

AY 2018 Request for Bicycle Parking Permit  
Meiji University Nakano Campus

### Transportation Rules

- All students are encouraged to use public transportation to Nakano campus. Only the students who have difficulties using public transportations are able to commute by bicycle after you obtain Bicycle Parking Permit. Please follow the detailed instruction below.

### Bicycle Parking Permit

- Regular students who are in \*1, are eligible to apply for the permit. After applying, only the students who obtain the permit are able to commute by bicycle and also use Nakano Campus Bicycle Parking.

\*1: School of Global Japanese Studies/School of Interdisciplinary Mathematical Sciences/Graduate School of Global Japanese Studies/Graduate School of Advanced Mathematical Sciences/ Graduate School of Science and Technology (Frontier Sciences and Innovation Program, I-AUD of Architecture Program, I-AUD and Course in Places, Arts, and Consciousness of Architecture and Urbanism Program)

### Bicycle Regulations

**Be sure to obey the regulations below. If not, Meiji University may cancel the permit or remove your bicycle.**

- Nakano Campus Bicycle Parking is only for bicycle commuters to Nakano campus. Do not leave your bicycle there.
- Be careful not to cause annoyance to members of Nakano campus and the general public living near Nakano campus.
- Only bicycles with a registration sticker can be parked at Nakano Campus Bicycle Parking.
- Touch your student ID card on the card reader placed beside the gate of Nakano Campus Bicycle Parking, and then the flap turnstile will open to go through.
- Be responsible for and take care of your own bicycle. The Nakano Campus is not responsible for loss, damage or theft.
- Obey all the traffic regulations and rules, and behave in a mature manner to ride safely.
- Follow instructions of the Nakano Campus when parking at Nakano Campus Bicycle Parking.

## AY 2018 Bicycle Parking Permit Request Procedure

- **Application Period: Thu., April 5, 2018, 10:00am**  
– **Sat., April 7, 2018, 11:00pm**
- How to apply: Use “Questionnaires” on Oh-o! Meiji system  
(For more detail, refer to page 3)
  1. Login to Oh-o!Meiji (Student user ID and Password needed)
  2. Click “AY2018 Bicycle Parking Permit Request” right under Questionnaires that left side bottom on portal home
  3. Answer all the questions, and then click “Confirm”
  4. Recheck all the answers you marked, and then click “Submit”
- In case of too many applications, we may hold a draw for place allocation.
- Nakano Campus Bicycle Parking cannot be used until you obtain the permit.

## AY 2018 Issuance of Bicycle Parking Permit

- Announcement: **Tue., April 10, 2018, 10:00am.** Please check Oh-o!Meiji system.
- Bicycle Parking Permit Sticker: Those students who are permitted need to attend Lecture on Bicycle Safety (For the schedule, refer to page 4). After that, “Bicycle Parking Permit Sticker” will be given. Please show your student ID card when you pick it up.
- Valid: **until the end of AY 2018 (March 31, 2019)**
- Bicycle Parking Permit Sticker must be attached on a fender of your bike where it can be seen easily. If your bike does not have fenders, stick it on else where it can be seen easily.

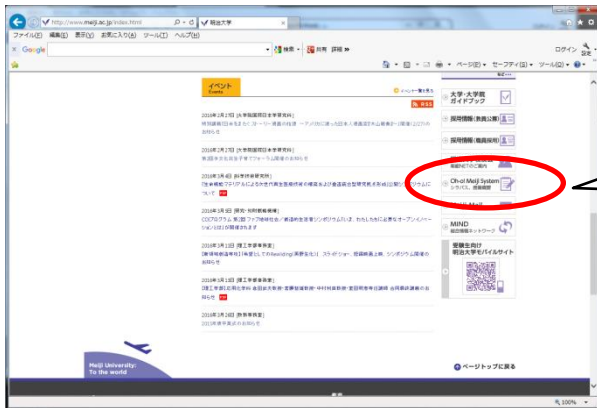
## Note for AY 2017 Bicycle Parking Permit Holders

- If you would like to continue commuting by bicycle and to park at Nakano Campus Bicycle Parking, you need an AY 2018 Bicycle Parking Permit. Please apply for a new permit.
- AY 2017 Bicycle Parking Permit is valid until April 9, 2018.

Contact : Nakano Campus Office

## How to apply through Oh-o! Meiji system

All applicants must utilize Oh-o! Meiji system to apply for Bicycle Parking Permit. You can login to Oh-o! Meiji system using PC or smartphones. Please refer to the following procedures.



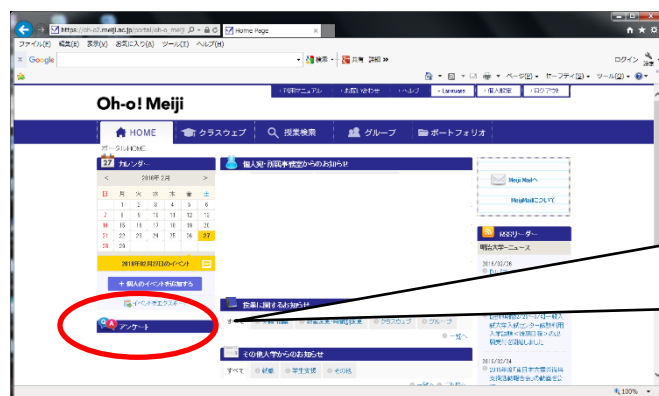
1, Click “Oh-o! Meiji system” on top of Meiji University Home Page to open it.



2, Click “Login (ログイン)”.



3, Enter your student ID number (10 digits shown on your student ID card) and Password (alphanumeric characters on admission document), and then click “sign in”.



4, Click “AY 2018 Bicycle Parking Permit Request” under Questionnaires (アンケート) and answer all the questions, and then click “Confirm (回答する)”.

(These are PC screen images.)

# Lecture on Bicycle Safety

- Date: Tuesday, April 10, 12:30-13:30,  
or Wednesday, April 11, 12:30-13:30  
Please choose one of the two days.
- Place: Hall ( 5<sup>th</sup> floor, Low-rise wing)
- Contents:
  1. How to ride safely
  2. Issuance of Bicycle Parking Permit Sticker