

【Graduation Ceremony】
Admission Ticket
Application Manual
For Students



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 of the venue. This operational manual provides application and method to modify registration information for students. If you have any questions or concerns, please contact "soumu_kouenkai-co@sophia.ac.jp" by email, including your name, faculty, and the email address used for registration. Additionally, please review the following important points before applying.

【Please note】

- Each student will need their own QR code.
- If you register with the following mobile carrier email addresses, you may not receive the "Registration Completed" email which is supposed to be sent immediately after registration. We recommend registering with an email address other than the one listed below, if possible. However, even if you do not receive an email, you will still be able to enter with the QR code issued on your My Page.
○○@docomo.ne.jp, ○○@au.com, ○○@ezweb.ne.jp
- If you wish to change the reserved seat block after registration, please cancel the reservation once and then register again as a new application.
- If you are unable to attend the ceremony 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. 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, so please check there as well.

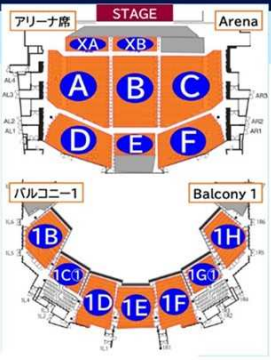
In this application site, there are certain areas where it is impossible to display anything other than Japanese due to system limitations. Here is the English translation for those parts.

[MyPageにログイン](#)

SOPHIA U

卒業・修了生 / Students

入場券申込サイト / Ticket Application site



- ・このページは**卒業・修了生**の入場券申込サイトです。ご父母・保証人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 **students**. Parents and guarantors 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

会期日
Date

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.

会期時間
Time


会期日
2025-3-24(月)

会期時間
11:00~12:30

会場アクセス
Access

会場アクセス
東京ガーデンシアター

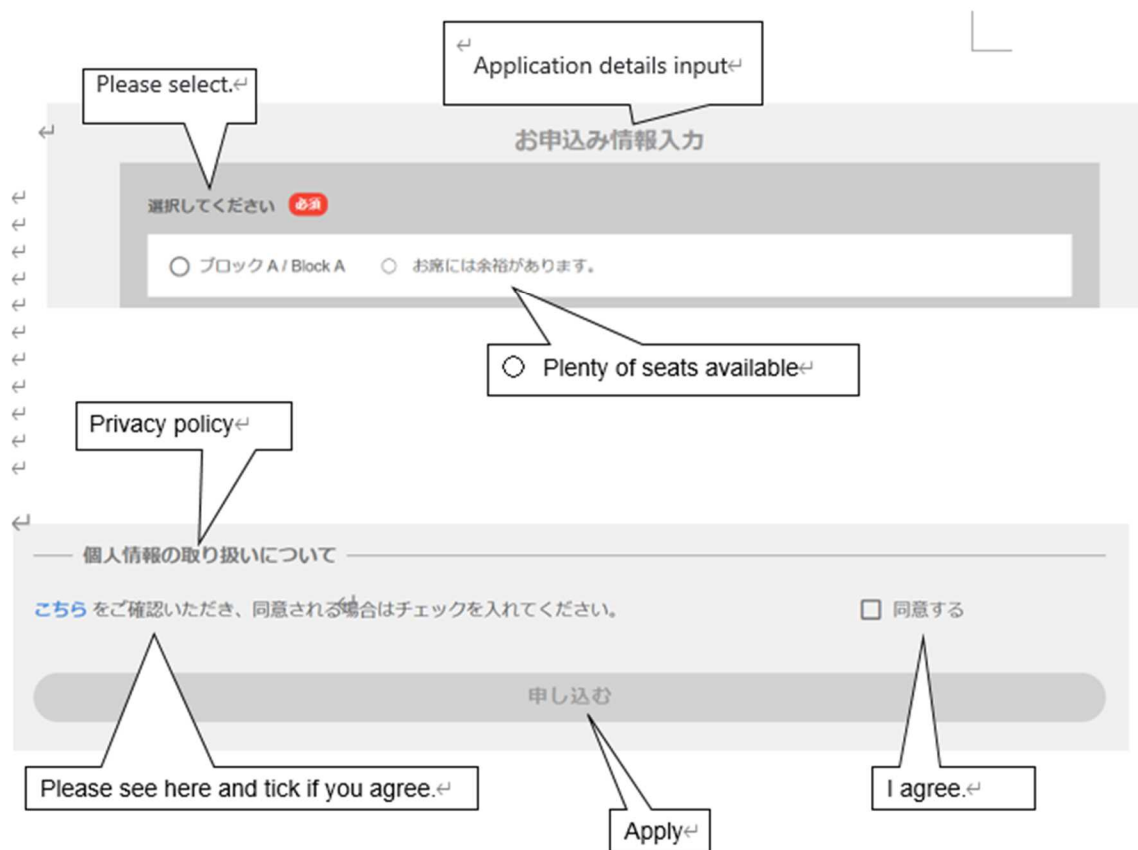
〒135-0063 東京都江東区有明2-1-6



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



Required entry



<Application for Admission Ticket (QR Code)>

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

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

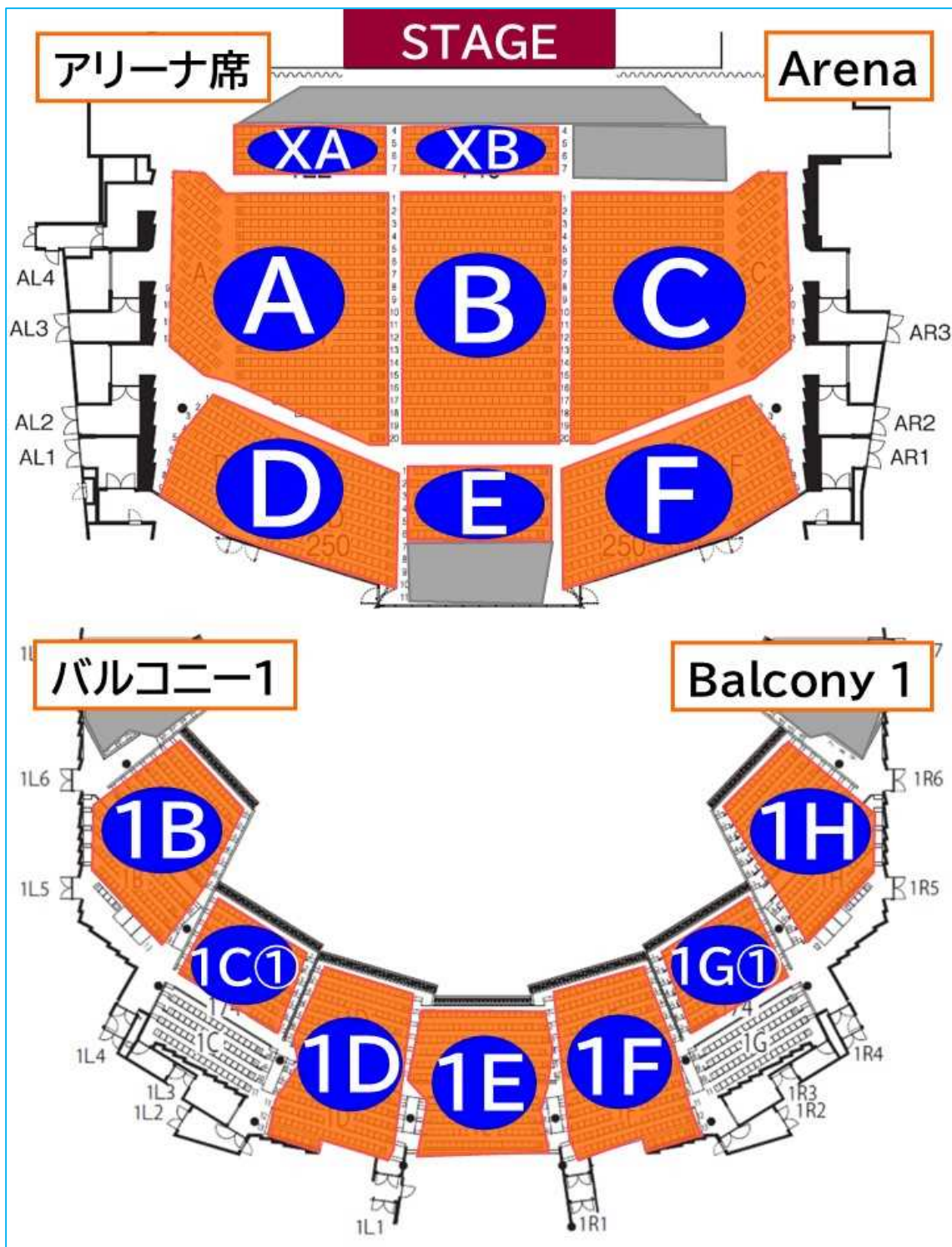
There are options for "For Students" and "Parents/Guardians". Please apply from the "For Students" section.

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

② Please 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. Please note that you can choose seats on the Arena or Balcony 1.



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XA / Block XA	<input type="radio"/> お席には余裕があります。
<input type="radio"/> ブロックXB / Block XB	<input type="radio"/> お席には余裕があります。
<input 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"/> お席には全裕があります。

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. |

⑤Please 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.

メールアドレス / Email 必須	
<input type="text"/>	
メールアドレス(確認) / Email (Confirm) 必須	
<input type="text"/>	
Password 必須	
<input type="password"/>	
姓 / Family Name 必須	名 / First Name 必須
<input type="text"/>	<input type="text"/>
連絡先電話番号 / TEL 必須	
<input type="text"/>	
学籍番号 / Student number 必須	
<input type="text"/>	
学部または研究科 / Faculty or Graduate School 必須	
<input type="text"/>	
学科または専攻 / Department or Major 必須	
<input type="text"/>	

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

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.

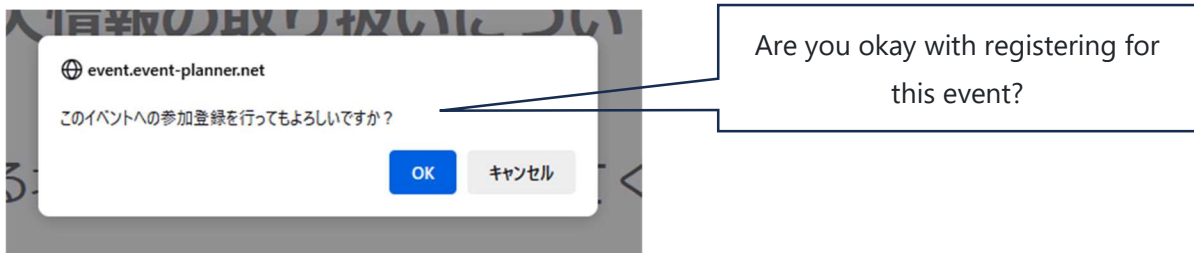


個人情報取り扱いについて

[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.

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 花子
soumu_kouenkai-co@sophia.ac.jp

受付関連

QRコード

当日受付にて1日QRコードをかざしてください。

参加受付証ダウンロード

参加券情報

ブロックB / Block B

イベント名

【卒業・修了生用】2024年度 上智大学 学位授与式 【For Students】 Graduation Ceremony March 2025

イベント概要

- ・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日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。
- ・間或15分前以降のご入場となった場合、ご予約したブロックには満席でできない可能性があります。お時間に余裕をもってご来場ください。
- ・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

- ① When 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

卒業・修了生 / Students

入場券申込サイト / Ticket Application site

- ・このページは**卒業・修了生**の入場券申込サイトです。ご父母・保証人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 **students**. Parents and guarantors 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.



The seating chart is divided into two main sections: Arena and Balcony 1. The Arena section is a semi-circle with blocks A, B, C, D, E, and F. Above blocks A and B are blocks XA and XB. The Balcony 1 section is a smaller semi-circle with blocks 1B, 1C, 1D, 1E, 1F, 1G, and 1H. A STAGE is located at the top center of the Arena section.

- ・ 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。
- ・ 開式15分前以降のご入場となった場合、ご予約したブロックには着席できない可能性があります。お時間に余裕をもってご来場ください。
- ・ 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 enter the venue less than 15 minutes before the start of the ceremony, you may not be able to sit in your reserved block. Please ensure you arrive with ample time to spare.

主催者情報

上智大学 総務局 総務グループ

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



MyPageにログイン


Email Address
メールアドレスを入力してください

Password

キャンセル ログイン

? パスワードを忘れた方はこちら

② You will see your My Page and a QR code displayed.



My Page
マイページ

ご登録情報

上智 花子
soumu_kouenkai-co@sophia.ac.jp

受付関連

当日受付にて上記QRコードをかざしてください。

参加券情報ダウンロード

参加券情報

ブロックB / Block B

イベント名

【卒業・修了生用】2024年度 上智大学 学位授与式 【For Students】 Graduation Ceremony March 2025

イベント概要

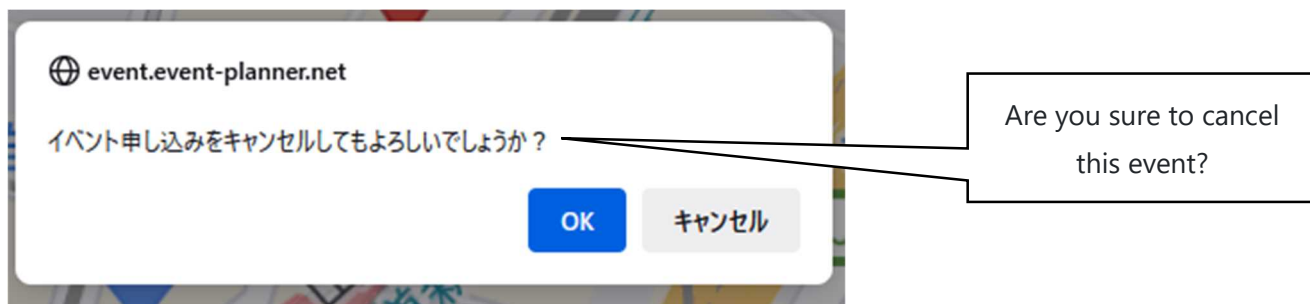
- ・お隣同士でお座りになりたい場合は、必ず同じブロックをご予約ください。
- ・予約したブロックの変更を希望される場合は一日キャンセルを行った後に新規で別のご予約を行ってください。
- ・開式15分前以降のご入場となった場合、ご予約したブロックには満席できない可能性があります。お時間に余裕をもってご来場ください。
- ・If you want to sit next to each other, please be sure to reserve the same block.
- ・If you wish to change the reserved block, please cancel the existing reservation and make a new one.

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

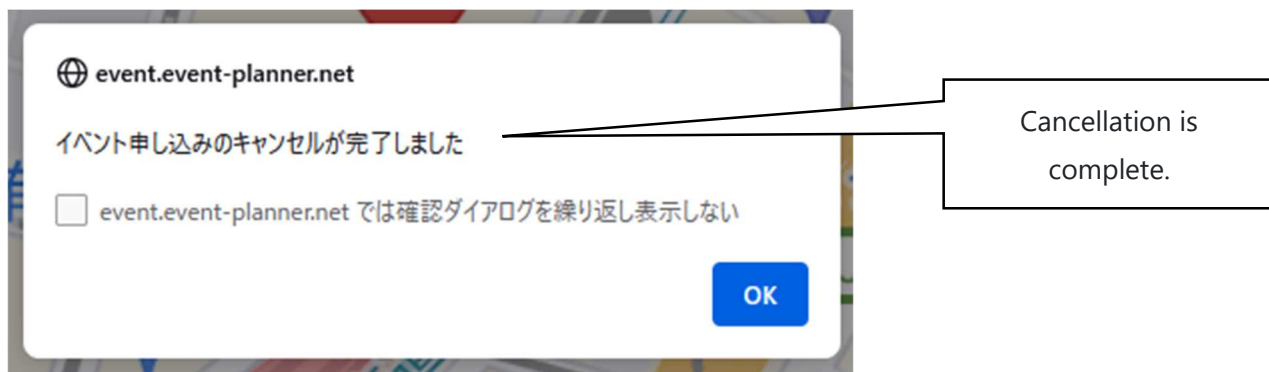
- ① Please click on “申し込みをキャンセル” button at the bottom of the My Page.



- 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, 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. 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, 〇〇@au.com, 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 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

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