

How to make a reservation for KEK Dormitory

Booking requests must be lodged at least one day before the intended night of stay. For same day bookings, please inquire 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.

Please enter from Your User Portal ⇒ 「Accommodation Booking and/or Travel Expenses」

⇒ 「1. Make a Booking and/or Apply for Travel Expenses」

1)

「Accommodation Booking and/or Travel Expenses」



「1. Make a Booking and/or Apply for Travel Expenses」

- ① Please select 「Accommodation Only」.
 - ② Please select the primary purpose of visit to KEK and details.
 - ③ Please click 「Next」button.
- ※ You can't book it on the actual day you wish to stay from your User Portal. Please e-mail Users Office: usersoffice@mail.kek.jp

2)

「Make an Accommodation Booking and/or Apply for Travel Expenses」

Please key 「Accommodation Booking Request」 No1-4 on PC screen.

Please click 「Next」 button, See No.3)

- ※ 1. If you will stay outside of KEK for some period during your time at KEK, Please click 「Reservation period」 button. Please see No. 4)

When you'd like to stay in the same room during the entire period.

By the KEK system, when you made SB(single with a bath) the first request, it isn't possible to reserve the same room, because there are few vacant SB rooms during busy periods.

If you made the first request as S(single), the possibility of staying in the same room is more likely.

3)

「Make an Accommodation Booking and/or Apply for Travel Expenses (Confirmation)」

Please click 「Confirm」 button.

- View Dormitory Room Availability
- 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: 029-284-3296
Fax: 029-284-3296
E-mail:
j-uo@mlj-parc.jp

[Reservation Status]
*Room No. is decided on the check-in day
Time of Record taken:2016/01/19 14:47:29

no.	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2016/01/25	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.
2.	2016/01/26	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.
3.	2016/01/27	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.
4.	2016/01/28	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.

[Notes]

Room Type
S Single SB Single with shower/bath

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

Note:

Please be sure to confirm the securement situation of the room in your portal site.

KEK system will notify the room number on the stay starting date

4)

「Make an Accommodation Booking and/or Apply for Travel Expenses」

Please select the day which you'd like to stay outside of KEK.
Please click 「Next」 button.

- Accommodation Booking and Travel Expenses Application Status
- View Dormitory Room Availability
- Modify User Registration Details
- Site Map

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E-mail:
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Users Office
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Fax: 029-284-3296
E-mail:
j-uo@mlj-parc.jp

[Reservation Status]
Time of Record taken:2016/01/19 14:48:48

no.	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2016/01/25	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.
2.	2016/01/26	-	<input checked="" type="checkbox"/>	-		-		We do not have any request for the dormitory room from you.
3.	2016/01/27	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.
4.	2016/01/28	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.

[Notes]

Room Type
S Single SB Single with shower/bath

Please click the [Next] button to enter the above details and move to the Confirmation Page.
To clear any entered information and return to the previous page click the [Clear & Back] button.

4)-2

「Make an Accommodation Booking and/or Apply for Travel Expenses (Confirmation)」

Please click 「Confirm」 button.

- Accommodation Booking and Travel Expenses Application Status
- View Dormitory Room Availability
- Modify User Registration Details
- Site Map

Contact

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Fax: 029-284-3296
E-mail:
j-uo@mlj-parc.jp

[Reservation Status]
*Room No. is decided on the check-in day
Time of Record taken:2016/01/19 14:54:43

no.	Date	Accommodation Campus	No Room Required	First Choice	Status	Second Choice	Status	Details
1.	2016/01/25	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.
2.	2016/01/26	-	<input checked="" type="checkbox"/>	-		-		We do not have any request for the dormitory room from you.
3.	2016/01/27	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.
4.	2016/01/28	Tsukuba	<input type="checkbox"/>	S	Available	SB		First choice reserved.

[Notes]

Room Type
S Single SB Single with shower/bath

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

Note:

Please be sure to confirm the securement situation of the room in your portal site.

We'll notify the room number on the stay starting date