How to enter your visit schedule
NOTE:

- Please make sure to enter planned visiting period(s) if you/research members will visit NIPS.
- Please select "NO" for a member of NIPS.
- **If you are unable to see the numbers after entering the dates of your visit, please refer to page 8 onwards of the manual.**
Open the "2．組織・来所計画 / Members" tab of your application form and select "YES" or "NO" in the "来所の有無 (Will they come to NIPS?)" column.

"来所の有無 (Will they come to NIPS?)" is a required field. Please select "YES" or "NO".
If “YES” click button.

Please be sure to enter the dates even if you are not sure of your visit plans. The schedule at the time of application is fine.
Please enter the dates of your visit in the field as [● Nights ▲ Days ■ Times]. If you have more than one visit, click on + to add more lines.

**Visiting Schedules** | **Input Example**
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One visit for a day trip | 0 Nights 1 Days 1 Times
Two visits for three days and two nights | 2 Nights 3 Days 2 Times
· Two one-day visits.  
· Two visits for one night and two days. | 2 Nights 3 Days 2 Times※  
(*You can add a column)

Click + to add a field for entering the schedule of your visit.
To add a Joint researcher or Undergraduate student, click on **add row** below the table.

If you are unable to enter the numbers, your browser's display zoom factor may be too high. You can lower the display magnification or download the application form in PDF format in order to see the correct display. For more details, please refer to page 8 onwards of the manual.

Click on **Download PDF** to download the PDF application form.
The process of entering your visit schedule is completed.

Click **Save App.** to temporarily save your entry.
If you are not able to see the dates you entered.

If you enter a number in the "Nights", "Days", or "Times" field and it does not appear, please try the two methods on the next page.
Method 1: Lower the browser's (web page) display magnification.

The input field for the schedule of visits will be enlarged to make it easier to display the numbers.
Method 2: Download the application form in PDF format and check the contents.

After saving your application, click on **Download PDF** in the upper left green bar of the application screen to download a PDF of the application form.
Method 2: Download the application form in PDF format and check the contents.

You can view the schedule of visits on the PDF to confirm your input.

This is the end of "If you are not able to see the dates you entered".
If you have any questions about NOUS, please do not hesitate to contact us.

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