Registering Your Motorbike

All motorbikes that are used on campus **must be registered.**
Motorbikes without registration or randomly left on campus will be **impounded** (moved to a temporary storage).
Read the following guidelines for registration and follow the correct procedures and rules

How to Register Your Motorbike

Step 1 **Select the "Bicycle, Motorbike Registration" on Web System for S&F**

Select the [Web System for S&F] through the Tokyo Tech Portal: http://portal.titech.ac.jp/ Select "Registration" from the menu. The website provides the detailed step-by-step information for registering your motorbike. Please be sure to read through the site for carefully.

Step 2 **Bring your "Vehicle Inspection Certificate, Registration Certificate (Certificate of Acquisition of License Plate), or Proof of Light Vehicle Registration" certificate to the office any time after three days completion of your web registration.**

***Excluding Saturdays, Sundays, public holidays, summer holidays, and New Year holidays**

[Ookayama Campus]
General Administration Group, Student Division, Student Service Department
Ookayama West Bldg. 8E, 1F (ex. 3003)
[Suzukakedai Campus]
Student Group, Student Division, Suzukakedai Administration Office
Suzukakedai J1 1F (ex. 5933)
Open between 8:30 to 17:15 on weekdays

Step 3 **Affix the "Registration Sticker" on your motorbike in a highly visible location** (i.e. mudguard)

* You will need to re-register your motorbike in April of the following academic year if you wish to continue using it.

Please complete your registration
without delay
Unregistered motorbikes will be impounded.

Designated Parking Areas on Campus

	Ookayama Campus	Suzukakedai Campus
Parking hours	7:00AM to 12:00AM	7:00AM to 10:00PM
Entry/Exit Gates	Main gate, South gate, Midorigaoka parking areas * Do not ride on campus	Nagatsuta-gate
Parking Area	No overnight parking Please see the website for locations	Please see the website for location

Basic Guidelines

1. Affix a "Registration Sticker" visibly on your motorbike.

Motorbikes without "Registration Stickers" will be impounded.
Owners of motorbikes that have been impounded will be charged a removal fee.

2. Park your motorbike in the designated parking areas only.

Motorbikes found outside the designated parking areas will be impounded and de-registered.

Any motorbike owner found to be in violation of the campus traffic rules (complying with street safety or parking rules) will have his/her motorbike impounded and motorbike rights de-registered.

3. Your motorbike registration will be valid through the end of March each year.

Please remember to re-register your motorbike if you wish to continue using it the following year.

4. Do not use the University bicycle parking areas for your own personal garage.

Motorbikes found to have been left in the bicycle parking areas for two days or longer will be impounded.

5. Do not abandon a motorbike that is no longer needed, especially after graduating, on and around the campus area. Should a motorbike be found to have been abandoned on and around the campus area, the owner, will be identified and charged removal and disposal fees.

6. Other

* **Motorbike-user is claimed to compensation for the damage, if equipment in campus is broken by motorbike.**
* **Only one motorbike per person can be registered.**
* For more information on using motorbikes, see the General Safety Management Center's homepage

General Safety Management Center

(http://www.gsmc.titech.ac.jp/)