【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. This manual provides information on the application process and methods for modifying registration information for parents and guarantors. If you have any questions or concerns, please contact soumu_kouenkai-co@sophia.ac.jp by email, including your name, the 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 may apply per student. Each person will need their own QR code. Please note that each person must register with a different email address, even if two guests attend together.

・Please note that if more than two applications are confirmed for the same student, the organizer will cancel the application exceeding the limit.

・If you register with the following mobile carrier email addresses, you may not receive the "Registration Completed" email immediately after registration. If possible, please register with an email address other than those listed below. (Even if you do not receive the email, you will still be able to enter the venue using the QR code on your My Page.)

〇〇@docomo.ne.jp, 〇〇@au.com, 〇〇@ezweb.ne.jp

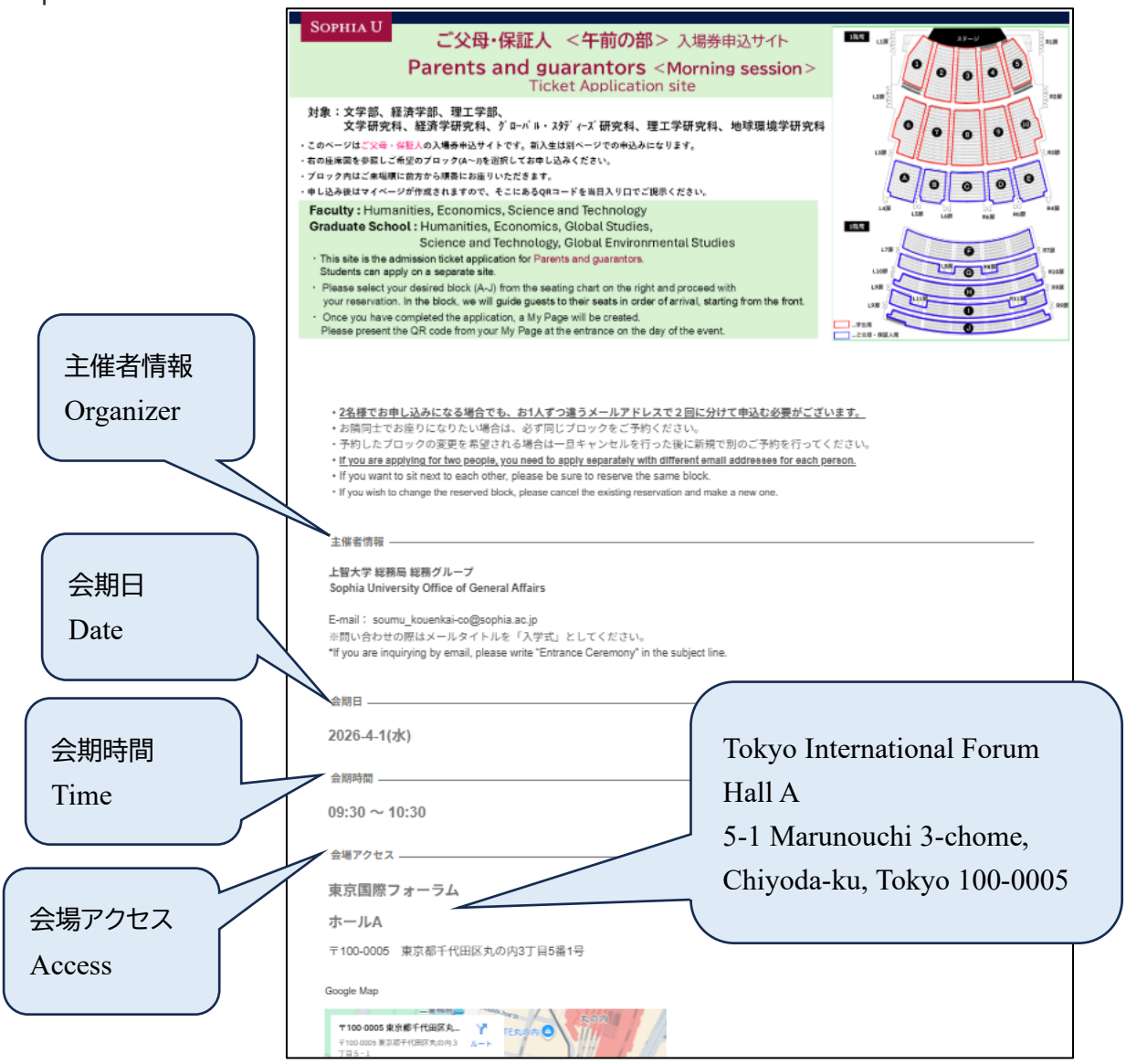
・If you wish to change your reserved seating block after applying, please cancel your reservation and then submit a new application.

・If you are unable to attend after obtaining the QR code, please be sure to complete the cancellation process.

・Sophia University uses the "Event Planner" 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 a Frequently Asked Questions (FAQ) section, so please check there as well.

On this application site, there are certain areas where only Japanese can be displayed due to system limitations. The English translations for those parts are provided below.



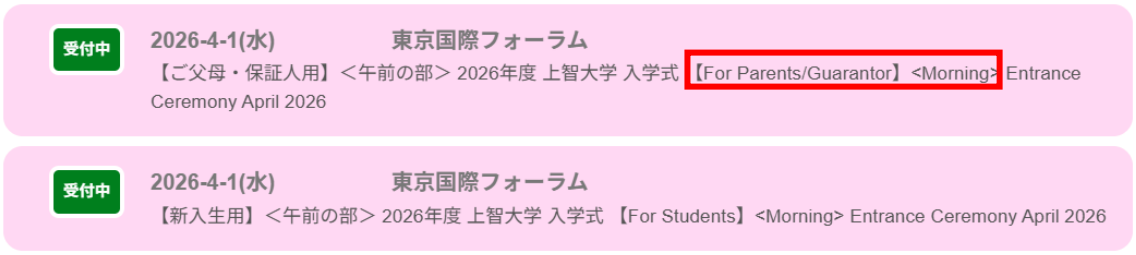
必須 Required entry

Please select
Application details input
お申し込み情報入力
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
Please see here and tick if you agree.
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。
申し込む
Apply

＜Application for Admission Ticket (QR Code)＞

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

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



Morning session:

Faculty: Humanities, Economics, Science and Technology

Graduate School: Humanities, Economics, Global Studies, Science and Technology, Global Environmental Studies

Afternoon session:

Faculty: Theology, Human Sciences, Law, Foreign Studies, Global Studies, Liberal Arts

Graduate School: Theology, Applied Religious Studies, Human Sciences, Law, Languages and Linguistics, Applied Data Sciences

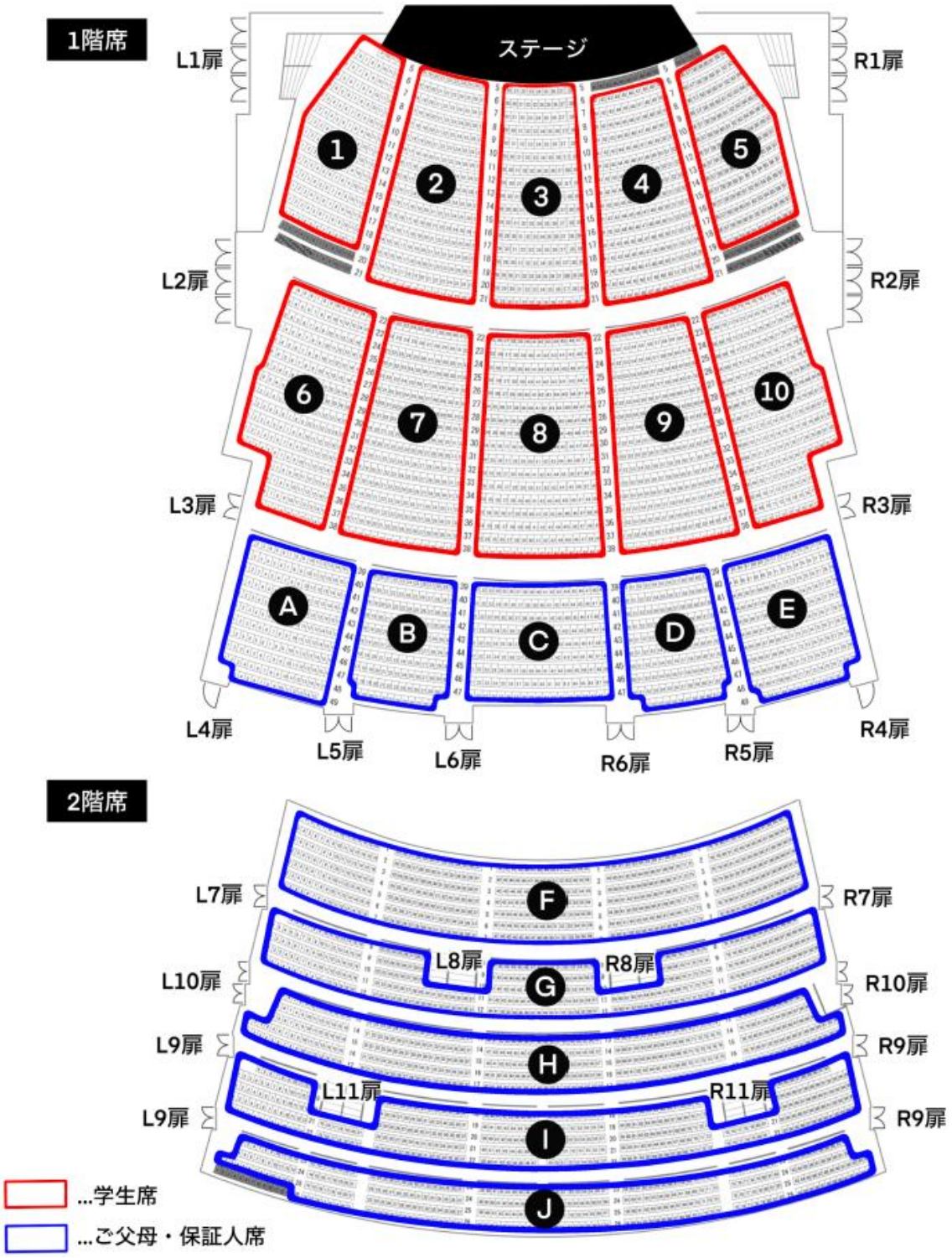
Course: Midwifery

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.

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

④Please select the seating block where you wish 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.



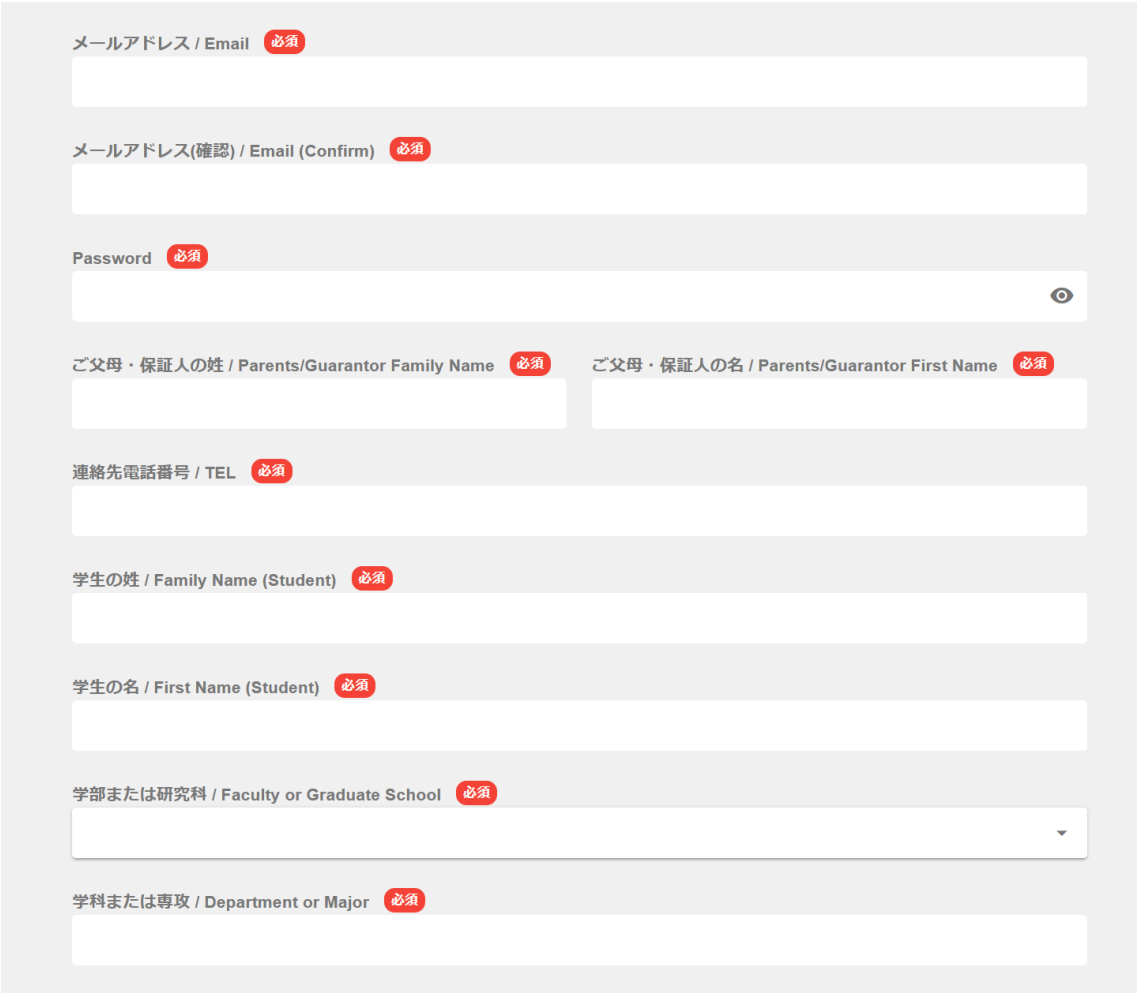
⑤Please check the block you would like to sit in.

The display on the right Japanese part is as follows:

■ お席には余裕があります → There are plenty of seats available in the block.
△ 残席が少なくなりました。お急ぎください。
→ The remaining number of seats is quite low.
× 満席 → The block is fully booked.

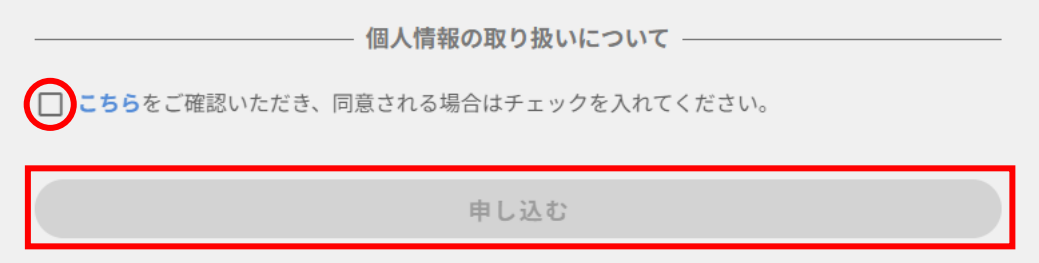
⑥Please input the required information.

・Your email address will serve as your login ID for accessing My Page.
・A unique email address is required for each application.
・Please remember your password, as it is required to log in to My Page. We recommend keeping a record of it to avoid forgetting.
・Both your name and the student's name are required.

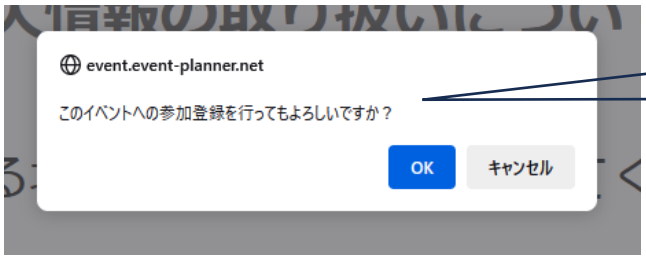


※If you are applying for two guests, we kindly ask you to submit separate applications for each person.
※If you wish to be seated together, please select the same seating block during each individual registration.

⑦Please review the information regarding the handling of personal information, check the checkbox to indicate your agreement, and then click the "Apply" button.



Please click "OK" when this prompt appears.



Are you okay with registering for this event?

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

Your registration has been completed.

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

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.

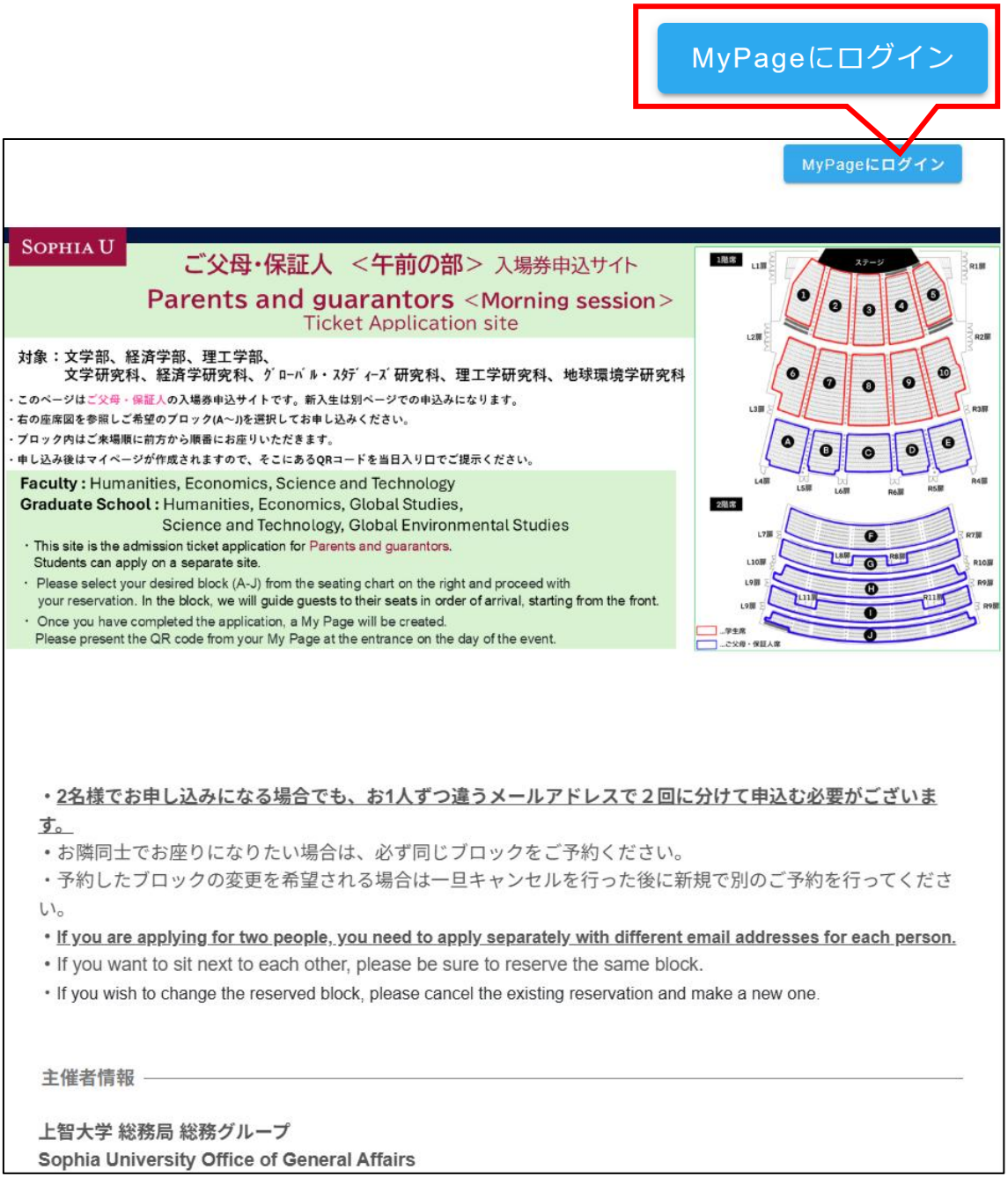
参加受付証ダウンロード

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.

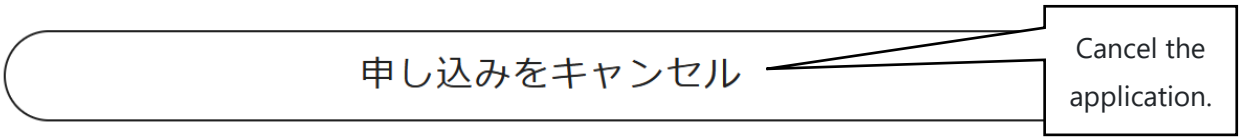


②Please enter the email address and password you used during registration to log in.

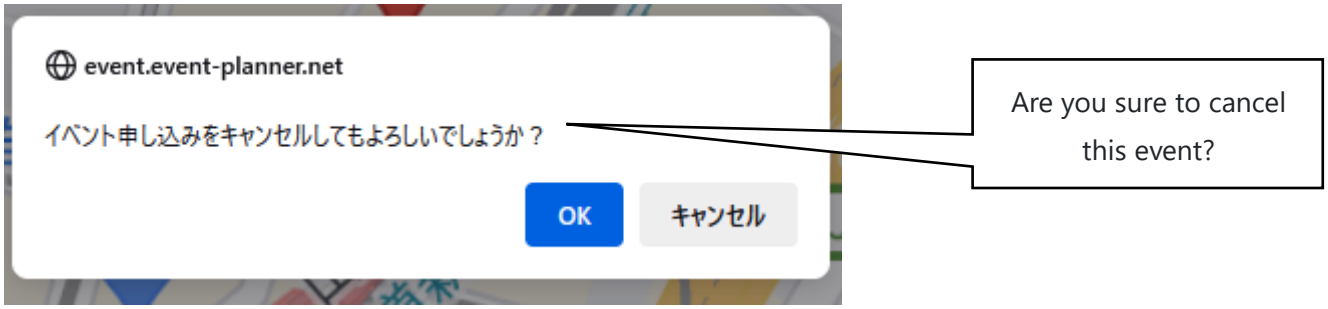
③You will see your My Page and a QR code displayed.

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

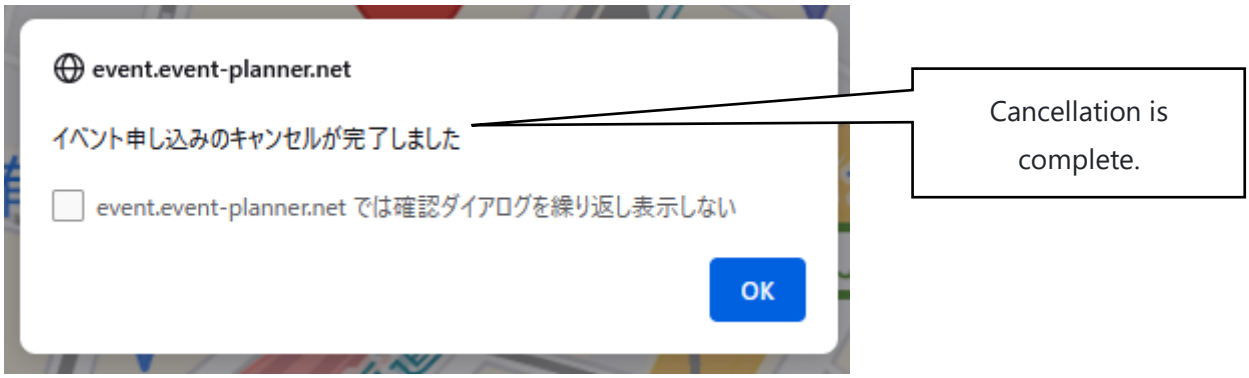
①Please click on"申し込みをキャンセル"button at the bottom of the My Page.



②When the confirmation message appears, please click "OK "to cancel.



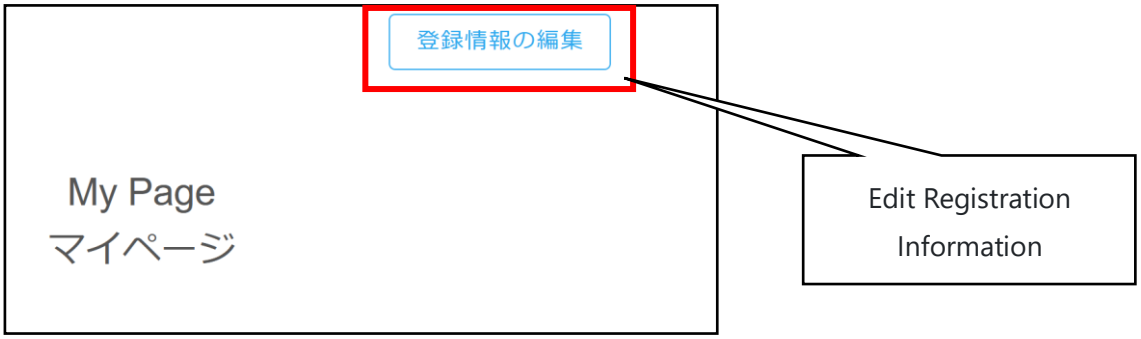
③Once this prompt appears, the cancellation is complete.



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.

①After 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.



②Please 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: A confirmation email is sent from noreply@event-planner.net. Please check your spam or junk mail folder as well.
If you registered using one of the following mobile carrier email addresses, you may not receive the email. If possible, we recommend registering with an email address other than those listed below:
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, and you can enter the venue on the day of the event using the QR code.

Q: What should I do if I need special seating support on the day of the event?

A: Please contact us by email at soumu_kouenkai-co@sophia.ac.jp, including your name, faculty, and the email address you used when applying.

Q: Can I change my reserved seating block?

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

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

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

Q: Can someone other than my parents be registered as a parent or guarantor?

A: As a general rule, attendance by parents or guardians is requested. However, if your parents or guardians are unable to attend and you would like to invite someone else, such as a benefactor, please contact us in advance.

Q: I would like to modify my registration information.

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

Sophia University Office of General Affairs
E-mail: soumu_kouenkai-co@sophia.ac.jp
*If you are inquiring by email, please write “Entrance Ceremony” in the subject line.