

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



Sophia University

## 【Introduction】

**Those attending the entrance 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 after registration for admission. 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 student's name, faculty, and the email address used for registration. Additionally, please review the following important points before applying.

### 【Please note】

- A maximum of two guests will be allowed to apply per each student. Each person will need their own QR code. Please note that each person will need to register with a different email address, even if there are two people coming together to the event.
- Please note that in case more than three applications are confirmed for the same student, the organizer will cancel the application for the third person.
- 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 entrance 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 Frequently Asked Questions (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.



**SOPHIA U**

**ご父母・保証人 <午後の部> 入場券申込サイト**  
**Parents and guarantors <Afternoon session>**  
**Ticket Application site**

対象：神学部、総合人間科学部、法学部、外国語学部、国際教養学部、神学研究所、  
 総合人間科学研究所、法学研究所、言語科学研究所、グローバル・スタディーズ研究所、  
 地球環境科学研究所、応用データサイエンス学位プログラム、助産学専攻科

・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て希望のブロック・台を選択してお申し込みください。  
 ・ブロック内はご座席順に前方から順番にお申し込みいただけます。  
 ・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覧ください。

**Faculty:** Theology, Human Sciences, Law, Foreign Studies, Liberal Arts.  
**Graduate School:** Theology, Human Sciences, Law, Languages and Linguistics,  
 Global Studies, Global Environmental Studies, Applied Data Science.  
**Course:** Midwifery.

・ This site is the admission ticket application for **Parents and guarantors**. Students can apply on a separate site.  
 ・ Please select your desired block (A-J) 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.

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**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  
 ※メールのタイトルを「入学式」としてください。  
 \*If you are replying by email, please write "Entrance Ceremony" in the subject line.

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**会期日**  
Date

会期日

2024-4-1(月)

---

**会期時間**  
Time

会期時間

12:15~13:15

---

**会場アクセス**  
Access

会場アクセス

東京国際フォーラム  
 ホールA  
 〒100-0005 東京都千代田区丸の内5丁目5番1号

**Tokyo International Forum**

**Hall A**

5-1 Marunouchi 3-chome, ↓  
 Chiyoda-ku, ←  
 Tokyo 100-0005, ←



Required entry

← Application details input ←

Please select. ←

お申込み情報入力

選択してください **必須**

ブロック A / Block A     お席には余裕があります。

Plenty of seats available ←

Privacy policy ←

個人情報の取り扱いについて

[こちら](#)をご確認いただき、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 see here and tick if you agree. ←

Apply ←

I agree. ←

Detailed description: The image shows a screenshot of a Japanese application form titled 'お申込み情報入力' (Application Information Input). The form is divided into several sections. The top section contains a radio button selection for 'ブロック A / Block A' and 'お席には余裕があります。' (Plenty of seats available). Below this is a section titled '個人情報の取り扱いについて' (Regarding the handling of personal information), which includes a link 'こちら' (here) and a checkbox for '同意する' (I agree). At the bottom, there is a large grey button labeled '申し込む' (Apply). English annotations in callout boxes point to various elements: 'Application details input' points to the top section; 'Please select.' points to the radio button options; 'Plenty of seats available' points to the second radio button option; 'Privacy policy' points to the link 'こちら'; 'Please see here and tick if you agree.' points to the link and checkbox area; 'Apply' points to the '申し込む' button; and 'I agree.' points to the '同意する' checkbox.

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

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

SOPHIA U

### 2025年度 上智大学 入学式 入場券申込受付

2025 Sophia University Entrance Ceremony  
Admission ticket application

- 受付中** 2025-4-1(火) 東京国際フォーラム  
【ご父母・保証人用】 <午前の部> 2025年度 上智大学 入学式 【For Parents/Guarantor】 <Morning> Entrance Ceremony April 2025
- 受付中** 2025-4-1(火) 東京国際フォーラム  
【新入生用】 <午前の部> 2025年度 上智大学 入学式 【For Students】 <Morning> Entrance Ceremony April 2025
- 受付中** 2025-4-1(火) 東京国際フォーラム  
【ご父母・保証人用】 <午後の部> 2025年度 上智大学 入学式 【For Parents/Guarantor】 <Afternoon> Entrance Ceremony April 2025
- 受付中** 2025-4-1(火) 東京国際フォーラム  
【新入生用】 <午後の部> 2025年度 上智大学 入学式 【For Students】 <Afternoon> Entrance Ceremony April 2025

There are options for "For Students" and "Parents/Guardians," each divided into "Morning" or "Afternoon" Please apply from the "For Parents/Guarantor" section.

**受付中** 2025-4-1(火) 東京国際フォーラム  
【ご父母・保証人用】 <午前の部> 2025年度 上智大学 入学式 【For Parents/Guarantor】 <Morning> Entrance Ceremony April 2025

**受付中** 2025-4-1(火) 東京国際フォーラム  
【新入生用】 <午前の部> 2025年度 上智大学 入学式 【For Students】 <Morning> Entrance Ceremony April 2025

### Morning

**Faculty :** Theology, Human Sciences, Law, Foreign Studies, Liberal Arts.  
**Graduate School :** Theology, Human Sciences, Law, Languages and Linguistics, Global Studies, Global Environmental Studies.  
**Course :** Midwifery.

### Afternoon

**Faculty :** Humanities, Economics, Global Studies, Science and Technology.  
**Graduate School :** Humanities, Applied Religious Studies, Economics, Science and Technology, Applied Data Science.

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

You will be directed to a screen as below.

③Please confirm if there is your faculty or graduate school.

**SOPHIA U** MyPageにログイン

## ご父母・保証人 <午後の部> 入場券申込サイト Parents and guarantors <Afternoon session> Ticket Application site

対象：文学部、経済学部、総合グローバル学部、理工学部、文学研究科、実践宗教学研究科、  
経済学研究科、理工学研究科、応用データサイエンス学位プログラム

- ・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、希望のブロック(A-J)を選択してお申し込みください。
- ・ブロック内はご座席番号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。

**Faculty : Humanities, Economics, Global Studies, Science and Technology.**  
**Graduate School : Humanities, Applied Religious Studies, Economics,  
Science and Technology, Applied Data Science.**

- ・ This site is the admission ticket application for Parents and guarantors. Students can apply on a separate site.
- ・ Please select your desired block (A-J) 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.

・ 2名様でお申し込みになる場合でも、お1人ずつ違うメールアドレスで2回に分けて申込が必要がございます。  
・ お隣同士でお座りになりたい場合は、必ず同じブロックをご予約ください。  
・ 予約した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 are applying for two people, you need to apply separately with different email addresses for each person.  
・ If you want to sit next to each other, please be sure to reserve the same block.  
・ If you wish to change the reserved block, please cancel the existing reservation and make a new one.

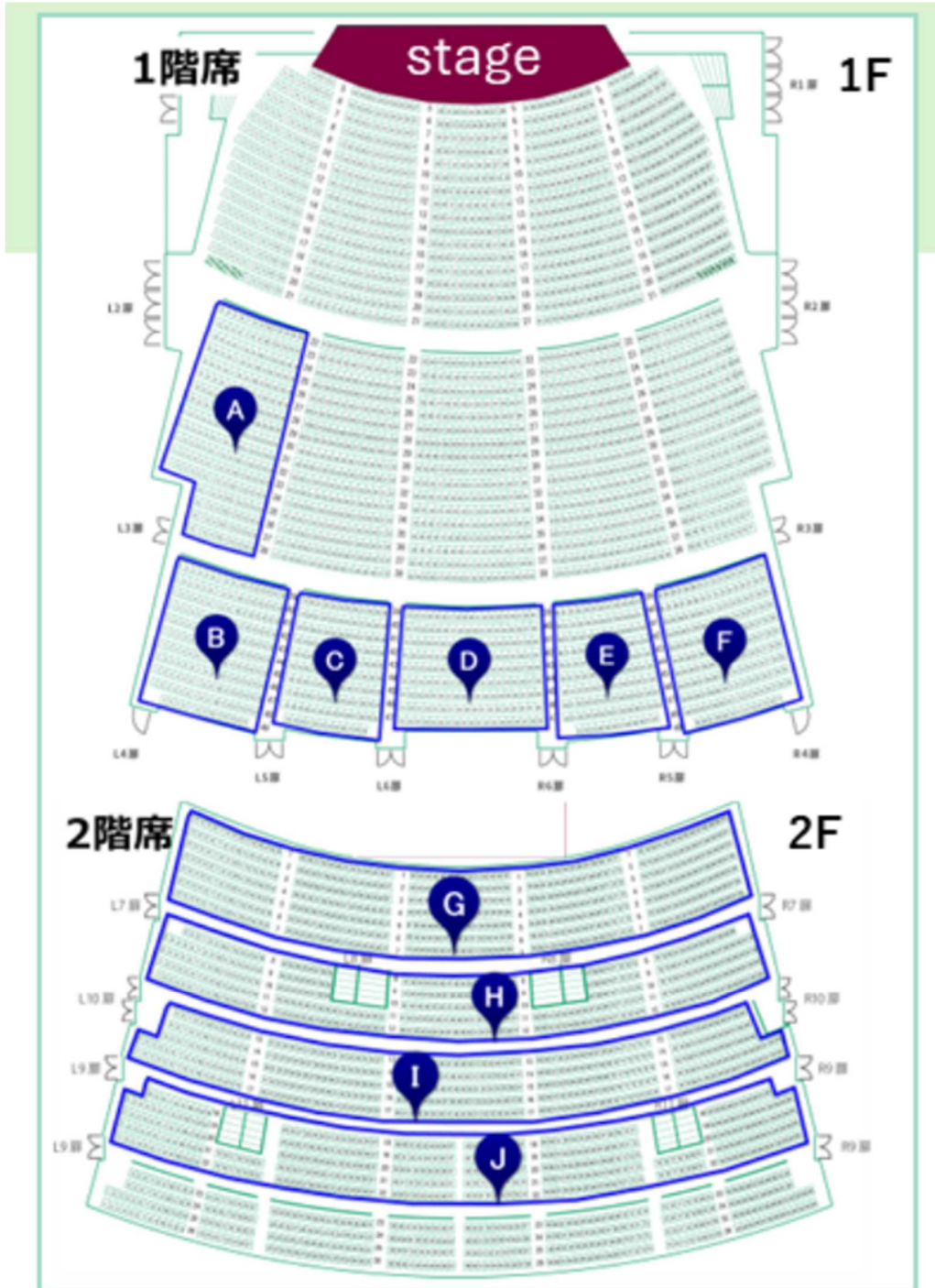
主催者情報

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タイトルを「入学式」としてください。  
\*If you are inquiring by email, please write "Entrance Ceremony" in the subject line.

※This manual provides an example of the afternoon session for the department.

④Please select the block where you would like to be seated from the seating chart of the Tokyo International Forum. Please note that you can choose seats on the first floor or the second floor.



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

⑤ Please 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 A / Block A	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック B / Block B	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック C / Block C	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック D / Block D	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック E / Block E	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック F / Block F	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック G / Block G	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロック H / Block H	<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.                        |



⑥Please input the required information.

- Your email address will serve as the login ID for accessing your My Page.
- One email address is required for each individual application.
- 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.

The image shows a registration form with the following fields and labels:

- 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

※If you are applying for two people, we kindly ask you to apply for each separately.

※If you wish to be seated together with someone, please select the same block during each of your individual registrations.

⑦ 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.

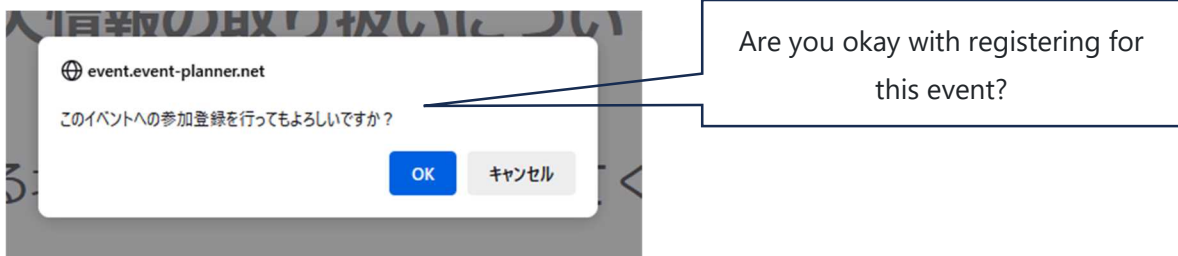


— 個人情報の取り扱いについて —

こちらをご確認いただき、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.



event.event-planner.net

このイベントへの参加登録を行ってもよろしいですか？

OK キャンセル

Are you okay with registering for this event?

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



event.event-planner.net

参加登録が完了しました。

event.event-planner.net では確認ダイアログを繰り返し表示しない

OK

Your registration has been completed.

⑧Your My Page will be displayed once the registration is completed.

My Page  
マイページ

ご登録情報

上智 花子  
soumu\_kouenka1-co@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

Block B

イベント

【ご父母・保証人用】 <午後の部> 2025年度 上智大学 入学式 【For Parents/Guarantor】 <Afternoon> Entrance Ceremony April 2025

イベント概要

- ・ 2名様でお申し込みになる場合でも、お1人ずつ違うメールアドレスで2回に分けて申込み必要があります。
- ・ お隣同士でお座りになりたい場合は、必ず同じブロックをご予約ください。
- ・ 予約した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 are applying for two people, you need to apply separately with different email addresses for each person.
- ・ If you want to sit next to each other, please be sure to reserve the same block.
- ・ If you wish to change the reserved block, please cancel the existing reservation and make a new one.

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



**SOPHIA U** ご父母・保証人 <午後の部> 入場券申込サイト  
**Parents and guarantors <Afternoon session>**  
Ticket Application site

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- ・ブロック内はご来場順に前方から順番にお座りいただけます。
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・ お隣同士でお座りになりたい場合は、必ず同じブロックをご予約ください。  
・ 予約した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。  
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主催者情報

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※問い合わせの際はメールタイトルを「入学式」としてください。  
\*If you are inquiring by email, please write "Entrance Ceremony" in the subject line.

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



The screenshot shows a login form 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 red underline and 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" (If you forgot your password, click here).

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

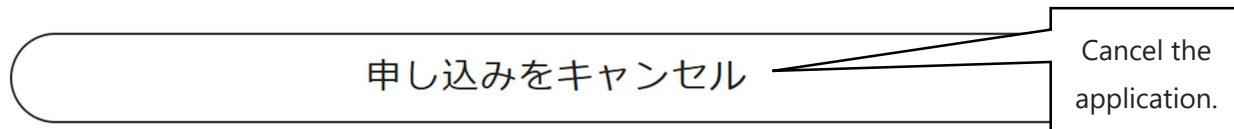


The screenshot displays the "My Page" (マイページ) interface. At the top right, there are buttons for "登録情報の編集" (Edit registration information) and "ログアウト" (Logout). The main content area is divided into sections:

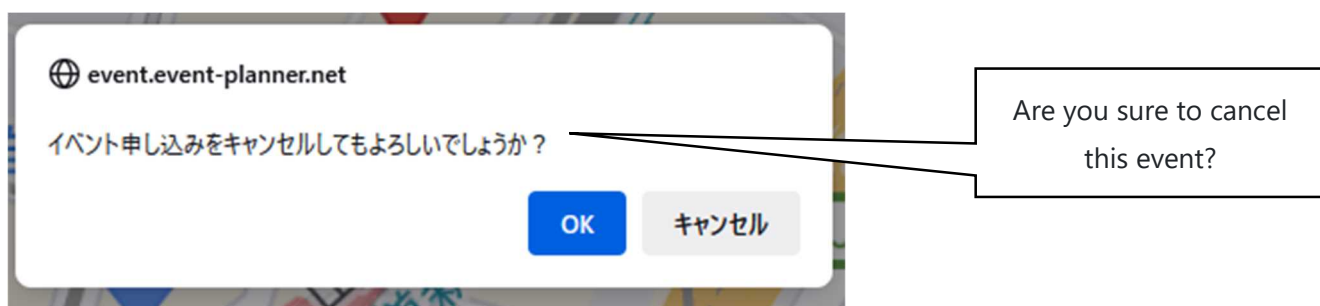
- ご登録情報** (Registration Information): Shows a profile icon, the name "上智 花子" (Soumu Hanako), and the email address "soumu\_kouenkal-co@sophia.ac.jp".
- 受付関連** (Reception Related): Features a large QR code with the instruction "当日受付にて上記QRコードをかざしてください。" (Please hold the above QR code over the reception desk on the day of the event.) and a button labeled "参加受付証ダウンロード" (Download participation receipt).
- 参加券情報** (Participation Ticket Information): Shows "ブロック B / Block B" (Block B / Block B) and "イベント名" (Event Name): "【ご父母・保証人用】 <午後の部> 2025年度 上智大学 入学式 【For Parents/Guarantor】 <Afternoon> Entrance Ceremony April 2025".
- イベント概要** (Event Overview): Contains a list of instructions in Japanese and English regarding registration rules, such as "2名様でお申し込みになる場合でも、お1人ずつ違うメールアドレスで2回に分けて申込が必要がございます。" (Even if you are applying for two people, you need to apply separately with different email addresses for each person.)

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

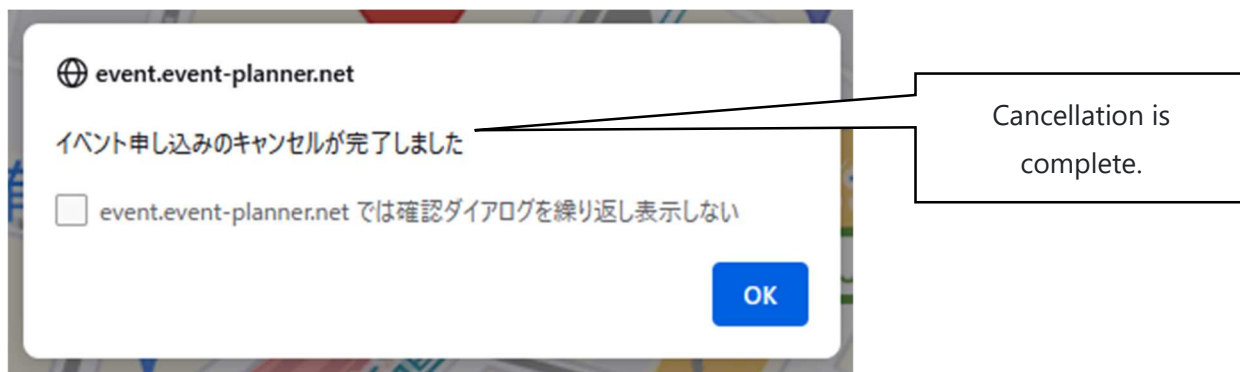
- ① Please click on “申し込みをキャンセル” button at the bottom of the My Page.



- 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:

[〇〇@docomo.ne.jp](mailto:〇〇@docomo.ne.jp), [〇〇@au.com](mailto:〇〇@au.com), [〇〇@ezweb.ne.jp](mailto:〇〇@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 "Entrance Ceremony" in the subject line.