Tokai Dormitory (Reservation via KEK User Support System)



https://krs.kek.jp/uskek/up/UP_00000E

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1. Room availability and basic information

1-1. Find room vacancy

KEK User Support System https://krs.kek.jp/uskek/up/UP_00000E

- 1. Login and Click "View Dormitory Room Availability"
- 2. Click Tokai Dormitory(Tokai Campus)."
- 3. Jump to the KEK User Support System, and click "View Dormitory Room Availability"

		1.11					
<< кек тор	> Home > View Dormitory Room Availa	olity					
<< Home	#View Dormitory Room Availability						
+ Administrative Procedures for Visiting KEK/J-PARC	[
 Accommodation Booking and/or Travel Expenses 	[Search]						
+ Accommodation Booking and Travel Expenses Application Status	View Period 10 D	ays V					
View Dormitory Room Availability	Please select the campus O T	sukuba Campus 🖲 Tokai Dormitory(Tokai Campus)					
Toom Momber Information	Search						
+ Spokespersons Only Administration	Note that this sea	room availability for the dormitory at Tsukuba Campus only.					
+ Team Member Approval	For vacancy informed at 1 of	al Campus, please contact the J-PARC Users Office at main					
* Modify User Registration	[Explanation of Symbol]						
Details	Room Availability						
* Site Map	** Room available	* Almost full occupancy - No vacancy					
Contact	[Search Results]						
KEK Users Office Tel:029-879-6135 6136		J-PARC(Tokai)					
Fax:029-879-6137 E-mail:	Date	Single Rooms (with bath/shower)					
	2024/09/01 (Sun)	**					
Users Office Tel: 029-284-3398	2024/09/02 (Mon)	*0*					
Fax: 029-284-3286	2024/09/03 (Tue)	жж					
j-uo@ml.j-parc.jp	2024/09/04 (Wed)	жок					
	2024709705 (Thu)	Nok					

Start Date	2014 ~/ 04 ~/ 09 ~]
View Period	10 Days V
Please select the campus	🔿 Tsukuba Campus 🖲 Tokai Campus
Search	
Note that this search displ	ays room availability for the domnitory at Tsukuba Campus only. Tokai Campus please contact the . HPAPC Users Office at mailto is profind in arc in
Explanation of Symbol	
Room Availability	
** Room available	* Almost full occupancy - No vacancy
Search Results]	
	J-PARC(Tokai)
Date	Single Rooms (with bath/shower)
2014/04/09 (Wed)	*o*
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 and till a day before 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 several 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

and KEK Tsukuba Dormitories is not available.

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

Cancellation & Modification Policy

- Cancellation and modification are accepted free of charge until 24:00 (JST) 1 day before the checkin 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	Modfy/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	Modfy/Cancel

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

	Tokai Dormitory Reservation Status
ſ	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 applicat • Accommodation Only • Accommod	ion to be made] ation Booking and Travel Expenses						
Notes and Conditions							
Following rules apply to both Tsukuba and To Booking for accommodation can be made no	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 ac Otherwise, regular fee will be charged.	cepted only on the preceeding day before midnight.						
Those who have applied for Travel Expensi > Home > Administrative Procedures for V tasks > Next > Request for bank account r	es shall make Registration of the bank account from individual portal site: 'isiting KEK/J-PARC > 1 Administration relating to your visit > Administrative number registration & change (Japan only)						
★J-Parc User Those who enter the J-Parc Campus These Applications are Mandatory and sha be allowed to enter the campus. (Accommodation facility in Tokai is located stay there, only.)	, you have to apply Issuance of J-PARC User ID on your portal site. Il be submitted at least 3 day prior to your visitIf you fail to do it, you may not outside the campus, therefore one does not above-mentioned Application, for						
[Select the appropriate details]							
Administrative year of visit to KEK	2020 🗸						
Primary purpose of visit to KEK	Primary purpose of visit to KEK Please select.						
Details	Please select. V						
Please click the [Next] button to continue.							

10. Enter details, and click "Next"

[Accommodation Booking Request]

Only accommodation b out during the applicat	booking requests for registered activities within KEK can be as for the one that it stays tion for its convenience, accepted.
Booking requests mus please ask at the KEK	t be lodged at least one day before the intended night of stay. For same day bookings, Users Office.
The maximum length on nights, another request	of stay that may be requested in a single application is 31 nights. For stays longer than 31 t (subject to the usual conditions) must be lodged.
Click here to check ro	om availability.
1 Application Period	
2014 ~/ 04 ~/	08 🗸 (nieht) 🕮 - 2014 🗸 / 04 🗸 / 08 🗸 (morning) 🧱
2.Please select the can	npus The location of KEK (Tsukuba) and J-PARC (Tokai) (PDF)
	Tabai Caman
Users who wish to ma Tsukuba and Tokai car	ke domitory booking for both KEK and J-PARC, need to make two reservations per each mpuses.
3.Room type	
First choice	Single with shower/bath
Second choice	No second choice
4.If requested room typ waitlisted?	e is unavailable, until how many days before the start of your stay would you like to be
Users who set for wait left:> Home > Accom Expenses Status. Plea	the list, shall confirm their bocking status of a room, accordingly, from the Meru on the modation Bocking and Trave Expenses Application Status > 1 Accommodation and Travel se click relevant Reservation #, and Bocking status.
none 🗸	
Reservation Status]	
Reservation period	
Here you can set and o	
	t the "Outside star" durier Paried of star
Case, when you se	t the Outside stay, during rendo of stay.
Case, when you wa	nt to check reservation of accomodation during Period of stay.

- 11. Confirm information before submitting, and click "Back to application"
 - "stay out overnight/ (I' II) 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.

)/07/16 18:02:4
Details
hoice reserved.
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choice reserved. choice reserved. choice reserved.
cholice reserved. cholice reserved. cholice reserved.
chaice reserved. chaice reserved. chaice reserved.

12. 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 visitng 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			SB	Available	-		First choice reserved.
2.	2020/07/19	Tokai			SB	Available	-		First choice reserved.
З.	. 2020/07/20 Tokai SB Available - First choice reserved.								
Register a new dormitory reservation									

- 13. Enter other information
- 14. Submit
- 15. Confirm
- 16. "The dormitory reservation is completed as below" shows you have succeeded.



2-2. Change period

- 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	Modfy/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	Modfy/Cancel

5. Select visiting period

Application form to	o visit J-PARC (List)				
List of previously applie	ed "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 Dormito	ory Reser	vation Sta	tus		
		D2020-000	001129 Ca	ncel dormitory re	servatior	n Modify d	lormitory	reservati	ion status
no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild
1.	2020/08/01	Tokai			SB	Reserved	-		The room for your first choice is reserved.
2.	2020/08/02	Tokai			SB	Reserved	-		The room for your first choice is reserved.
Э.	2020/08/03	Tokai			SB	Reserved	-		The room for your first choice is reserved.
4.	2020/08/04	Tokai			SB	Reserved	-		The room for your first choice is reserved.
5.	2020/08/05	Tokai			SB	Reserved	-		The room for your first choice is reserved.
6.	2020/08/06	Tokai			SB	Reserved	-		The room for your first choice is reserved.
7.	2020/08/07	Tokai			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.



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	Modfy/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	Modfy/Cancel

5. Select visiting period

Application form to visit J-PARC (List)										
List of previously applie	d "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 Dormito	ory Reser	vation Sta	tus		
		D2020-000	001129 Ca	ncel dormitory re	eservation	n Modify o	lormitory	reservati	ion status
no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild
1.	2020/08/01	Tokai			SB	Reserved	-		The room for your first choice is reserved.
2.	2020/08/02	Tokai			SB	Reserved	-		The room for your first choice is reserved.
З.	2020/08/03	Tokai			SB	Reserved	-		The room for your first choice is reserved.
4.	2020/08/04	Tokai			SB	Reserved	-		The room for your first choice is reserved.
5.	2020/08/05	Tokai			SB	Reserved	-		The room for your first choice is reserved.
6.	2020/08/06	Tokai			SB	Reserved	-		The room for your first choice is reserved.
7.	2020/08/07	Tokai			SB	Reserved	-		The room for your first choice is reserved.

Stop cancelling dormitory reservation

Jus-uj-pan	c.jp says		
annul the ca	ancellation		
		ОК	Cancel

Dormitory status changes.

				Tokai Dormito	ry Reser	vation Sta	tus		
			D2	2020-00001129	ancel do	rmitory re	servation		
no.	Date	Accommodation Campus	No Room Required	Request JAEA Accommodation	First Choice	Status	Second Choice	Status	Detaild
1.	2020/08/01	Tokai			SB	Reserved	-		The room for your first choice is reserved.
2.	2020/08/02	Tokai			SB	Reserved	-		The room for your first choice is reserved.
З.	2020/08/03	Tokai			SB	Reserved	-		The room for your first choice is reserved.
4.	2020/08/04	Tokai			SB	Reserved	-		The room for your first choice is reserved.
5.	2020/08/05	Tokai			SB	Reserved	-		The room for your first choice is reserved.
6.	2020/08/06	Tokai			SB	Reserved	-		The room for your first choice is reserved.
7.	2020/08/07	Tokai			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



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

<< кек тор	[Please select the type of applicat	ion to be made]
<< Home + Administrative Procedures for Visiting KEK (I=DAPC	Accommodation Only O Travel Exp	enses Only \bigcirc Accommodation Booking and Travel Expenses
Visiting KEK/O-PARC Accommodation Booking and/or Travel Expenses Make an Accommodation Booking and/or Apply for Travel Expenses Cancel/Change Accommodation Booking or Travel Expenses Application Apply for Apartment Accommodation (Tsukuba Campus) Campus Campus Campus Composite Change Apartment Booking Application (Tsukuba Campus) Composite Change Apartment Booking Application Change Apartment Booking Application Composite Change Apartment Booking Application Composite Change Apartment Booking Application Composite Change Comp	Notes and Conditions Following rules apply to both Tsukuba and T Booking for accommodation can be made no Cancellation request (also by mail) can be a Otherwise, regular fee will be charged. Those who have applied for Travel Expens > Home > Administrative Procedures for ' tasks > Next > Request for bank account *J-Parc User Those who enter the J-Parc Campus These Applications are Wandatory and sh be allowed to enter the campus. (Accommodation facility in Tokai is located stay there, only.)	okai (J-Parc) Campuses. It earlier than 45 days in advance. scepted only on the preceeding day before midnight. As shall make Registration of the bank account from individual portal site: Asiting KEK/J-PARC > 1 Administration relating to your visit > Administrative number registration & change (Japan only) 5. you have to apply Issuance of J-PARC User ID on your portal site. all be submitted at least 3 day prior to your visit. J you may not a outside the campus, therefore one does not above-mentioned Application, for
+ Accommodation Booking and Travel Expenses Application Status	[Select the appropriate details] Administrative year of visit to KEK	2024 V
* View Dormitory Room Availability	Primary purpose of visit to KEK	Please select.
+ Team Member Information	Details	Please select. V
+ Spokespersons Only Administration		
+ Team Member Approval	Please click the [Next] button to continue Click the [Clear] button to clear the ente	e. red information and re-display this page.
* Modify User Registration Details	Next Clear	-

- 3. "Next"
- 4. Fill in to the form that duration of accommodation and/or travel, and waiting days for room request (from 14 days to 1day before).
- 5. "Confirm"
- 6. 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

	2 Home 2 Accommoda	ition Booking and/or Travel Exper	ses 2 Gancel/Ghange Accommod	ation Booking or Trav	/ei Expenses Appli		
KEK TOP							
Home	# Cancel/Chang	Cancel/Change Accommodation Booking or Travel Expenses Application					
Administrative Procedures for Visiting KEK/J-PARC	Click reservation m	umber for cancel or change.					
Accommodation Booking and/or Travel Expenses	[Note]Cancel or ch	Note]Cancel or change of accommodation reservation					
1. Make an Accommodation	• It is accepta	ble by 24:00 of the day before	of your stay from this page.				
Booking and/or Apply for Travel Expenses 2. Cancel/Change Accommodation Booking or Travel Expenses Application	Please call o if you are cu Cancel for th	r E-mail Users Office directly rrently staying at the accomm e current day cannot be acco	by 24300 of the day before o nodation. eptable. The room rate will be	t the subject date			
Booking and/or Apply for Travel Expenses 2. Cancel/Change Accommodation Booking or Travel Expenses Application 3. Apply for Apartment	 Please call o if you are cu Cancel for th 2 hit 1 / 1 Pa 	r E-mail Users Office directly rrently staying at the accomm le current day cannot be accomme	by 24,00 of the day before o nodation. eptable. The room rate will be	f the subject date e charged. Top P	nev Next Last		
Booking and/or Apply for Travel Expenses 2. Cancel/Change Accommodation Booking or Travel Expenses Application 3. Apply for Apartment Accommodation (Tsukuba Campus)	Please call o if you are cu Cancel for th 2 hit 1 / 1 Pa Reservation No.	r E-mail Users Office directly rrently staying at the accomme e current day cannot be acco Accommodation Period	by 24,00 of the day before o nodation. eptable. The room rate will be Travel Expenses Period	the subject date charged. Top P Approval Status	rev Next Last Application Typ		
Booking and/or Apply for Travel Expenses 2. Cancel/Change Accommodation Booking or Travel Expenses Application 3. Apply for Apartment Accommodation (Tsukuba Campus) 4. Cancel/Change Apartment Booking Amolisation (Tsukuba	Please call o if you are cu Cancel for th 2 hit 1 / 1 Pa Reservation No. D2024-00005860	P E-mail Users Office directly rently staying at the accomme e current day cannot be accom- ge Accommodation Period 2024/08/08~2024/08/08	by 24,00 of the day before o nodation. eptable. The room rate will be Travel Expenses Period	t the subject date charged. Top P Approval Status	rev Next Last Application Typ Accommodation		

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

CONTRACTOR	> Home > Accommodation	n Booking and/or Travel Expe	enses > Cancel/Change	Accommod	lation Booking or Travel Ex
- Accommodation Booking	# Details of App	lication			
1. Make an Accommodation	Application Type	a]			
Booking and/or Apply for	Accommodation Only	-1			
2. Cancel/Change Accommodation Booking or	Decomposition No.				
Travel Expenses Application	[Reservation No.				
3. Online payment	Reservation No.	D2020-00001 01 5			
+ Accommodation Booking and Travel Expenses Application Status	[User Information	าไ			
* View Dormitory Room	1 JName				
Availability	2.Classification of system	f			
* Site Map	2 Affiliation				
Dontact	4.Primary purpose	of			
KEK Users Office Tel:029-879-6135,6136	visit to KEK 5 Details				
Fax:029-879-6137 E-mail:	TA LUC				
usersoffice@mail.kek.jp	LACCOMMODATION	DOOKING Request]			
Users Office Tel: 029-284-3398	1 Application Peri				
Fax: 029-284-3286	2020/ 0// 18 (nigr	(t)~2020/0//21 (moming)			
i-uo9ml.j-parc.jp	2.Accommodation	Gampus			
	2 Room type				
	Einst choice S	ingle with chawer/hoth			
	Second choice S	taving out overnight			
	4.If requested roo	m twe is unavailable, u	ntil how many days	before th	he start of
	your stay would y	ou like to be waitlisted	· · · · · · · · · · · · · · · · · · ·		
	none				
	[Detail]				
	Poor Paguirad	Number of days	No Poor Poquired	Chorre	
	Room Required	Number of days being on the waiting list	No Room Required	Charge	
	Room Required	Number of days being on the waiting list O	No Room Required	Charge 8,100	Booking Status
	Room Required 3 Notes; The charge is not	Number of days being on the waiting list O displayed unless the room nu	No Room Required 0 mbers are fixed during th	Charge 8,100 ne indicated	Booking Status
	Room Required 3 Notes; The charge is not The accommodati When you stay at If you fail to do so	Number of days peing on the waiting list 0 displayed unless the room nu on charge should be paid befor KEK scoorrmodation over I n a penalty free may be added	No Room Required 0 mbers are fixed during th re leaving KEK. nonth, the charge should	Charge 8,100 he indicated be paid ev	Booking Status d period. very month.
	Room Required 3 Notes: The charge is not The scorrmodati When you stay at If you fail to do sc If you apply for the the the thravel expension So you will not ne application for the	Number of days being on the waiting list 0 displayed unless the room nu on charge should be paid befor KEK scorrmodation over I n a penalty the may be added taravel expenses at the sam spaid to you.	No Room Required 0 mbers are fixed during th re leaving KEK. onth, the charge should a time, your accommoda EK Users Office. Howev	Charge 8,100 he indicated l be paid ev tion charge er, it is unc	Booking Status d period. wry month. will be deducted from lear until the
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- 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 V / 07 V / 18 V (night) - 2020 V / 07 V / 21 V (morning)
2.Accommodation Campus
Tokai Campus
3.Room type
First choice Single with shower/bath
Second choice Staying out overnight
4.1f 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 accomodation during Period of stay.
Click the [Change Accommodation] button to move to the Confirmation 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 period	
ere, you can set and	confirm the following cases.
Case, when you set f	he "Outside stay" during Period of stay.

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

[F	lese	ervation S	tatus]	\frown		Time of	Record to	aken:2020/	07/21 08:51:08	
	No	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details	ì
	1.	2020/08/01	-		-		-		We do not have any request for the dormitory room from you.	1
	2.	2020/08/02	Tokai		SB	Reserved	-		The room for your first choice is reserved.	•
EN	Notes]							_		
	S Single SB Single with shower/bath									
C	Click the [Change Accommodation] button to move to the Confirmation Page. Click the [Clear & Back] button to return to the previous page.									
	Ac	commodation								

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"

Please click the [Cancel	Accommodation]	button to move to the Confirmation Page>
click the [back] button	o return to the	previous page.
Cancel Accommodation	Back	

5. "Confirm"



4. Regarding room changes during the period of use

You may be asked to move rooms during your stay. Please check using the following methods.

- > To know a day before: Notices will be posted in the room
- How to check anytime during the period: From the 1st day of your stay, you can find reservation details in way of the next sentence (5. Confirm reservation).
- > Once you apply for a period extension, check a confirmation email from the system.
- > If you request a room exchanging directly at Users Office, receive a room number from UO.

◆How to move out/in when changing rooms and how to take a break after returning to the room <u>Please return your room key to the reception by 10am and later after 4pm pick up key for night.</u> <u>Note that accommodation rooms are not available from 10am to 4pm.</u>

If you would like to use a nap space, etc., please contact User Office and reserve the "nap room" (Tokai Building 1).

5. 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"

*Please be aware, that interest in accommodation charge can be added if there is a delay in payment that shall be done before your departure. Interest for delay will be calculated per each Period of stay.	
Dorm.Usage Record	
Close	

- 3. Print out to paper
- 6. Payment

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

6-1. At the reception desk of Dormitory

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

6-2. 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: SMBCJPJT 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

6-3. 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.

<< KEK TOP	>Home > #Online	Accommodation Book	ing and/or Travel Expenses > Online	e payment					
 Accommodation Booking and/or Travel Expenses 									
Make an Accommodation Booking and/or Apply for Travel Expenses Cancel/Change	1 hit	To view t	he details of any accommoda	tion booking click on the rele	evant Reservati	ion No. in th	e table below.		
Accommodation Booking or	select	Reservation No.	Accommodation Period	Travel Expenses Period	Application Type	Approval Status	Charge	Online payment status	
3. Online payment	0	D2020-00001 01 5	2020/07/18 ~ 2020/07/21	~	Accommodation		8,100		
 Accommodation Booking and Travel Expenses Application Status 	In case yo	case you make Online payment, select the booking you would like to pay and click the button [Online payment] below.							
* View Dormitory Room Availability	[On line	payment							
* Site Map	You can s	elect Online payment	or another payment method when t	he fee is unpaid and uncertain of pa	yment method.				
Contact	Online	Online payment 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".

	<< KEK TOP	tOn line	navment	ing and/or Travel Expenses > Unlin	e payment				
	- Accommodation Booking	1							
	1. Make an Accommodation	<u> </u>							
	Booking and/or Apply for		To view t	he details of any accommoda	tion booking click on the rel	evant Reservat	ion No. in th	e table below	
	2. Cancel/Dhange	1 hit							
	Accommodation Booking or Travel Expenses Application	select	Reservation No.	Accommodation Period	Travel Expenses Period	Application Type	Approval Status	Charge	Online payment statu:
	3. Online payment		D2020-00001 01 5	2020/07/18 ~ 2020/07/21	~	Accommodation		8.100	
	+ Accommodation Booking and Travel Expenses Application Status	i case you	ı make Online payme	nt, select the booking you would lik	e to pay and click the button [Onlir	ne payment] below.			
	* View Dormitory Room								
	* Site Map	Online	payment]						
		rou can se	ect Unline payment	or another payment method when t	ne ree is unpaid and uncertain of p: You'll receive a mail	syment method. when you click [O	line navment)		
	Contact	Unline p	ayment		Flease follow the in:	structions in the e	nail and compl	ete the payment	
			krswt.k Are you	ek.jp says sure you want to mał	e online payments?	ок	Cancel		
	<< KEK TOP	/ Home /	Accommodation Book	wing and/or Travet Expenses > Online (payment				
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and/or Travel Expenses 1. Naise an Accouncidation Biocling and/or Arghy for T avail Expenses T avail Expense									
	Accommodation Booking or Travel Expenses Application	1 hit							
	3. Online payment	select	Reservation No.	Accommodation Period	Travel Expenses Period	Application Type	Approval Status	Charge	Online payment status
	+ Accommodation Booking and Travel Expenses Application Status	In case y	D2021-00001887 au make Online paymen	$2021/05/25 \sim 2021/05/26$ it, select the booking you would like to	\sim pay and click the button [Online paymer	Accommodation nt] below.		2,700	Please complete payment
	* View Dormitory Room								
	* Site Map	[Onlin	e payment]						
		You can a	elect Online payment (or another payment method when the f	ee is unpaid and uncertain of payment r	method.			
	Contact		payment	You'll receive a ma Please follow the k	il when you click [Online payment].	he rayment			
	VEV I have Officer			r rouse rollow the r	services and the service and somplete t	and helper helper helper			

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.

6-4. Refunding accommodation fee

The accommodation fee that has 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.

7. 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.

Sam	ple c	of receipt	(6-1) At	ffiliation upon reser	vatio	n is print
		, 				
		住所 address	令和2年度	тсоооооо		and reservation period (including
		OO大学/ **** university				night/room(s) not assigned at
		氏名 name	Res 由き来号・D2020	ervation ID		dormitory)
		00 00		000099999		e.g.) 1 July-5 July (4nights)
					i	1 July: stayed outside

	¥ 3,000 -
Period	

7-1. Issuance of Invoice

Qualified Invoice

Please submit or mail the original receipt to Users Office. After we complete to the qualified invoice and send back to you by post. Note that only available after payment.

Separately from the accommodation facility usage fee, we will add the tax-excluded amount, 10% consumption tax amount, eligible invoice issuing business registration number and telephone number.

Information in English INVOICE

Especially for the guest from abroad and require invoices written in English. Note that only available after payment. Please contact Users Office and the invoice will be sent by email after payment.

If you wish a prescribed format, please submit it in advance.



7-2. 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.

7-3. 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.