

How to make a reservation for KEK Apartment

Please be aware that your KEK activity must be repeated one month before fiscal year starting April 1st. If you don't complete such registration your reservation of accommodation will be rejected.

From your User Portal site

Left-hand side of the screen 「Accommodation Booking and/or Travel Expenses」

⇒ 「3. Apply for Apartment Accommodation (Tsukuba Campus)」

1)
「Accommodation Booking and/or Travel Expenses」



「3. Apply for Apartment Accommodation (Tsukuba Campus)」

please input the necessary items, then click 「Next」 button.

※Mention of a name of Host is necessary. When it is not mention in the site. Please tell the Users Office it by an email. You can't input it by oneself.

E-mail: usersoffice@mail.kek.jp

KEK User Portal

Welcome [Log Off] 2015/12/22 | Help

Expiration Date(*) 2018 (year) 12 (month) 01 (day)

[Nature of Visit]
Administrative year of your visit to KEK(*) 2015
Primary Purpose of your visit to KEK(*) Others, Others
Details Others

[Apartment Booking Request]
1. Application Period(*) 2016 (year) 02 (month) 01 (day/Night) - 2016 (year) 02 (month) 20 (day/Night)
2. Apartment Type Preference
First choice: Bui-B(2 Beds)
Second choice: Bui-C(2 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 Jiroamaru Oho *

Click the [Next] button to enter the above details and move to the Confirmation Page.

Next Clear

2)
「Apply for Apartment Accommodation (Tsukuba Campus) (Confirmation)」

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

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

[Apartment Booking Request]
Application Period 2016(year)/ 02(month)/ 01(day/Night) - 2016(year)/ 02(month)/ 20(day)
Apartment Type Preference
First choice: Bui-B(2 Beds)
Second choice: Bui-C(2 Beds)
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 Jiroamaru Oho

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

Confirm Back

3) When you receive an email 「Apply for Apartment Accommodation (Tsukuba Campus) (Completed)」, your reservation is completed.