

Matsugasaki Campus Bicycle-use Regulations

To bring a bicycle on campus, you must register for bicycle parking, receive a parking registration sticker and help prevent accidents by following the bicycle regulations below.



Apply for bicycle parking permission and a registration sticker.

- To park a bicycle on campus, you must apply to park on campus and receive a parking registration sticker.
- Attach the parking registration sticker to the rear of your bicycle so it is clearly visible.
- Parking registration stickers are valid until the end (March 31) of the academic year of issue. You must apply for permission and a sticker every academic year.
- Refer to "Application for Bicycle Parking Permission" for the registration procedure.



Park bicycles only in designated areas and remove them at graduation.

- Be sure to park your bicycle neatly in line at the designated bicycle parking area.
- When parking bicycles, be sure to lock your bicycle (double-locked is preferable) to prevent theft.
- Do not park bicycles anywhere other than KIT-designated bicycle parking areas. Be aware that bicycles parked near service gates, building entrances, emergency evacuation routes, green areas, etc. may be immediately moved.
- Bicycles that are no longer needed (after graduation, etc.) should not be left on the KIT campus.



Cycling around campus is strictly prohibited.

- Bicycles may **ONLY** be ridden from the gates to the **nearest** bicycle parking areas. Riding bicycles on campus is prohibited in all other areas.
- When entering or exiting the gate, dismount and walk your bicycle.
- Do not use bicycles to move around campus.
- KIT is not responsible for any accidents, theft, damage, etc. to bicycles on campus.
*Note that accidents occurring in areas on campus where cycling is not permitted are **not covered** by Student Accident Insurance for Education and Research (*Gakkensa*).

Penalties for Violations

- Bicycles without a valid parking sticker or those parked outside KIT-designated bicycle parking areas will be subject to being moved, locked up or removed from campus.
- Bicycle-related misconduct and/or repeated bicycle parking violations may result in your bicycle parking permission being voided and your bicycle being banned from campus.

Applying for Bicycle Parking Permission

Applications and bicycle permission/sticker issue are take place at the University Co-op (KIT Shop, located on the 2nd floor of KIT House).

1. How to apply:

1.1 Applications for FY2026 will be available/accepted starting March 16.

1.2 Processing Counters

- New/continuing bicycle parking registration applications:
KIT Co-op Service Counter (2nd floor of KIT House)
- Parking sticker re-issue applications (for replacing an old, with a new bicycle or to obtain a lost/missing sticker):
Facility Management and Security Office (3rd floor, Building No. 3)
Office hours (weekdays): 9:00-12:00, 13:00-16:00

1.3 Required Documentation and Bicycle Fees

- Bicycle Parking Permission Application Form (download one at the URL below or obtain one at the Co-op Service Counter)
https://www.cis.kit.ac.jp/~shisetsu/anzen/08/b_shinsei-01e.pdf
- ID (student/staff ID)
- Annual bicycle parking fee: 1,000 yen

1.4 Application Procedure

[Students, faculty and staff]

1. Obtain and fill out a Bicycle Parking Permission Application Form.
2. Submit the application form at the KIT Co-op Service Counter (2nd floor of KIT HOUSE). When submitting the application, present your KIT student or staff ID.
3. Pay the bicycle parking fee.
4. Receive a bicycle parking registration sticker.

[Off-Campus Visitors]

Non-authorized persons (persons without a KIT student or staff ID) are required to fill out an application form and submit it to staff at the Safety and Environment counter of the Facility Management and Security Office (3rd floor, Building No. 3, office hours: 9:00-12:00, 13:00-16:00). At that time, present proof of the business/company you represent. Staff will confirm your identity and stamp your application. Submit the stamped application form to staff at the University Co-op counter, pay the bicycle parking fee, and receive a bicycle parking registration sticker.

2. Caution

- Applications must be completed in person (not online).
- Only one application is allowed per person.
- Applications containing false statements will not be approved. Approved applications will be voided if found to contain false statements or to be duplicates.
- Only bicycles with crime-prevention stickers will be registered for on-campus parking.
- Kyoto Prefecture mandatory bicycle insurance (insurance or mutual aid that can compensate for injury or death caused by a bicycle accident) is also required. If you are not insured, you will not be able to apply for parking permission, so be sure to purchase the necessary insurance.
- Bicycles without a valid parking registration sticker are subject to being moved, locked up or removed from campus.
- Reissuance of Bicycle Registration Stickers
If you wish to have your registration sticker reissued due to having a new bicycle, or other reason, remove the old registration sticker and bring it and your ID(School ID for KIT student, faculty or staff) to the Safety and Environment counter of the Facility Management and Security Office (3rd floor, Building No. 3, office hours: 9:00-12:00, 13:00-16:00). If you are requesting parking registration sticker reissue for a new bicycle, be sure to have your parking registration permission number with you. A new sticker will be issued after you fill out the Bicycle Sticker Reissue Application form at the counter.

Bicycle Parking Permission Re-issue Application Form
https://www.cis.kit.ac.jp/~shisetsu/anzen/08/b_shinsei-02e.pdf

3. Expiration dates

Registration stickers are issued annually and are valid until the end (March 31) of the academic year of issue. To continue parking your bicycle on campus in the following academic year, apply again and receive a parking registration sticker for the next fiscal year.

4. Campus Bicycle Rules

KIT requires all campus bicycle users to comply with the following:

- Obey all KIT Matsugasaki Campus Traffic Safety Regulations.
 - Your bicycle registration sticker must be affixed to the rear of the bicycle in a clearly visible location.
 - Your bicycle parking registration sticker must not be lent or transferred to another bicycle.
 - When using gates other than ones specifically for bicycles, get off the bicycle and push it when entering and exiting the campus.
 - Do not ride your bicycle around campus. Bicycles may only be ridden between the bicycle entrance gate and the closest bicycle parking lot (near the West Central Gate).
 - Park bicycles in an orderly fashion in the bicycle parking areas. Only park bicycles in KIT-designated bicycle parking areas.
 - Do not leave your bicycle parked at KIT for extended periods.
 - When bicycles are no longer needed, do not abandon them on campus. Each student is responsible for removing his/her unwanted bicycle from campus.
 - Any accidents, theft, damage, or other bicycle/parking related issues occurring on campus are the responsibility of the parties involved.
 - Do not chain or wire-lock bicycles to university structures.
- ※ Be aware that violation of any of the above rules may result in your parking registration being revoked.