

【Graduation Ceremony】  
Admission Ticket  
Application Manual  
For Parents and Guarantors



Sophia University

## 【Introduction】

**Those attending the graduation ceremony at Sophia University, including students, parents, and guarantors, are required to register in advance through the ticket application system.**

On the day of the ceremony, please present the QR code from your My Page at the entrance. This operational manual provides application and method to modify registration information for parents, and guarantors. If you have any questions or concerns, please contact "[soumu kouenkai-co@sophia.ac.jp](mailto:soumu_kouenkai-co@sophia.ac.jp)" by email, including your name, student's name, faculty, and the email address used for registration. Additionally, please review the following important points before applying.

### 【Please note】

- Only one guest will be allowed to apply per each student.
- Please note that in case more than two applications are confirmed with the same student, the organizer will cancel any applications beyond the first applicant.
- If you register with the following mobile carrier email addresses, you may not receive the "Registration Completed" email immediately after registration. Please register with an email address other than the following if possible. (Even if you do not receive the email, you will still be able to enter with the QR code on your My Page.)  
○○@docomo.ne.jp, ○○@au.com, ○○@ezweb.ne.jp
- If you wish to change the reserved seat block after applying, please cancel the reservation once and then register again as a new application.
- If you are unable to attend after obtaining the QR code, be sure to proceed with the cancellation process.
- Sophia University uses the event planner system from TKP Corporation for the entrance ticket application system for the degree conferral ceremony. Please be aware that the name "Event Planner" and the following logo will appear on the application screen and in the registration completion email.



- At the end of the manual, there is also an FAQ, so please check there as well.

In this application site, there are certain areas where it is impossible to display anything other than Japanese due to system limitations. Here is the English translation for those parts.

[MyPageにログイン](#)



**ご父母・保証人 / Parents and guarantors**  
**入場券申込サイト / Ticket Application site**

1名まで申込可  
Only one person can apply



- ・このページはご父母・保証人の入場券申込サイトです。卒業・修了生は別ページでの申込みになります。
- ・右の座席図を参照しご希望のブロックを選択してお申し込みください。
- ・ブロック内はご来場順に前方から順番にお座りいただきます。
- ・申し込み後はマイページが作成されますので、そこにあるQRコードを当日入り口でご提示ください。

- ・This site is the admission ticket application for Parents and guarantors. Students can apply on a separate site.
- ・Please select your desired block from the seating chart on the right and proceed with your reservation.
- ・In the block, we will guide guests to their seats in order of arrival, starting from the front.
- ・Once you have completed the application, a My Page will be created. Please present the QR code from your My Page at the entrance on the day of the event.

**主催者情報**  
Organizer

主催者情報

上智大学 総務局 総務グループ  
Sophia University Office of General Affairs

E-mail : soumu\_kouenkai-co@sophia.ac.jp  
 ※問い合わせの際はメールのタイトルを「学位授与式」としてください。  
 \*If you are inquiring by email, please write "Graduation Ceremony" in the subject line.

会期日 \_\_\_\_\_

2025-3-24(月)

会期時間 \_\_\_\_\_

11:00～12:30

会場アクセス \_\_\_\_\_

東京ガーデンシアター

〒135-0063 東京都江東区有明2-1-6

**会期日**  
Date

**会期時間**  
Time

**会場アクセス**  
Access

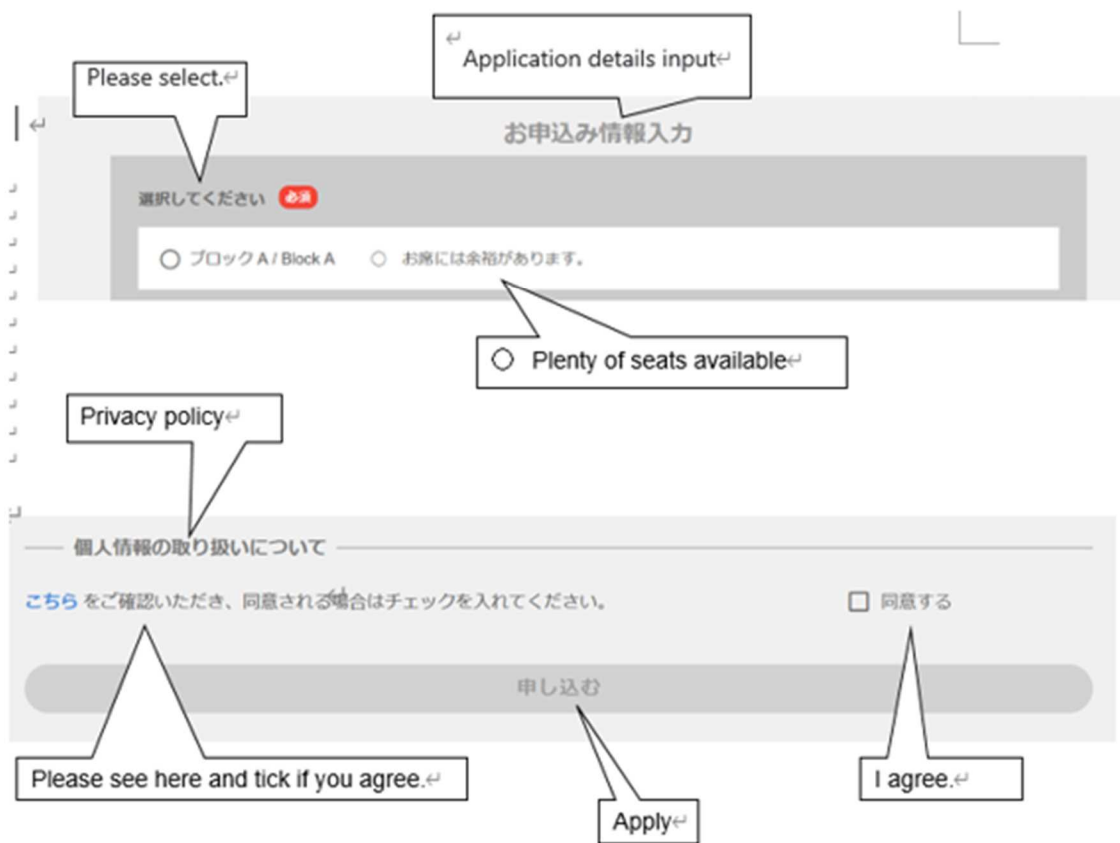
**TOKYO GARDEN THEATER**  
2-1-6 Ariake, Koto-ku, Tokyo  
135-0063

Google Map





Required entry



## <Application for Admission Ticket (QR Code)>

① ①Select the relevant application from the admission ticket application sites.

The screenshot shows the Sophia University website for the 2024 graduation ceremony admission ticket application. The header features the 'SOPHIA U' logo. The main title is '2024年度 上智大学 学位授与式 入場券申込受付' (Sophia University Graduation Ceremony 2025 March Admission ticket application). Below the title, there are instructions in Japanese and English to read the manual first. Two application options are listed in pink boxes, both with a green '受付中' (Application Open) button. The first option is for 'For Parents/Guarantor' and the second is for 'For Students'. Both options are for the date 2025-3-24 at the Tokyo Gardenシアター.

**SOPHIA U**

### 2024年度 上智大学 学位授与式 入場券申込受付

Sophia University Graduation Ceremony 2025 March  
Admission ticket application

必ず最初にこちらのマニュアルをご確認のうえお申し込みください。

- [学生用](#)
- [ご父母・保証人用](#)

Please be sure to review this manual first before proceeding with the application process.

- [For Students](#)
- [For Parents and Guarantors](#)

**受付中** 2025-3-24(月) 東京ガーデンシアター  
【ご父母・保証人用】 2024年度 上智大学 学位授与式 【For Parents/Guarantor】 Graduation Ceremony March 2025

**受付中** 2025-3-24(月) 東京ガーデンシアター  
【卒業・修了生用】 2024年度 上智大学 学位授与式 【For Students】 Graduation Ceremony March 2025

There are options for "For Students" and "Parents/Guardians".

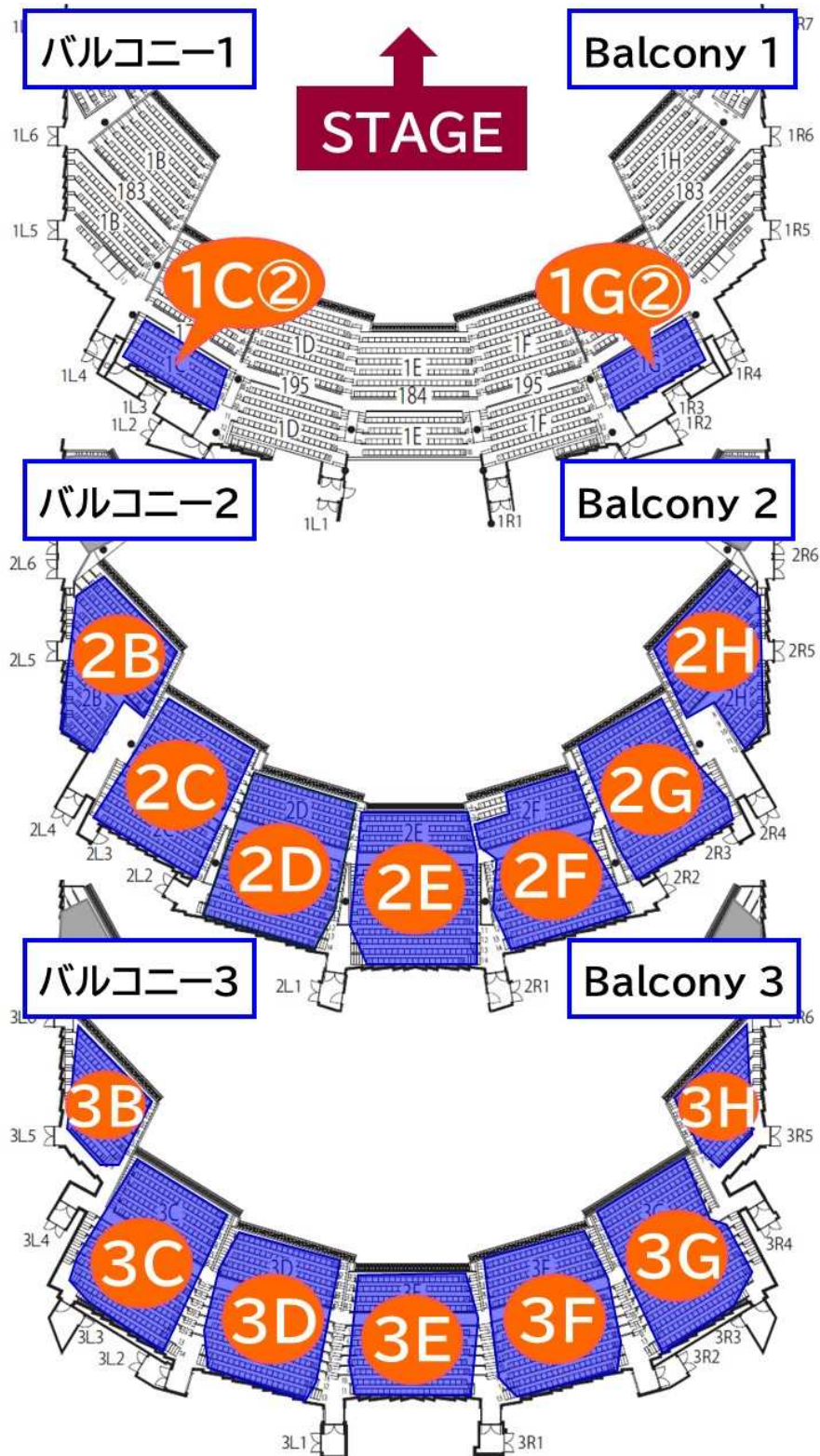
This close-up shows the two application options from the previous screenshot. The 'For Parents/Guarantor' option is highlighted with a red box around the text '【For Parents/Guarantor】' in the description.

**受付中** 2025-3-24(月) 東京ガーデンシアター  
【ご父母・保証人用】 2024年度 上智大学 学位授与式 **【For Parents/Guarantor】** Graduation Ceremony March 2025

**受付中** 2025-3-24(月) 東京ガーデンシアター  
【卒業・修了生用】 2024年度 上智大学 学位授与式 【For Students】 Graduation Ceremony March 2025

②Please check the display and click on the appropriate category (pink section) to proceed to the application page.

③Please select the block where you would like to be seated from the seating chart of the Tokyo Garden Theater. Please note that you can choose seats on the Balcony 1 to Balcony 3.



There are no assigned seats within the block, but you will be seated on a first-come, first-served basis.

④Please check the block you would like to sit in.

**お申込み情報入力**

選択してください **必須**

<input checked="" type="radio"/> ブロック 1C② / Block 1C②	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 1G② / Block 1G②	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 2B / Block 2B	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 2C / Block 2C	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 2D / Block 2D	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 2E / Block 2E	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 2F / Block 2F	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 2G / Block 2G	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック 2H / Block 2H	<input type="radio"/> お席には余裕があります。

The display on the right Japanese part is as follows:

- お席に余裕があります → There are plenty of seats available in the block.
- 6 (Number) → The remaining number of seats is quite low.
- × 満席 → The block is fully booked.

⑤ Please input the required information.

- Your email address will serve as the login ID for accessing your My Page.
- Please also remember your password, as it will be required to log in to your My Page. It is recommended to keep a note of it to avoid forgetting.
- Both your name and the student's name are required.

メールアドレス / Email **必須**

メールアドレス(確認) / Email (Confirm) **必須**

Password **必須**

ご父母・保証人の姓 / Parents/Guarantor Family Name **必須**    ご父母・保証人の名 / Parents/Guarantor First Name **必須**

連絡先電話番号 / TEL **必須**

学生の姓 / Family Name (Student) **必須**

学生の名 / First Name (Student) **必須**

学部または研究科 / Faculty or Graduate School **必須**

学科または専攻 / Department or Major **必須**

⑥ Please confirm your agreement to the Privacy Policy by checking the box marked "☐同意する" and then click the "申し込む" button.

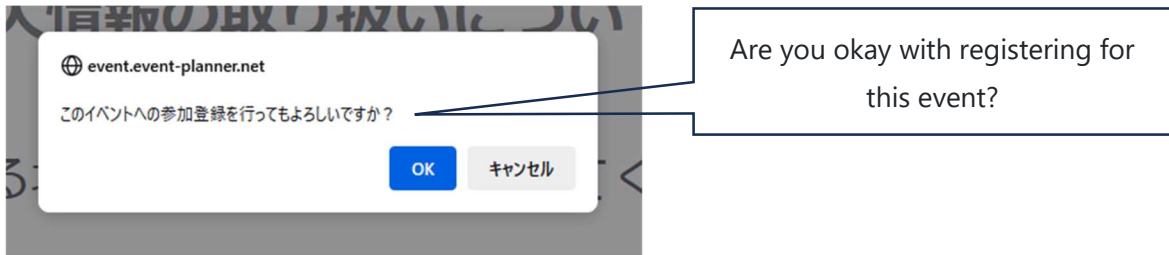
—— 個人情報の取り扱いについて ——

[こちら](#) をご確認ください、同意される場合はチェックを入れてください。  同意する

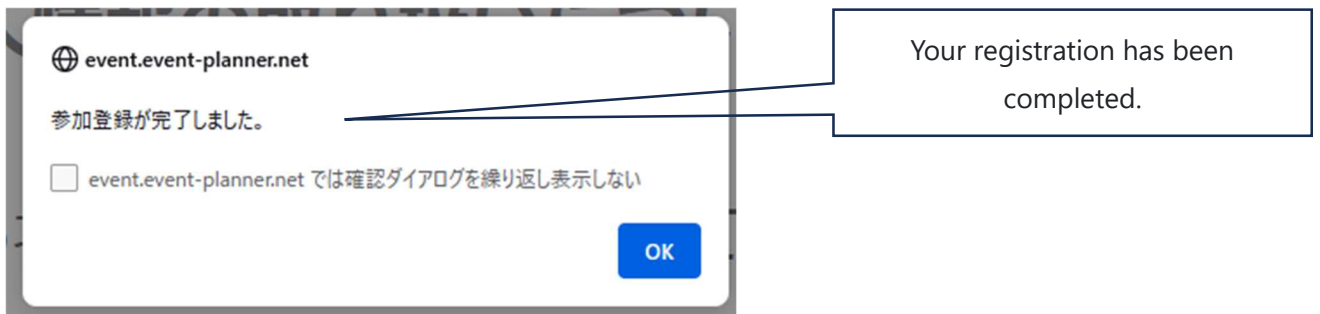
**申し込む**



Please click "OK" when this prompt appears.



When the following instructions appear, please click "OK."



⑦Your My Page will be displayed once the registration is completed.

My Page  
マイページ

ご登録情報

上智 太郎  
shiho\_ayukai@sophia.ac.jp

受付関連

QRコード

当日受付にて上記QRコードをかざしてください。

参加受付証ダウンロード

参加  
ブロック 2B  
イベント名  
【ご父母・保証人用】2024年度 上智大学 学位授与式 【For Parents/Guarantor】 Graduation Ceremony March 2025  
イベント概要  
・予約後にブロックの変更を希望される場合は一旦キャンセルを行った後に新規で別のご予約を行ってください。  
・学生1名につき、ご父母・保証人のうち1名までご来場いただけます。万が一、同一の学生に対して、2名以上のお申し込みが確認された場合は、主催者側で2名以降のお申し込みをキャンセルさせていただきますので、予めご了承ください。

If you would like a PDF version of the QR code, please click the button below the QR code. You will be able to download the PDF version, which can also be printed and brought with you.

参加受付証ダウンロード

Once your registration is complete, a confirmation email will be sent to the email address you provided. Even if you do not receive the email, you can still enter with the QR code on your My Page.

## <After completion of registration>

### How to log in to my page

- ①When you return to the application site, you will find a "My Page にログイン" button at the top right of the site. Please click on it.

MyPageにログイン

MyPageにログイン

**SOPHIA U**

ご父母・保証人 / Parents and guarantors  
入場券申込サイト / Ticket Application site

1名まで申込可  
Only one person  
can apply

- ・このページはご父母・保証人の入場券申込サイトです。卒業・修了生は別ページでの申込みになります。
- ・右の座席図を参照しご希望のブロックを選択してお申し込みください。
- ・ブロック内はご来場順に前方から順番にお座りいただきます。
- ・申し込み後はマイページが作成されますので、そこにあるQRコードを当日入り口でご提示ください。

・This site is the admission ticket application for **Parents and guarantors**. Students can apply on a separate site.

・Please select your desired block from the seating chart on the right and proceed with your reservation.

・In the block, we will guide guests to their seats in order of arrival, starting from the front.


・Once you have completed the application, a My Page will be created. Please present the QR code from your My Page at the entrance on the day of the event.



- ・予約後にブロックの変更を希望される場合は一旦キャンセルを行った後に新規で別のご予約を行ってください。
- ・**学生1名につき、ご父母・保証人のうち1名までご来場いただけます。**万が一、同一の学生に対して、2名以上のお申し込みが確認された場合は、主催者側で2人目以降のお申し込みをキャンセルさせていただきますので、予めご了承ください。
- ・ If you wish to change the reserved block, please cancel the existing reservation and make a new one.
- ・ **A maximum of one guest will be allowed to apply per each student.** Please note that in case more than two applications are confirmed with the same student, the organizer will cancel the application for the second person.

主催者情報

②Please enter the email address and password you used during registration to log in.



The screenshot shows a login page titled "MyPageにログイン". It features two input fields: "Email Address" with a red underline and the instruction "メールアドレスを入力してください", and "Password" with a toggle eye icon. Below the fields are two buttons: "キャンセル" (Cancel) and "ログイン" (Login). At the bottom, there is a link: "? パスワードを忘れた方はこちら" (Forgot your password? Click here).

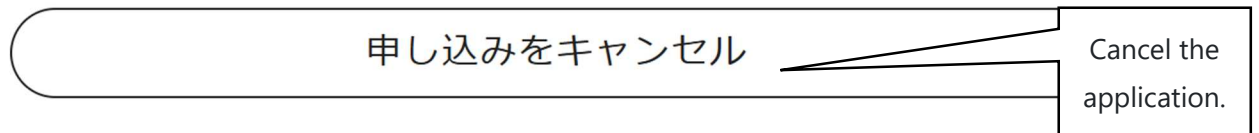
③You will see your My Page and a QR code displayed.



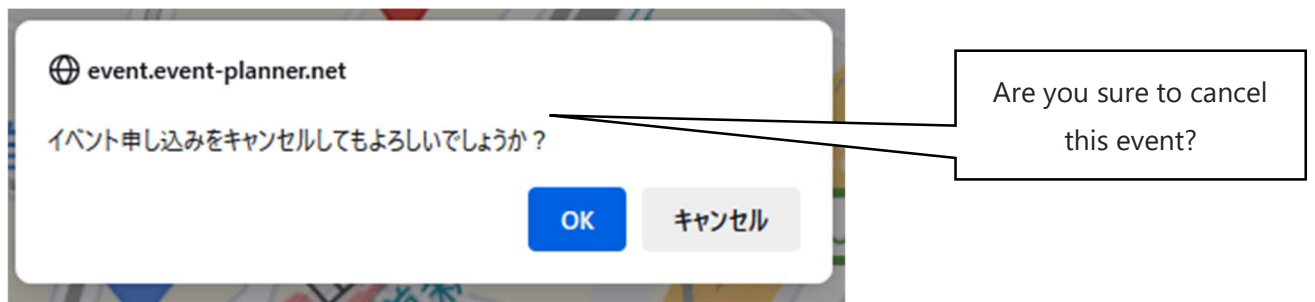
The screenshot displays a user profile page titled "My Page マイページ". The profile section includes a placeholder icon, the name "上智 太郎" (Shiho Taro), and the email "shiho\_ayukai@sophia.ac.jp". Below this is a QR code with the instruction "当日受付にて上記QRコードをかざしてください。" (Please hold the above QR code over the reception desk on the day of the event.) and a button "参加受付証ダウンロード" (Download Participation Certificate). The event details section shows "ブロック 2B / Block 2B" and "イベント名" (Event Name) as "【ご父母・保証人用】2024年度 上智大学 学位授与式 【For Parents/Guarantor】 Graduation Ceremony March 2025". The event overview section contains the following text: "・予約後にブロックの変更を希望される場合は一旦キャンセルを行った後に新規で別のご予約を行ってください。" (If you wish to change the block after booking, please cancel once and then make a new booking for a different block.) and "・学生1名につき、ご父母・保証人のうち1名までご来場いただけます。万が一、同一の学生に対して、2名以上のお申し込みが確認された場合は、主催者側で2名以降のお申し込みをキャンセルさせていただきますので、予めご了承ください。" (You can bring one parent/guardian per student. In the event of multiple bookings for the same student, the organizer will cancel the bookings for more than two people, so please be aware of this in advance.)

## If you want to cancel (or temporarily cancel to change the block)

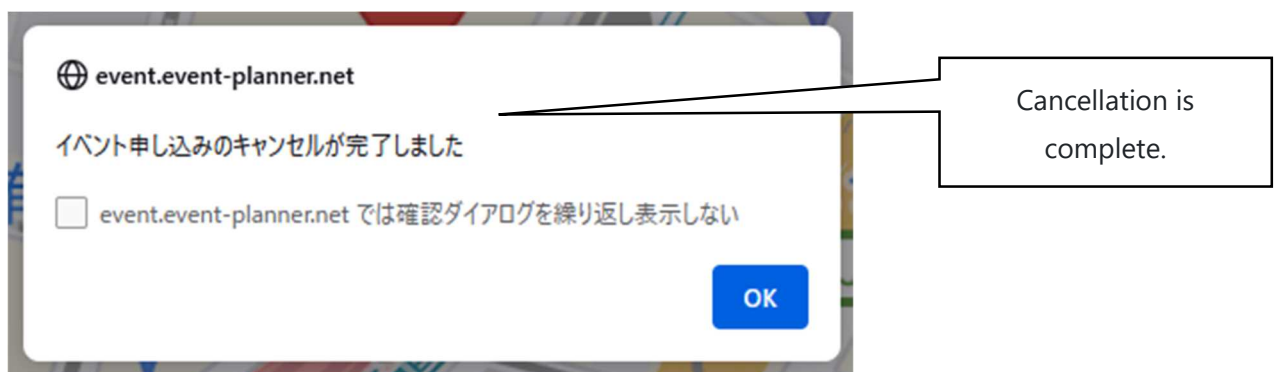
- ① Please click on “申し込みをキャンセル” button at the bottom of the My Page.



- ② When the confirmation message appears, please click “OK ”to cancel.



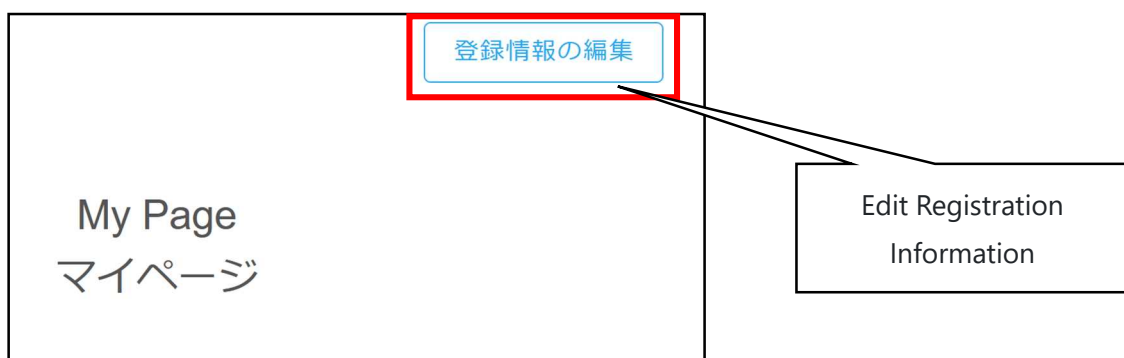
- ③ Once this prompt appears, the cancellation is complete.



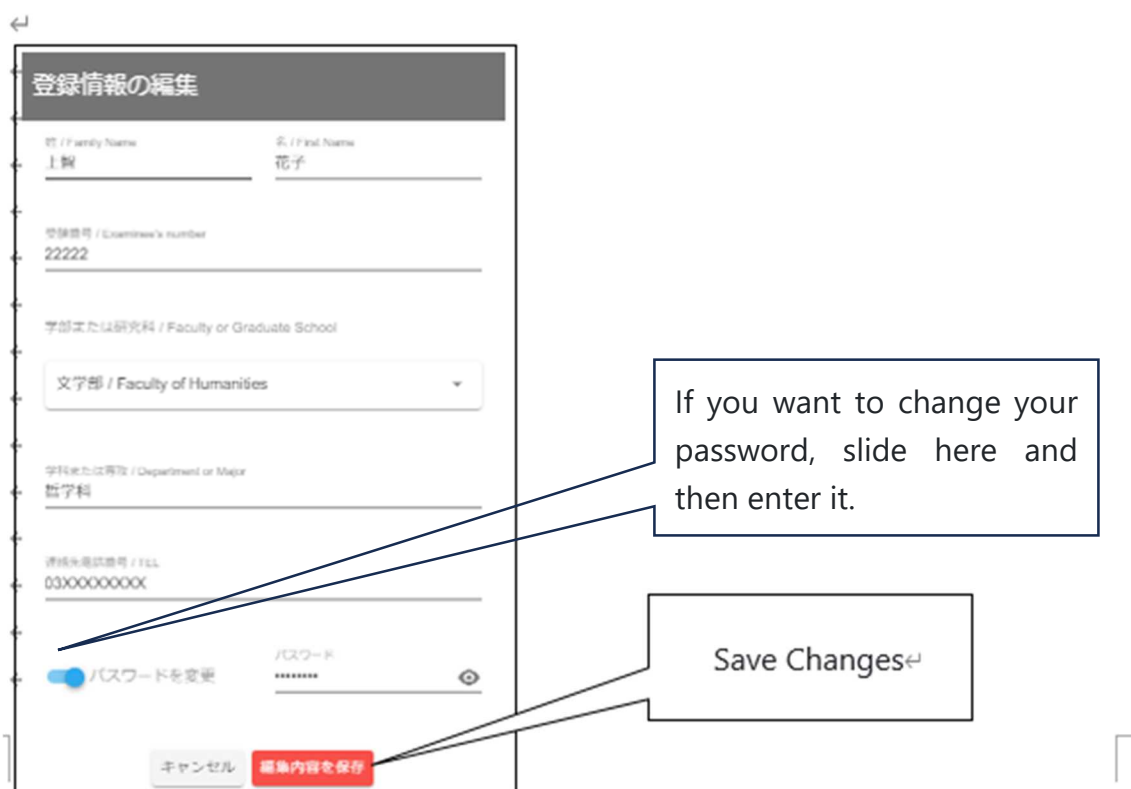
**If you want to change your registration information, please follow these steps:**

If you want to change your registered information such as your name, student's name, contact details, faculty/graduate school, department/major, or password, it is possible to do so. However, if you want to change your block, you will need to cancel and reapply for a new one.

- ① After logging into your account, please click on the "登録情報の編集" button located in the upper right corner of the My Page.



- ② Please make the necessary modifications and press the "登録内容を保存" button.



### <Frequently Asked Questions >

**Q: I have completed the registration, but I have not received the application acceptance email.**

A: You are supposed to receive a reply from the email address [noreply@event-planner.net](mailto:noreply@event-planner.net). Please check your spam/junk mail folder just in case. Additionally, if you have registered using the following mobile carrier email addresses, you may not receive the email. We recommend registering an email address other than those listed below, if possible:

○○@docomo.ne.jp, ○○@au.com, ○○@ezweb.ne.jp.

Even if you do not receive the email, a QR code will be issued on your My Page, so you can enter on the day of the event.

**Q: What should I do if I need special support for seating on the day of the event due to certain circumstances?**

A: Please send an email to [soumu\\_kouenkai-co@sophia.ac.jp](mailto:soumu_kouenkai-co@sophia.ac.jp) with your name, faculty, and the email address you used when applying.

**Q: Can I change the block I reserved once?**

A: Please cancel your existing reservation and make a new reservation for a different block. You can cancel from My Page.

**Q: I can no longer attend after making a reservation. What should I do?**

A: Please cancel from My Page. If you are unable to attend on the day of the event, please cancel as soon as you know.

**Q: Can someone other than parents be registered as parents or guardians ?**

A: As a general rule, we ask for the presence of your parents or guardians. However, if your parents or guardians are unable to attend and there is someone else you would like to invite, such as a benefactor, please contact us.

**Q: I want to modify my registration information.**

A: You can modify your name, contact information, faculty, department/major, and password from My Page. However, if you want to change the block, you will need to cancel and reapply for a new reservation.

Sophia University Office of General Affairs

E-mail: [soumu\\_kouenkai-co@sophia.ac.jp](mailto:soumu_kouenkai-co@sophia.ac.jp)

\*If you are inquiring by email, please write "Graduation Ceremony" in the subject line.