

# Registering Your Motorbike

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

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

Read the following guidelines for registration and follow the correct procedures and rules.

## How to Register Your Motorbike

### Step 1

**Go to “Bicycle, Motorbike Registration” 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 motorbike. Be sure to read through the site carefully.

### Step 2

**Please bring your "Student ID" and one of any certificate "a.vehicle inspection certificate", "b.registration certificate (certifying acquisition of your license plate)", "c.light vehicle registration certificate" to the following window after 1:30 p.m. on the next day of your registration.**

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

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

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

Taki Plaza Information desk, **1F\***. Taki Plaza

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

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

Office hours: 9:00 a.m. to 5:15 p.m. on weekdays

#### **[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 motorbike in a highly visible location (e.g. mudguard)**

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

**Complete your registration without delay**

Unregistered motorbikes will be clamped or impounded.

## Designated Parking Areas on Campus

	Ookayama Campus	Suzukakedai Campus
Parking hours	7:00a.m. to 12:00a.m.	7:00a.m. to 10:00p.m.
Entry/Exit Gates	Main gate, South gate, Midorigaoka parking areas <b>Do not ride on campus</b>	Nagatsuta gate
Parking Areas	<b>No overnight parking</b> Please see the General Safety Management Section's website for locations	Please see the General Safety Management Section's website for locations

## Basic Guidelines

### 1. Affix your registration sticker visibly on your motorbike.

**Motorbikes without a registration sticker will be clamped or impounded.**

Owners of motorbikes that have been impounded may be charged a removal fee.

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

**Clamping, impounding and de-registration of motorbikes parked outside the designated parking areas will be strictly enforced.**

Any motorbike owner found to be in violation of campus traffic rules (not complying with street safety or parking rules) will have his/her motorbike clamped or impounded, and his/her motorbike will be de-registered.

### 3. Your motorbike registration will be valid until the **end of March** each year.

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

### 4. Do not use the Institute's parking areas as your own personal garage.

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

### 5. Do not put a cover over your motorbike while parking it on campus as this will hinder registration checks.

### 6. Do not abandon motorbikes that are no longer needed on or around campus, especially after graduating.

Should a motorbike be found to have been abandoned on or around campus, the owner will be identified and may be charged clamping, removal and/or disposal fees.

### 7. Other

**Persons responsible for damaging campus property with motorbikes will be charged for repairs.**

Only one motorbike per person can be registered.

For more information on using motorbikes, see the Disaster Preparedness and Traffic safety Section homepage.

**Disaster Preparedness and Traffic safety Section**

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