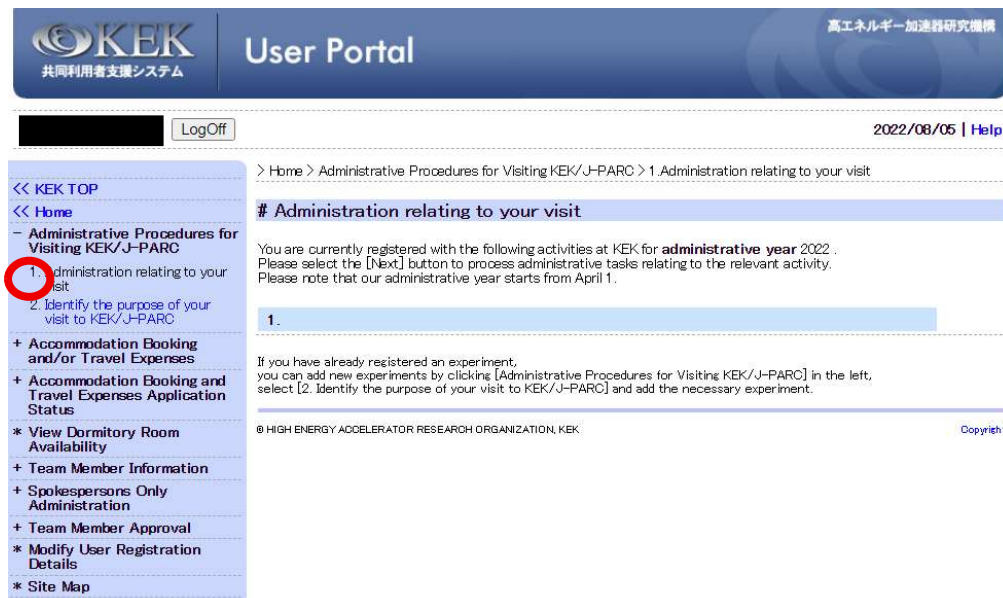
[Important Notes]

- Restrictions after check-in starts: Once check-in has started, you will no longer be able to change or cancel your accommodation dates yourself. If you wish to make changes or cancellations after this time, please contact the Users Office (j-uo@ml.j-parc.jp).
- Same-day cancellations: Please note that a cancellation fee will be charged for same-day cancellations.
- Cancellations due to facility circumstances: You are required to complete the procedure yourself on the system, even if the cancellation is due to the facility's circumstances.

1. Log in to the portal site.



2. On the left menu, click [Administrative Procedures for Visiting KEK/J-PARC] and select [1. Administration relating to your visit]. Then, click [Detailed Procedures] for the applicable activity you wish to change or cancel.



3. Click the [Change/Cancel] button under [Online Application Forms] to process your change or cancellation.

More info.
Meet@MLF - To know what you need to understand to go to J-PARC, please read MLF User Information website at <https://mlfinfo.jp/en/mlfflow.html>.
Users Office - <https://is-j-parc.jp/uo/en/index.html>

[On-line safety instruction]

* Safety instructions listed here are all mandatory.

Name of safety instruction	Type of instruction	Effective date	
General safety instruction	General		Watch again
MLF Facility safety instruction	Facility	2026/09/09 10:41	Watch again
Safety training for a Radiation worker MLF	Radiation		Start

[Online Application Forms]

Form Title	Required	Completed	
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

Displayed content may vary based on your activity and conditions.

<< Application Screen >>

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

Application Number	Visiting Period	Application date	Modify	Cancel	Print Bus Pass
J2026-00022476-001	2026/09/16 ~ 2026/09/16	2026/09/15	Modify	Cancel	

<<For cancellations>>

You can cancel both the "Application form to visit J-PARC" and your "Tokai Dormitory" reservation at the same time.

Tokai Dormitory Reservation Status

D2026-00005773 *Subject for Cancellation Stop cancelling dormitory reservation
Please move through to the "Confirm" button to complete this "Application form to visit J-PARC". Otherwise the modification/cancellation of the dormitory reservation will not be confirmed.

no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Preference	Status	Second Preference	Status	Third Preference	Status	Detaild
1.	2026/09/16	Tokai	☐	☐	SB	Reserved	-		-		The room for your first preference is reserved.
2.	2026/09/17	Tokai	☐	☐	SB	Reserved	-		-		The room for your first preference is reserved.

4. The procedure is now complete.

*Note: If you have applied for travel expenses, please cancel it separately from the [Accommodation Booking and Travel Expense Application] screen on the left menu.

The Dormitory reservation below has been cancelled.

- D2026-00005773 : 2026/ 09/ 16 (night) ~ 2026/ 09/ 18 (morning)

Cancel/modify travel expenses if any, proceed via left menu,
Accommodation Booking and/or Travel Expenses.

Application form to visit J-PARC™ is cancelled.

Close