

# J-PARC User ID Card Renewal for the new administrative year 2014

## $(H25[JFY2013] \rightarrow H26[JFY2014])$

20th February 2014

User ID Cards with number starting from H25- issued during Japanese fiscal year (JFY) 2013 (1<sup>st</sup> April 2013- 31<sup>st</sup> March 2014) will expire on "31<sup>st</sup> March 2014".

J-PARC Users Office is going to issue the new User ID Card for JFY2014.

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

## [Annual renewal of the registered experiment]

Users who have registered their experiment (Hadron, Neutrino or Neutron S type) need to do annual renewal from User Support System.

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

### [Adding new experiment]

Users who wish to add the new experiment or forgot to do annual renewal by 30<sup>th</sup> of April need to add the new experiments to User Support System.

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

#### [New J-PARC user]

Those who wish to visit J-PARC for the first time need to be registered to User Support System. Please submit "Application form to visit J-PARC" and "VISIT PROPOSAL (J-PARC)" from the system. And after the approval, obtain your new User ID Card at Users Office.

### <For reference>

New User Registration, Adding new experiment

: <a href="http://is.j-parc.jp/uo/page\_eng/exp/user\_re.html">http://is.j-parc.jp/uo/page\_eng/exp/user\_re.html</a>

Application to visit J-PARC: http://is.j-parc.jp/uo/page\_eng/exp/visit\_ap.html

J-PARC Center Users Office

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