

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

1. Log in to the J-PARC portal site.

J-PARC Portal Administrator menu Link

About J-PARC Portal - User Guide

Beginner's Guide

What Shall I Begin With?

Submit A Research Proposal
(Proposal Submission System)

- +Information For MLF Proposal Application
- +Ibaraki Prefecture Industrial Use Proposal
- +Guidelines for Nuclear and Particle Physics Experiments

Experimental Procedures and Visit Procedures
(User Support System)

- +Steps After Approval
- +New User Registration / Add New Activities

Notice

2026/08/28
Notice from User Support System
[Notice] Change in Document Submission Method for the J-PARC User Support System (JUS)

2026/08/27
Notice from User Support System
Accommodation reservations and travel expense applications are temporarily unavailable on Sep. 7,

Personal procedure

2. Left menu: [Administrative Procedures...] > [1. Administration...] > Select applicable experiment number > Click [Next]

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

Administration relating to your visit

You are currently registered with the following activities at J-PARC for administrative year 2020. Please select the [Next] button to process administrative tasks relating to the relevant activity. Please note that our administrative year starts from April 1.

1. MLF Experiment, Others Non-Proprietary Type Experiment,(Test use)

Project No. : 2020E Spokesperson : [Redacted]

Project Title : [Redacted] Next

If you have already registered an experiment, you can add new experiments by clicking [Administrative Procedures for Visiting KEK/J-PARC] in the left, select [2. Identify the purpose of your visit to KEK/J-PARC] and add the necessary experiment.

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.

> Home > Administrative Procedures for Visiting KEK/J-PARC > 2.Identify the purpose of your visit to KEK/J-PARC

> Choice of purpose of your visit > Affiliation information > Confirmation > Complete

Choice of purpose of your visit

(*) is necessary to fill out.

[Nature of Visit]

Administrative Year of your visit to KEK(*) 2020

Primary purpose of visit to KEK(*) Please select.

Project(*) Please select.

Proposal/Experiment No(*) Please select. Search

Proceed to 'Consent and User Registration Form' input

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

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<< Home

-Administrative Procedures for Visiting J-PARC

1. Administration relating to your visit
2. Identify the purpose of your visit to J-PARC

*Accommodation Booking and/or Travel Expenses
+Team Member Information
+Forms for the spokesperson
*Team Member Approval
*Modify User Registration Details
*Change Password
*Site Map
*Help

Contact

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

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/mlflow.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		Comprehensive Test
General safety instruction	General		Watch again	Comprehensive Test
MLF Facility safety instruction	Facility	2026/09/09 10:41	Watch again	Yes
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
J-PARC Center mnemonic application form	Yes	No	Submit	
JLAN use application	Yes	No	Submit	
VISIT PROPOSAL (J-PARC)	Yes	No	Submit	

[Uploadable Documents]

Please download the form from the [Downloadable Application Forms] at the bottom of the page.

Document name	Status	
Radiation Worker Registration Form (xlsx,pdf)	Pending Approval	View File

Please check the following notes and examples on registering.

When you want to check the registered (past) application ...?

To view the [J-PARC Admission Application Form] submitted in the past, click the [Change / Cancel] button.

When you press the button, a list (period) will be displayed. Click the period to open the details. Especially in the J-PARC User Support System, when the application period has expired, "NO" registration will be displayed, but past applications can be confirmed by the above method.

Notes and Examples

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	
Part B Employment Information	Passport Number	
	Passport Expiration Date	▼ ▼ ▼ (year / month / day)
	Field of Expertise	
	Name of Organization	
	Address	
Part C Visit Information	Telephone	
	Facsimile	
	E-mail Address	
	Title or Position/Duties	
	Date of Visit(From)	2020 ▼ 09 ▼ 08 ▼ (year / month / day)
	Date of Visit(To)	2020 ▼ 09 ▼ 08 ▼ (year / month / day)
Part C Visit Information	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 required for foreign nationals and Japanese nationals affiliated with a foreign 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

2026 / 09 / 09 ~ 2026 / 09 / 09

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
 Objectives for Visit:
 Field of Expertise:

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

Date: 09/09
 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 Dormitory reception.

(3) Vehicle Information

In case of using the car, an advanced declaration is required for both the driver and passengers.

[Drivers only]
 If you use a car/a rent-a-car, fill out details of the car.
 In case you provide the car information on the day of entry to J-PARC, you must apply for temporary vehicle permission pass from Users office.

<For Passengers>
 Passengers who will not be driving should fill "Passenger" in the "Type of the car" field.

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 determining your location.)

(5) Note

Fill out comments, if any.
 - You can request lending items. (e.g. a bike, IQBRC card key, KEK Tokai bldg. No.182 card key)
 - Will you access to radiation controlled area? → Yes or No
 - Please inform us if you may arrive at J-PARC Dormitory after 22:00 on the day.
 Entrance Locked Hours: 22:00-7:00
 Dormitory Front Desk Unavailable: 21:00-22:00
 - Please inform us accommodation anywhere other than Tokai Dormitory.

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.

User ID cards are not issued for visits limited only to IQBRC and KEK Tokai Building No. 1.

The above building is locked at night and on holidays. If you need a card key for access, please request your preferred card key in "(5) Note".

If you drive a vehicle (including motorcycles) inside facility, you need to apply for a vehicle pass with electronic tag.

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

- Please fill this out if you wish to rent any items.
- If you will not be entering the Radiation Control Area, please indicate so.