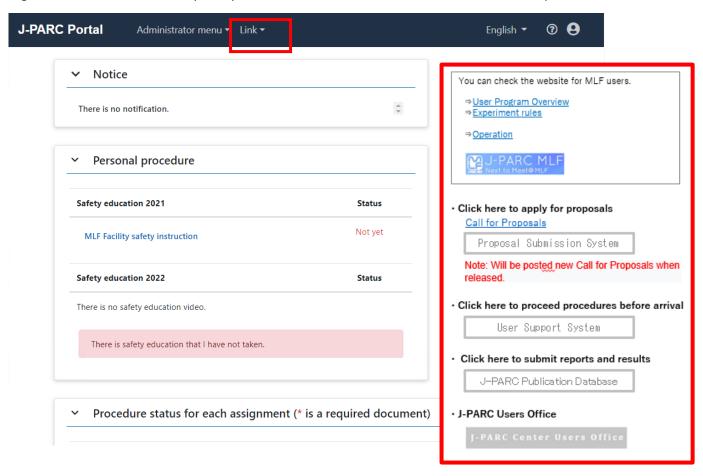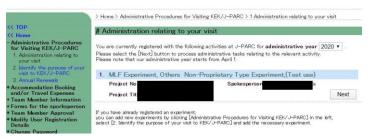# How to submit Application form to visit J-PARC, Visit Proposal and J-PARC card key
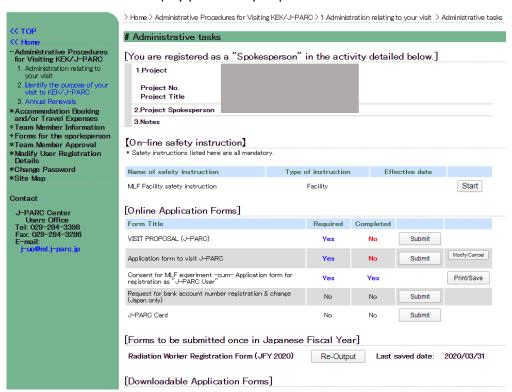
1. Log in to J-PARC PORTAL, select system you want to use from the link menu or banner at the top of the screen.

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].

> 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.

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

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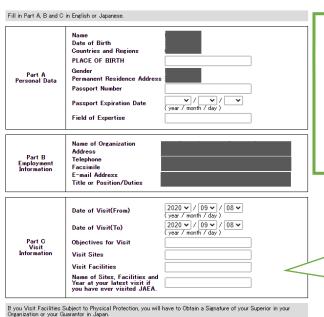

Please check the following notes and examples on registering.

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

To view the [②J-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

①VISIT PROPOSAL（J-PARC）

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 ①Visit Proposal and ②Application 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

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

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.

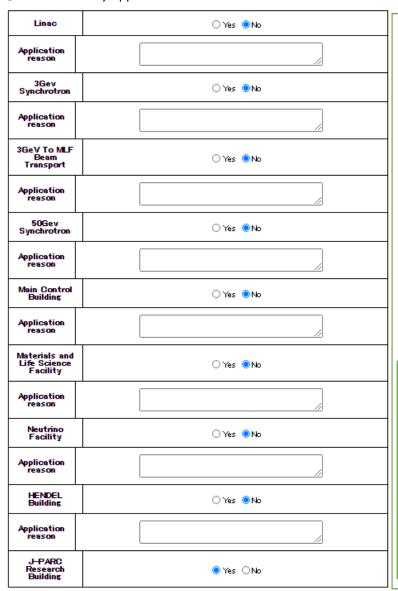<Drivers only> If you drive a vehicle (including motorcycles) inside facility, you need to apply for a vehicle tag.

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	○ Yes ● No
Application reason	
3Gev Synchrotron	○ Yes ● No
Application reason	
3GeV To MLF Beam Transport	○ Yes ● No
Application reason	
50Gev Synchrotron	○ Yes ● No
Application reason	
Main Control Building	○ Yes ● No
Application reason	
Materials and Life Science Facility	○ Yes ● No
Application reason	
Neutrino Facility	○ Yes ● No
Application reason	
HENDEL Building	○ Yes ● No
Application reason	
J-PARC Research Building	● Yes ○ 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.