

# To All Students Who Wish to Use Bicycles on Campus

All bicycles that are used on campus **must be registered**.

Illegally parked bicycles and bicycles without registration will be **clamped or impounded** (moved to temporary storage).

Read the following basic guidelines and follow the correct procedures and rules.

## Three Basic Guidelines for Riding Bicycles on Campus

### 1. Refrain from purchasing a bicycle for on-campus use

- The number of parking spaces for bicycles on campus is limited. If possible, use other means of transportation, such as walking and/or taking the train.
- **Refrain from purchasing a bicycle if you are planning to use it only to move around campus.**
- If you use a bicycle, **ride safely on the left side of the road. Pedestrians have the right of way on campus.**

### 2. Affix your registration sticker visibly on your bicycle

- When you register your bicycle, you will receive an official registration sticker. Be sure to affix the sticker visibly on your bicycle.
- **Bicycles without registration stickers will be clamped or impounded.**
- Your bicycle registration will be valid until the **end of March** each year.
- Remember to re-register your bicycle if you wish to continue using it the following year.

### 3. Park your bicycle in the designated parking areas only

- Always park your bicycle in the Institute's designated bicycle parking area. **Clamping, impounding and de-registration of bicycles left outside the designated parking areas will be strictly enforced.**
- **Do not leave bicycles on the tactile paving used to guide the visually impaired.**
- Bicycles parked near building entrances and/or on the road impede the flow of traffic. **These areas must remain free and clear of all obstacles for emergency evacuations.**
- Any bicycle owner found to be in violation of the campus traffic rules (not complying with street safety or parking rules), will have his/her bicycle clamped or impounded, and his/her bicycle rights will be revoked. Once revoked, you will not be able to register a bicycle for one year from the date of revocation.
- **Owners of bicycles that have been impounded may be charged a removal fee.**
- **Do not abandon bicycles that are no longer needed**, especially after graduating, on or around campus. Should a bicycle be found to have been abandoned on or around campus, **the owner will be identified, and he/she may be charged a removal and/or disposal fee.** Abandoned bicycles not only take up the Institute's limited parking spaces, but also adversely affect the safety and appearance of the Institute. Impoundment and disposal costs for unregistered and abandoned bicycles on campus exceed 1 million yen every year.

## Other

- **Persons responsible for damaging campus property with bicycles will be charged for repairs.**
- **Only one bicycle or motorbike per person can be registered.**
- **It is mandatory to take out bicycle liability insurance in Tokyo and Kanagawa prefecture. Check your insurance status and if you haven't, be sure to join.**
- **Bicycle theft incident has occurred on Campus. Be sure to lock your bicycle when parking.**



## How to Register Your Bicycle

### Step 1

**Select “Bicycle, Motorbike Registration” on the “Web System for S&F”**

**NOTE: You need to have completed “theft-prevention registration” (see below) before you can apply for registration of your bicycle on the “Web System for S&F.”**

- Select “Web System for S&F” through the Tokyo Tech Portal: (<http://portal.titech.ac.jp/>)
- Select “Registration” from the menu. The website provides detailed step-by-step information for registering your bicycle. Be sure to read through this site carefully.

**Theft-prevention registration for bicycles is required by Japanese law**

- Theft-prevention registration for bicycles can be done at the store where you purchase your bicycle or at the Registry Office for Theft-Prevention for Bicycles.
- Owners who have not completed a theft-prevention registration are required to do so.
- Registration fee and validity period are as follows.  
Tokyo : 660yen / 10years Kanagawa : 700yen / 7years

### Step 2

**Please bring your "Student ID" and "Crime Prevention Registration Card" to the following window after 1:30 p.m. on the next day of your registration**

**Attention: Registration stickers for AY2025 can be picked up from 1:30 p.m. on April 3.**

**Excludes Saturdays, Sundays, public holidays, summer holidays, and New Year's holiday**

#### **[Ookayama Campus]**

Taki Plaza Information desk, **1F\***, Taki Plaza  
(General Affairs and Planning Group, Student Support Division Ext. 3011)  
Office hours: 9:00 a.m. to 5:15 p.m. on weekdays

**\* B1F of Taki Plaza during April 3-11**

#### **[Suzukakedai Campus]**

Suzukakedai Student Support Group, Student Support Division Suzukakedai J1 Bldg., 1 Fl  
(Ext. 5935)  
Office hours: please refer to the website below.

<https://www.titech.ac.jp/english/student/students/certificates/submitting/offices>

### Step 3

**Affix the registration sticker on your bicycle in a highly visible location (e.g. mudguard)**

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

#### **Bicycle Safety Rules**

1. Ride on roadways (Riding on the sidewalk is an exception, not the rule)
2. Ride on the left on all roadways
3. If you do ride on the sidewalk, always yield to pedestrians, ride slowly and on the side closer to the roadway
4. Follow all safety rules: *No drunk cycling; not more than one person on a bicycle; no riding parallel to another bicycle; use bicycle lights at night; obey traffic signals; stop and check for safety at all intersections*
5. Cyclists have been prohibited from riding in the “no riding” areas.

#### **[Inquiries]**

##### **Ookayama Campus**

General Affairs and Planning Group, Student Support Division (Ext. 3011)

##### **Suzukakedai Campus**

Suzukakedai Student Support Group, Student Support Division (Ext. 5935)

**Disaster Preparedness and Traffic safety Section**

(<https://www.gsmc.titech.ac.jp/>)