

# Tokai Dormitory (Reservation via J-PARC User Support System)

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# 1. Room availability and basic information

## 1-1. Find room vacancy

J-PARC User Support System [https://jus.j-parc.jp/usjparc/ui/UI\\_00000E.do](https://jus.j-parc.jp/usjparc/ui/UI_00000E.do)

1. Login and Click "Accommodation Booking and/or Travel Expenses"
2. Click "Apply, View, Modify or Cancel my reservation"

> Home > Accommodation Booking and/or Travel Expenses

# Accommodation Booking and/or Travel Expenses

1. Accommodation Booking and/or Travel Expenses

2. Apply, View, Modify or Cancel my reservation

\* KEK Financial Support Policy

\* Tokai Dormitory Reservation Policy

1. Reserve

1.1 Reservation

Reservation is available 45 days prior to check-in date.  
31-nights booking is the maximum on a single reservation. P  
Contact J-PARC Users Office (herein after, UO) to book ro

1.2 Cancellation & Modification

Contact J-PARC Users Office (herein after, UO) to book ro

Contact

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

3. Jump to the KEK User Support System, and click "View Dormitory Room Availability"

#View Dormitory Room Availability

[Search]

Start Date: 2014 / 04 / 09

View Period: 10 Days

Please select the campus:  Tsukuba Campus  Tokai Campus

Search

Note that this search displays room availability for the dormitory at Tsukuba Campus only.  
For vacancy information at Tokai Campus, please contact the J-PARC Users Office at <mailto:j-uo@ml.j-parc.jp>

[Explanation of Symbol]

Room Availability

\*\* Room available   \* Almost full occupancy   - No vacancy

[Search Results]

Date	J-PARC(Tokai) Single Rooms (with bath/shower)
2014/04/09 (Wed)	**
2014/04/10 (Thu)	**
2014/04/11 (Fri)	**
2014/04/12 (Sat)	**
2014/04/13 (Sun)	-
2014/04/14 (Mon)	-
2014/04/15 (Tue)	-
2014/04/16 (Wed)	-
2014/04/17 (Thu)	-
2014/04/18 (Fri)	-

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## 1-2. Learn basic information

### 1. Accept bookings

- ◆ Reservation is available 45 days prior to check-in date.
- ◆ 31-nights booking is the maximum on a single reservation. Please make several reservations to book more than 32 nights.
- ◆ Contact J-PARC Users Office (herein after, UO) to book room(s) on the day of use.

### 2. The room for your first choice is reserved.

This states that one or more room(s) has been reserved for you. A confirmation will be sent on the day of use by e-mail and please find room number which is also displayed on your page.

### 3. No Vacancy

- If you do not wait for a vacancy, booking status is displayed [Stay out due to full occupancy]. Please make sure to book rooms by yourself or ask UO.
- If you await cancellation, booking status is displayed [on waiting list].

When the Dormitory have no rooms available, feel free to ask UO. UO will book the cooperated accommodations of J-PARC. Please make sure that you cannot select the accommodation by yourself. UO check the vacancy, make a reservation, cancel and change the reservation on behalf of you.

### 4. Room request (to wait for cancellation)

- Set a number of days you can wait for cancellation.
- Once you register reservation, any of modification about waiting for cancellation is accepted. To change the waiting status (days), please cancel the current reservation and make a new reservation.
- When the room is secured until the end of waiting period, booking status will change to [first choice is reserved] and booking status will be notified by e-mail.
- If the room is not secured by the end of waiting period, status will be displayed [stay out overnight] and notified by e-mail after the expiration date.

### 5. No-request room(s) during the reserved period

Apply no-request of room when you do not require one or more rooms during the reservation by ticking a box of [stay outside]. > [Modify the status of room request \(staying outside of dormitory\)](#)

### 6. Overlapping

Reservation is not acceptable on the same period. In addition, overlapped reservation both at J-PARC and KEK Tsukuba Dormitories is not available.

To find your reservation at KEK User Support System, log in to ([https://krs.kek.jp/uskek/ui/UI\\_00000E](https://krs.kek.jp/uskek/ui/UI_00000E)) and click [Accommodation Booking and Travel Expenses Application Status > Accommodation and Travel Expenses Status].

### Cancellation & Modification Policy

- ◆ **Cancellation and modification is accepted free of charge until 24:00 (JST) 1 day before the check-in date.**
- ◆ **No-show the first night is charged at 100%. A cancellation fee will be charged at 100% if cancellation takes place on the day of use.**

### On-Site Modification

- ◆ Reduction of length of stay is accepted free of charge until 24:00 (JST) 1 day before of departure. Once staying has started, modification (reduction and extension) on this website is not accepted. Contact UO or Tokai Dormitory.

- ◆ Staying after 10:00am (late-check-out) and day-time (from 10:00am to 16:00pm) is charged 100%. Contact UO or Dormitory reception desk in advance. Highly appreciated to contact well in advance to set the same room.

## 2. Bookings plus registration of “Application form to visit J-PARC”

Following article shows the direction of booking a room through registration of Application form to visit J-PARC. Applying KEK travel expenses is available as appropriate.

### 2-1. Reserve

1. “Administrative Procedures for Visiting” on the left menu
2. “1.Administration relating to your visit”
3. Next
4. Click “Submit” of “Application form to visit J-PARC” at [Online Application Forms]

[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

Once you have registered the form, the last registered date is presented.

[Online Application Forms]

Form Title	Required	Completed		
VISIT PROPOSAL (J-PARC)	Yes	No	Submit	
Application form to visit J-PARC	Yes	Yes 2020/07/16	Resubmit	Modify/Cancel

5. Select visiting period
6. Click “Register a new dormitory reservation” on Tokai Dormitory Reservation Status

Tokai Dormitory Reservation Status

No reservation is made during your visit.

Register a new dormitory reservation

Note: If reservation has been done, the reservation is presented.

7. Click “Apply, View, Modify or Cancel my reservation”
8. Select the type of reservation  
Applying for KEK travel expenses is available by “Accommodation booking and travel expenses” here.
9. Select one activity

[Please select the type of application to be made]

Accommodation Only  Accommodation Booking and Travel Expenses

**Notes and Conditions**

Following rules apply to both Tsukuba and Tokai (J-Parc) Campuses.  
Booking for accommodation can be made not earlier than 45 days in advance.  
Cancellation request (also by mail) can be accepted only on the preceeding day before midnight.  
Otherwise, regular fee will be charged.  
Those who have applied for Travel Expenses shall make Registration of the bank account from individual portal site:  
> Home > Administrative Procedures for Visiting KEK/J-PARC > 1. Administration relating to your visit > Administrative tasks > Next > Request for bank account number registration & change (Japan only)  
\*J-Parc User  
**Those who enter the J-Parc Campus, you have to apply Issuance of J-PARC User ID on your portal site.**  
These Applications are Mandatory and shall be submitted at least 3 day prior to your visit. If you fail to do it, you may not be allowed to enter the campus.  
(Accommodation facility in Tokai is located outside the campus, therefore one does not above-mentioned Application, for stay there, only.)

[Select the appropriate details]

Administrative year of visit to KEK

Primary purpose of visit to KEK

Details

Please click the [Next] button to continue.

10. Enter details, and click “Next”

[Accommodation Booking Request]

Only accommodation booking requests for registered activities within KEK can be as for the one that it stays out during the application for its convenience, accepted.  
Booking requests must be lodged at least one day before the intended night of stay. For same day bookings, please ask at the KEK Users Office.  
The maximum length of stay that may be requested in a single application is 31 nights. For stays longer than 31 nights, another request (subject to the usual conditions) must be lodged.  
[Click here to check room availability.](#)

**1. Application Period**  
 /  /  (night) -  /  /  (morning)

**2. Please select the campus** The location of KEK (Tsukuba) and J-PARC (Tokai) (PDF)  
 Tsukuba Campus  Tokai Campus  
Users who wish to make dormitory booking for both KEK and J-PARC, need to make two reservations per each Tsukuba and Tokai campuses.

**3. Room type**  
First choice   
Second choice

**4. If requested room type is unavailable, until how many days before the start of your stay would you like to be waitlisted?**  
Users who set for waiting list, shall confirm their booking status of a room, accordingly, from the Menu on the left: > Home > Accommodation Booking and Travel Expenses Application Status > 1 Accommodation and Travel Expenses Status. Please click relevant Reservation #, and Booking status.

[Reservation Status]

Here, you can set and confirm the following cases.  
Case, when you set the “Outside stay” during Period of stay.  
Case, when you want to check reservation of accommodation during Period of stay.

11. Confirm information before submit, and click “Back to application”

- “stay out overnight/ (I’ll) stay outside” on the remarks means requesting any rooms when the dormitory have no rooms available.
- If you wish to change the waiting days, please back to the previous page.

[Accommodation Booking Request]

1. Application Period  
2020/ 07/ 18 (night) ~ 2020/ 07/ 21 (morning)

2. Accommodation Campus  
Tokai Campus

3. Room type  
First choice Single with shower/bath  
Second choice Staying out overnight

4. If requested room type is unavailable, until how many days before the start of your stay would you like to be waitlisted?  
none

[Reservation Status]  
\*Room No. is decided on the check-in day Time of Record taken:2020/07/16 18:02:48

no.	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2020/07/18	Tokai	<input type="checkbox"/>	SB	Available	-		First choice reserved.
2.	2020/07/19	Tokai	<input type="checkbox"/>	SB	Available	-		First choice reserved.
3.	2020/07/20	Tokai	<input type="checkbox"/>	SB	Available	-		First choice reserved.

[Notes]

Room Type  
S Single SB Single with shower/bath

Please click the [Back to application] button to submit the above details.  
Click the [Back] button to return to the previous page.

- Back to application form and check information on Tokai Dormitory Reservation Status is filled in.  
**Important: Make sure to complete submitting this application form to make room(s) reserved.**

Tokai Dormitory Reservation Status

No reservation is made during your visit.

Register a new dormitory reservation Cancel the dormitory reservation  
Dormitory reservation can be made only during the visiting period. This reservation is not confirmed.

no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild
1.	2020/07/18	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Available	-		First choice reserved.
2.	2020/07/19	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Available	-		First choice reserved.
3.	2020/07/20	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Available	-		First choice reserved.

[Register a new dormitory reservation](#)

- Enter other information
- Submit
- Confirm**
- "The dormitory reservation is completed as below" shows you have succeeded.

**Application form to visit J-PARC**

The Dormitory reservation is completed as below.

- 2020/ 07/ 18 (night) ~ 2020/ 07/ 21 (morning)

Application form to visit J-PARC" is completed.

## 2-2. Change period

- "Administrative Procedures for Visiting" on the left menu
- "1.Administration relating to your visit"
- Next
- Click "Submit" of "Application form to visit J-PARC" at [Online Application Forms]

[Online Application Forms]

Form Title	Required	Completed	
VISIT PROPOSAL (J-PARC)	Yes	No	<input type="button" value="Submit"/>
Application form to visit J-PARC	Yes	No	<input type="button" value="Submit"/> <input type="button" value="Modify/Cancel"/>

Once you have registered the form, the last registered date is presented.

[Online Application Forms]

Form Title	Required	Completed	
VISIT PROPOSAL (J-PARC)	Yes	No	Submit
Application form to visit J-PARC	Yes	Yes 2020/07/16	Resubmit <span>Modify/Cancel</span>

5. Select visiting period

■ Application form to visit J-PARC (List)

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

Application Number	Visiting Period	Application date	Modify	Cancel	Print Bus Pass
J2020-00013600-001	2020/08/01 ~ 2020/08/08	2020/07/22	Modify	Cancel	
J2020-00013592-001	2020/07/16 ~ 2020/07/17	2020/07/16	Modify	Cancel	
J2020-00013591-001	2020/07/18 ~ 2020/07/21	2020/07/16	Modify	Cancel	

6 Click "Modify dormitory reservation status" on Tokai Dormitory Reservation Status.

**Important: Make sure to complete submitting this application form to make room(s) reserved.**

Tokai Dormitory Reservation Status

D2020-00001129 Cancel dormitory reservation Modify dormitory reservation status									
no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detail
1.	2020/08/01	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.
2.	2020/08/02	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.
3.	2020/08/03	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.
4.	2020/08/04	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.
5.	2020/08/05	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.
6.	2020/08/06	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.
7.	2020/08/07	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.

- [Change the date\(s\)](#)
- [Modify the status of room request \(staying outside of dormitory\)](#)
- [Changing of room request status is not available](#)

7. Enter other information

8. Submit

**9. Confirm**

10. "The dormitory reservation is completed as below" shows you have succeeded.

■ Application form to visit J-PARC

The Dormitory reservation below has been modified.

- D2020-00001129 : 2020/ 08/ 01 (night) ~ 2020/ 08/ 08 (morning)

Application form to visit J-PARC" is completed.

Close

### 2-3. Cancel

1. "Administrative Procedures for Visiting" on the left menu
2. "1.Administration relating to your visit"
3. Next
4. Click "Submit" of "Application form to visit J-PARC" at [Online Application Forms]

[Online Application Forms]

Form Title	Required	Completed	
VISIT PROPOSAL (J-PARC)	Yes	No	Submit
Application form to visit J-PARC	Yes	No	Submit (highlighted in red box) Modify/Cancel

Once you have registered the form, the last registered date is presented.

[Online Application Forms]

Form Title	Required	Completed	
VISIT PROPOSAL (J-PARC)	Yes	No	Submit
Application form to visit J-PARC	Yes	Yes 2020/07/16	Resubmit (highlighted in red box) Modify/Cancel

5. Select visiting period

■ Application form to visit J-PARC (List)

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

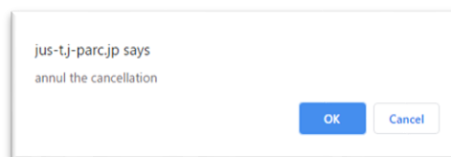
Application Number	Visiting Period	Application date	Modify	Cancel	Print Bus Pass
J2020-00019600-001	2020/08/01 ~ 2020/08/08	2020/07/22	Modify	Cancel	
J2020-00013592-001	2020/07/16 ~ 2020/07/17	2020/07/16	Modify	Cancel	
J2020-00013591-001	2020/07/18 ~ 2020/07/21	2020/07/16	Modify	Cancel	

6 Click "Modify dormitory reservation status" on Tokai Dormitory Reservation Status.

Important: Make sure to complete submitting this application form to make room(s) reserved.

Tokai Dormitory Reservation Status										
D2020-00001129 Cancel dormitory reservation Modify dormitory reservation status										
no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild	
1.	2020/08/01	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
2.	2020/08/02	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
3.	2020/08/03	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
4.	2020/08/04	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
5.	2020/08/05	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
6.	2020/08/06	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
7.	2020/08/07	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	

Stop cancelling dormitory reservation



Dormitory status changes.

Tokai Dormitory Reservation Status										
D2020-00001129 Cancel dormitory reservation										
no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild	
1.	2020/08/01	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
2.	2020/08/02	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
3.	2020/08/03	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
4.	2020/08/04	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
5.	2020/08/05	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
6.	2020/08/06	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	
7.	2020/08/07	Tokai	<input type="checkbox"/>	<input type="checkbox"/>	SB	Reserved	-		The room for your first choice is reserved.	

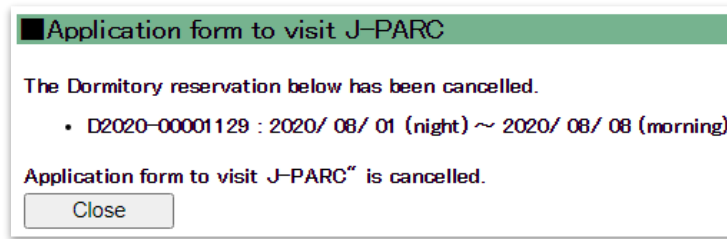
7. Enter other information

8. Submit

9. **Confirm**



10. "The dormitory reservation is completed as below" shows you have succeeded.



### 3. Simply apply booking of Tokai Dormitory and/or KEK travel expenses

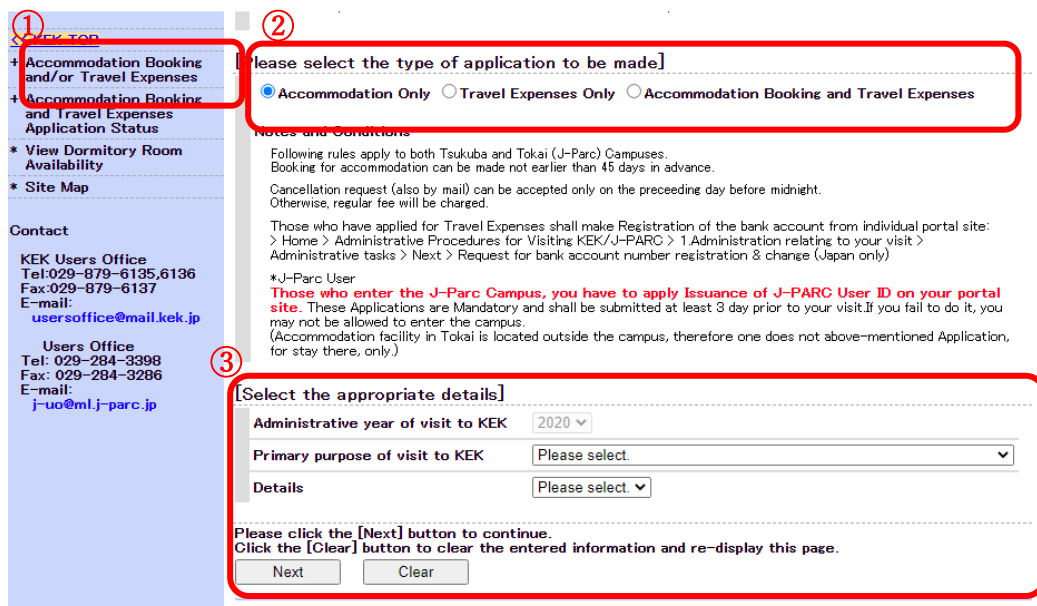
#### 3-1. Reserve

Following article shows the direction of applying KEK travel expenses and/or booking of Tokai Dormitory.

1. Click "Accommodation Booking and/or Travel Expenses" at the left menu, and "Apply, View, Modify or Cancel my reservation"



2. Accommodation Booking and/or Travel Expenses > Make an Accommodation Booking and/or Apply for Travel Expenses. Select the application details.



4. "Next"
5. Fill in to the form that duration of accommodation and/or travel, and waiting days for room request

(from 14 days to 1day before).

6. "Confirm"
7. Reservation completed

### 3-2. Change

1. Click "Accommodation Booking and/or Travel Expenses" > "2. Cancel/Change Accommodation Booking or Travel Expenses Application".
2. Click the reservation number

> Home > Accommodation Booking and/or Travel Expenses > Cancel/Change Accommodation Booking or Travel Expenses Application

<< KEK TOP

Accommodation Booking and/or Travel Expenses

1. Make an Accommodation Booking and/or Apply for Travel Expenses

2. Cancel/Change Accommodation Booking or Travel Expenses Application

3. Online payment

+ Accommodation Booking and Travel Expenses Application Status

\* View Dormitory Room Availability

\* Site Map

# Cancel/Change Accommodation Booking or Travel Expenses Application

Click reservation number for cancel or change.

[Note]Cancel or change of accommodation reservation

- It is acceptable by 24:00 of the day before of your stay from this page.
- Please call or E-mail Users Office directly by 24:00 of the day before of the subject date if you are currently staying at the accommodation.
- Cancel for the current day cannot be acceptable. The room rate will be charged.

1 hit 1 / 1 Page Top Prev Next Last

Reservation No.	Accommodation Period	Travel Expenses Period	Approval Status	Application Type
D2020-00001015	2020/07/18~2020/07/21	~		Accommodation

3. Click "Change accommodation" at the bottom of the page.

> Home > Accommodation Booking and/or Travel Expenses > Cancel/Change Accommodation Booking or Travel Expenses Application

<< KEK TOP

Accommodation Booking and/or Travel Expenses

1. Make an Accommodation Booking and/or Apply for Travel Expenses

2. Cancel/Change Accommodation Booking or Travel Expenses Application

3. Online payment

+ Accommodation Booking and Travel Expenses Application Status

\* View Dormitory Room Availability

\* Site Map

Contact

KEK Users Office  
Tel:029-879-6135,6136  
Fax:029-879-6137  
E-mail: usersoffice@mail.kek.jp

Users Office  
Tel: 029-284-3398  
Fax: 029-284-3285  
E-mail: i-uo@ml.j-parc.jp

# Details of Application

[Application Type]  
Accommodation Only

[Reservation No.]  
Reservation No. D2020-00001015

[User Information]

1.Name \_\_\_\_\_  
2.Classification of system \_\_\_\_\_  
3.Affiliation \_\_\_\_\_  
4.Primary purpose of visit to KEK \_\_\_\_\_  
5.Details \_\_\_\_\_

[Accommodation Booking Request]

1.Application Period  
2020/07/18 (night) ~ 2020/07/21 (morning)

2.Accommodation Campus  
Tokai Campus

3.Room type  
First choice Single with shower/bath  
Second choice Staying out overnight

4.If requested room type is unavailable, until how many days before the start of your stay would you like to be waitlisted?  
none

[Detail]

Room Required	Number of days being on the waiting list	No Room Required	Charge	
3	0	0	8,100	Booking Status

Notes:  
The charge is not displayed unless the room numbers are fixed during the indicated period.  
The accommodation charge should be paid before leaving KEK.  
When you stay at KEK accommodation over 1 month, the charge should be paid every month.  
If you fail to do so, a penalty fee may be added.  
If you apply for the travel expenses at the same time, your accommodation charge will be deducted from the travel expenses paid to you.  
So you will not need to pay the charge at the KEK Users Office. However, it is unclear until the application for the travel expenses is approved.  
You can check it from the menu, Accommodation Booking and Travel Expenses Application Status.

Accommodation charge is displayed and amount can be paid not earlier than when all changes Unless all rooms No. are decided, there will be no display.

\*Unless Travel Period is approved, your application for Balance OFF can change.

\*Please be aware, that interest in accommodation charge can be added if there is a delay in ; Interest for delay will be calculated per each Period of stay.

Cancel Accommodation Cancel Travel Claim **Change Accommodation** Change Travel Claim

Dorm.Usage Record

Back

4. Click one you wish to change.

- [Change the date\(s\)](#)
- [Modify the status of room request \(staying outside of dormitory\)](#)
- [Changing of room request status is not available](#)

## Change the date(s)

Select the date(s) and click “Changing accommodation”.

[Accommodation Booking Request]

1. Application Period  
2020/07/18 (night) - 2020/07/21 (morning)

2. Accommodation Campus  
Tokai Campus

3. Room type  
First choice Single with shower/bath  
Second choice Staying out overnight

4. If requested room type is unavailable, until how many days before the start of your stay would you like to be waitlisted?  
none

[Reservation Status]

Reservation period

Here, you can set and confirm the following cases.  
Case, when you set the “Outside stay” during Period of stay.  
Case, when you want to check reservation of accommodation during Period of stay.

Click the [Change Accommodation] button to move to the Confirmation Page.  
Click the [Clear & Back] button to return to the previous page.

Change Accommodation Clear Back

“Confirm”

Please click the [Confirm] button to complete to change the booking.

Confirm Back

## Modify the status of room request (staying outside of dormitory)

Click “Reservation period”

[Reservation Status]

Reservation period

Here, you can set and confirm the following cases.  
Case, when you set the “Outside stay” during Period of stay.  
Case, when you want to check reservation of accommodation during Period of stay.

Tick a box of “No Room Required” to cancel one or more room(s).

[Reservation Status] Time of Record taken:2020/07/21 08:51:08

No	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2020/08/01	-	<input checked="" type="checkbox"/>	-	-	-	-	We do not have any request for the dormitory room from you.
2.	2020/08/02	Tokai	<input type="checkbox"/>	SB	Reserved	-	-	The room for your first choice is reserved.

[Notes]

Room Type  
S Single SB Single with shower/bath

Click the [Change Accommodation] button to move to the Confirmation Page.  
Click the [Clear & Back] button to return to the previous page.

Change Accommodation Clear Clear & Back

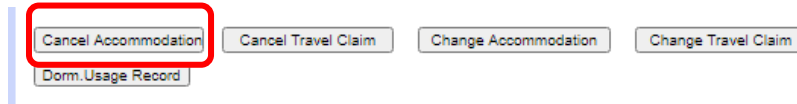
## Changing of room request status is not available

Once you have registered reservation, any of modification about waiting for cancellation is accepted. To change the waiting status, please cancel the current reservation and make a new reservation.

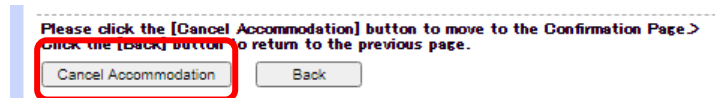
### 3-3. Cancel

1&2. Follow [\[Change\]](#)

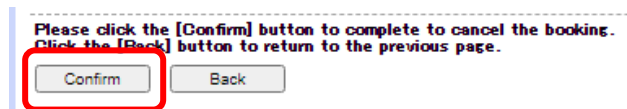
3. "Cancel accommodation"



4. "Cancel accommodation"



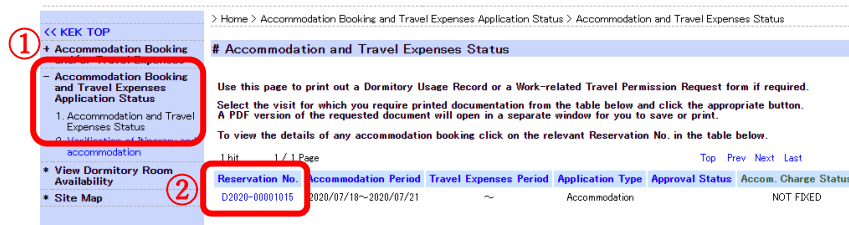
5. "Confirm"



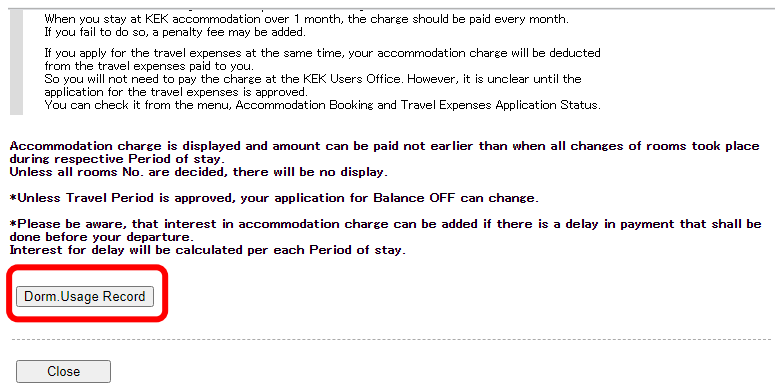
## 4. Confirm reservation, Print out a reservation confirmation

**Please print out a reservation confirmation (Dormitory Usage Record) and present at check-in desk.**

1. Accommodation Booking and Travel Expenses Application Status > Accommodation and Travel Expenses Status. Click reservation number.



2. Click "Dorm Usage Record"



3. Print out to paper

## 5. Payment

In case of changing the days after payment have done, UO will refund. Please make sure that several weeks takes of refunding process.

## 5-1. At the reception desk of Dormitory

Payment is accepted by cash (JPY), credit card (VISA, MASTER, JCB, and AMEX) and Debit-card.

## 5-2. Bank transfer

In case of payment by remittance, transfer to the bank account below.

Note: Transaction fee needs to be covered by the payer.

Upon making transfer, refer to the example and make sure to note accommodation period before the name of the payer.

Bank Information:

Bank Name: Mitsui Sumitomo

Branch Name: Ushiku

Swift Code: SMBCJPT

Account Number & kind: 4044782, Futsuyokin (Ordinary bank account)

Address: 280 Ushiku-machi, Ushiku-shi, Ibaraki-ken, 300-1221, Japan

Phone: (81)-29-872-7511

Beneficiary Information

Name: Inter-University Research Institute Corporation High Energy Accelerator Research Organization

Address: 1-1 Oho, Tsukuba-shi, Ibaraki-ken, 305-0801, Japan

Phone: (81)-29-864-5155

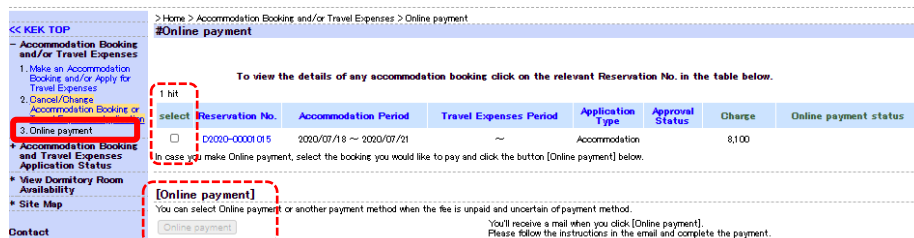
Example: Tsukuba Taro 2011/05/14 - 2011/05/16 ---> 05140516TsukubaTaro

## 5-3. Online payment

Important: Online payment is accepted 20 days from the day following the date of check-out.

1. Click “Accommodation Booking and/or Travel Expenses” > “3. Online payment” on the left menu.

2. Online payment button is not highlighted at this state.

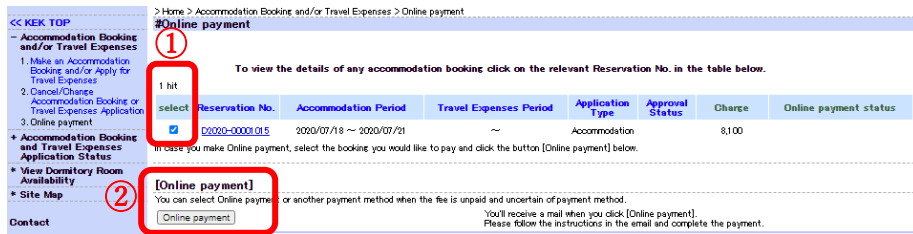


The screenshot shows a web interface for online payment. On the left, a navigation menu has '3. Online payment' highlighted with a red box. The main content area shows a table with one reservation. A red dashed box highlights the 'select' checkbox and the 'Online payment' button below the table. The table has columns for Reservation No., Accommodation Period, Travel Expenses Period, Application Type, Approval Status, Charge, and Online payment status.

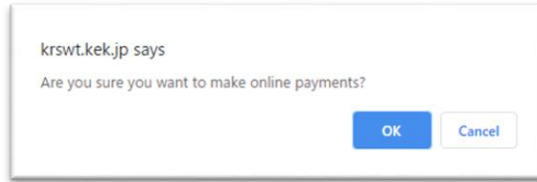
select	Reservation No.	Accommodation Period	Travel Expenses Period	Application Type	Approval Status	Charge	Online payment status
<input type="checkbox"/>	D000-000001015	2020/07/18 ~ 2020/07/21	~	Accommodation		8,100	

[Online payment]  
You can select Online payment or another payment method when the fee is unpaid and uncertain of payment method.  
You'll receive a mail when you click [Online payment].  
Please follow the instructions in the email and complete the payment.

3. Tick at “select” of the reservation and click “Online payment”.



4. "OK"



5. Receive confirmation by e-mail.

6. Access the website directed on the e-mail, entry necessary credit card information on the page and proceed with the payment.

## 5-4. Refunding accommodation fee

The accommodation fee that have been paid will not be refunded unless it becomes impossible to stay overnight due to natural disaster or the mechanism side. Please make sure to pay after confirming the schedule.

## 6. Receipt

Receipt, as below, shall be issued at payment desk of Tokai Dormitory and/or Users Office unless applicant applies offsetting. Please note that electronic receipt is not supported. When the applicant will pay via bank transfer and/or online payment and request receipt, contact Users Office.

### Sample of receipt

領収証書 receipt		(6-1) Affiliation upon reservation is print	
住所 address 〇〇大学/**** university	令和 2 年度	TC0000000 号	
氏名 name 〇〇 〇〇	申請番号 : D2020-00009999 Reservation ID		
領収金額 Paid amount	¥ 2,700 -		
宿泊施設使用料 Room charge	宿泊期間 : 2020/7/1~2020/7/5 Reservation period (2020/7/2 9:35:07, received)		
大学共同利用機関法人 高エネルギー加速器研究機構 High Energy Research Organization			

(6-2) Incurred amount of fee and reservation period (including night/room(s) not assigned at dormitory)

e.g.) 1 July-5 July (4nights)

1 July: stayed outside

2 July: stayed outside

3 July: stayed outside

4 July: stayed at dormitory

Detailed statement is not attached.

## 6-1. Affiliation on receipt

Affiliation which was registered at the time of booking on the system is printing on receipt. Change the information, then make a reservation, as needed.

## 6-2. Separate issuing receipt

- ◆ If you would like to separate the receipt in two or more, make sure to separate the reservation period in advance.
- ◆ Incurred amount of fee and reservation period may not be matched in case of staying outside dormitory are included in the reservation period. Please make sure to separate the reservation period in advance.