

# How to make Cancellation / Change (Apartment)

- Only Apartment Booking Applications with a LODGED status can be changed via the web site.
- If you wish to change the details of an application that is either PENDING or APPROVED, please cancel the reservation and lodge a new Application. Alternatively, please contact the Users Office to request a change of details. E-mail : usersoffice@mail.kek.jp

※Please specify the following information when you contact us by e-mail:

**Name, Affiliation, Period of a confirmed reservation, Period you would like to change**

- Apartment Booking Applications with any status may be cancelled.
- Please be aware that you will not be able to do the cancellation from your Portal site once your reservation is "APPROVED" on the list, and not allowed to make any changes after you checked-in.

Request for cancellation of your accommodation reservation should be made as soon as possible, or you will be asked to cover the fee. In order to cancel or change the reservation, always contact our Users Office, first at the e-mail address, below.

From your User Portal ⇒ 「Accommodation Booking and/or Travel Expenses」  
 ⇒ 「4. Cancel/Change Apartment Booking Application (Tsukuba Campus)」

**1)-1 Change**  
 「Accommodation Booking and/or Travel Expenses」  
 ↓  
**「4. Cancel/Change Apartment Booking Application (Tsukuba Campus)」**

① Please click a select button which you want to change

② Please click 「Change Apt. Booking」 button

**1) -2**  
**「Change Apartment Booking Application」**

① Please change an Application period.

② Please click 「Change Apt. Booking」 button

1)-3

### 「Change Apartment Booking Application (Confirmation)」

Please complete necessary items, then click 「Confirm」 button.



### 「Change Apartment Booking Application (Completed)」

Community

- Modify User Registration Details
- 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: 029-284-3286  
E-mail:  
j-uo@ml.j-parc.jp

3. Accompanying Persons  
Number of Accompanying Persons: 0

No.	Full Name	Age	Gender	Relationship to applicant
1				
2				
3				
4				
5				

[KEK Host]  
Name of KEK Host

Please click the [Confirm] button to complete to change the application.  
Click the [Back] button to return to the previous page.

Confirm Back

2)-1 Cancel

### 「4. Cancel/Change Apartment Booking Application (Tsukuba Campus)」

- 1 Please click a select button which you want to change
- 2 Please click 「Cancel Apt. Booking」 button.

KEK 高エネルギー加速器研究機構  
共同利用支援システム User Portal

Welcome LogOff 2015/12/24 | Help

> Home > Accommodation Booking and/or Travel Expenses > 4. Cancel/Change Apartment Booking Application (Tsukuba Campus)

#Cancel/Change Apartment Booking Application (Tsukuba Campus)

To view the details of any accommodation booking click on the relevant Reservation No. in the table below.

1 Applications

Select	Reservation No.	Period	Approval Status
<input checked="" type="radio"/>	F2015-00000200	2016/02/01-2016/02/20	LOGGED

Notes

- \* Only Apartment Booking Applications with a LOGGED status can be changed via this page.
- \* Apartment Booking Applications with any status may be cancelled.
- \* If you wish to change the details of an Application that is either PENDING or APPROVED, please cancel the reservation and lodge a new Application. Alternatively, please contact the Users Office to request a change of details.

Select from the above list the application you wish to Cancel or Change then choose the desired action from the buttons below.

Cancel Apt. Booking Change Apt. Booking

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2)-2

### 「Cancel Apartment Booking Application」

Please click 「Cancel Apt. Booking」 button.

Community

- Modify User Registration Details
- 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: 029-284-3286  
E-mail:  
j-uo@ml.j-parc.jp

Second choice: 5ull-C12 Beds

3. Accompanying Persons  
Number of Accompanying Persons: 0

No.	Full Name	Age	Gender	Relationship to applicant
1				
2				
3				
4				
5				

[KEK Host]  
Name of KEK Host Jiromaru Oho

Click the [Cancel Apt. Booking] button to move to the Confirmation Page.  
Click the [Back] button to return to the previous page.

Cancel Apt. Booking Back

2)-3

### 「Cancel Apartment Booking Application (Confirmation)」

Please click 「Confirm」 button



### 「Change Apartment Booking Application (Completed)」

Community

- Modify User Registration Details
- Site Map

Contact

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

Users Office  
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3. Accompanying Persons  
Number of Accompanying Persons: 0

No.	Full Name	Age	Gender	Relationship to applicant
1				
2				
3				
4				
5				

[KEK Host]  
Name of KEK Host

Please click the [Confirm] button to complete to change the application.  
Click the [Back] button to return to the previous page.

Confirm Back