

【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 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.)
○○@docomo.ne.jp, ○○@au.com, ○○@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 graduation 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.

主催者情報
Organizer



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.

The screenshot shows the Sophia University website for the 2025 graduation ceremony admission ticket application. The header features the Sophia University logo. The main title is "2025年度 上智大学 学位授与式 入場券申込受付" (2025 Sophia University Graduation Ceremony March 2026 Admission ticket application). Below the title, there are instructions in Japanese and English to review the manual first. Two application options are listed: one for parents/guardians and one for students, both for the morning session. The first option is highlighted with a red box around the text "[For Parents/Guarantor] <Morning>".

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

Two application options are shown in pink boxes. The first option is for parents/guardians and is highlighted with a red box around the text "[For Parents/Guarantor] <Morning>". The second option is for students.

Morning session:

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

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

Course: Midwifery

Afternoon session:

Faculty: Humanities, Economics, Science and Technology

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

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.

MyPageにログイン

SOPHIA

ご父母・保証人 <午前部> 入場券申込サイト

Parents and guarantors <Morning session> Ticket Application site

対象：神学 総合人間科学部、法学部、外国語学部、総合グローバル学部、国際教養学部、
神学 研究科、総合人間科学研究科、法学研究科、言語科学研究科、
応用 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・修生は別ページでの申込みになります。
- ・右の座席図をクリックして希望のブロック(A~J)を選択してお申し込みください。
- ・ブロック内は座席順に前方から順番にお座りいただけます。
- ・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提示ください。

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

1階席

2階席

ステージ

1階席

2階席

□...学生席
□...ご父母・保証人席

・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.

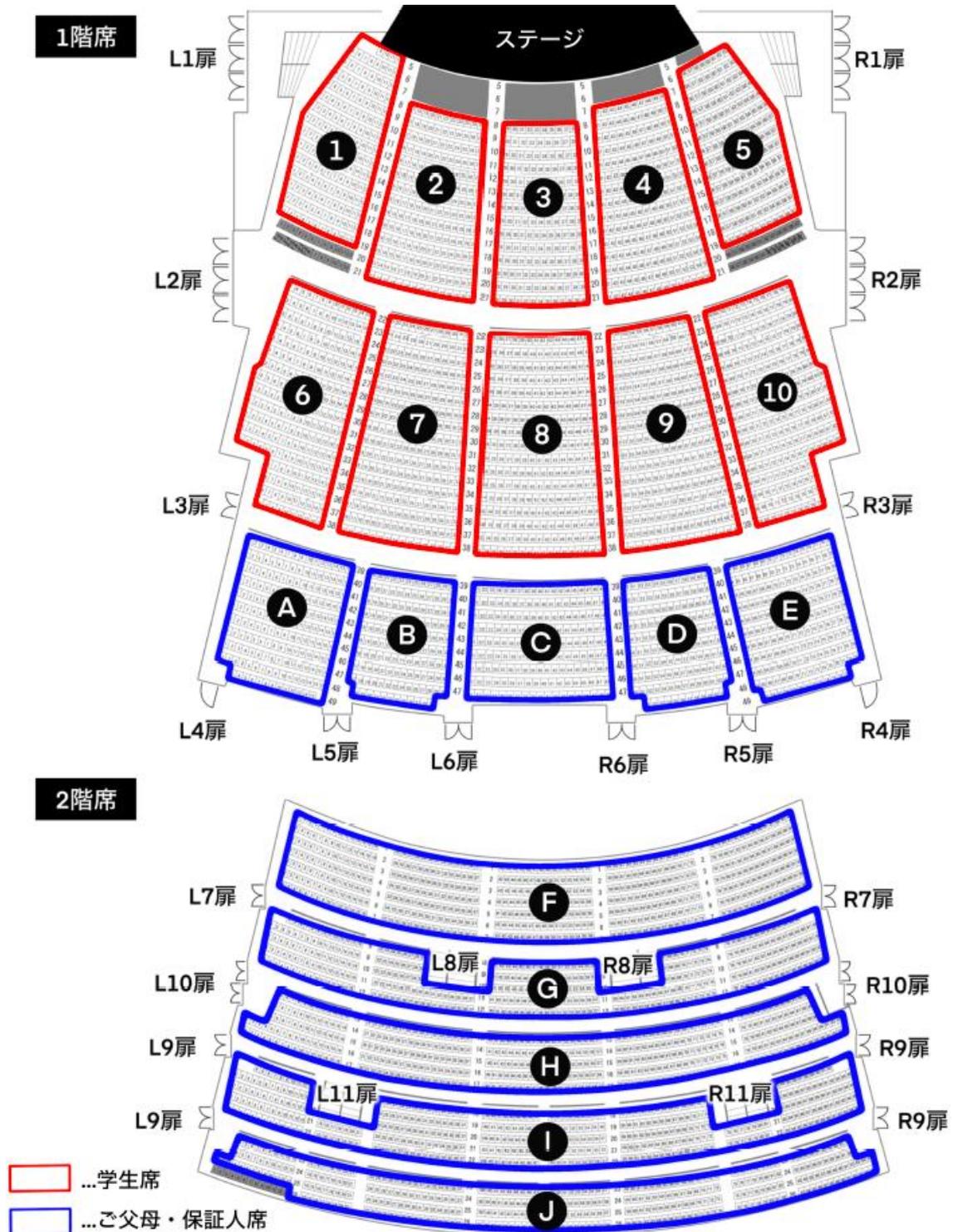
主催者情報

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

※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.



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

お申し込み情報入力

選択してください **必須**

<input checked="" type="radio"/> ブロック A / Block A	■ お席には余裕があります。
<input type="radio"/> ブロック B / Block B	■ お席には余裕があります。
<input type="radio"/> ブロック C / Block C	■ お席には余裕があります。
<input type="radio"/> ブロック D / Block D	■ お席には余裕があります。
<input type="radio"/> ブロック E / Block E	■ お席には余裕があります。
<input type="radio"/> ブロック F / Block F	■ お席には余裕があります。
<input type="radio"/> ブロック G / Block G	■ お席には余裕があります。
<input type="radio"/> ブロック H / Block H	■ お席には余裕があります。
<input type="radio"/> ブロック I / Block I	■ お席には余裕があります。
<input type="radio"/> ブロック J / Block J	■ お席には余裕があります。

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.

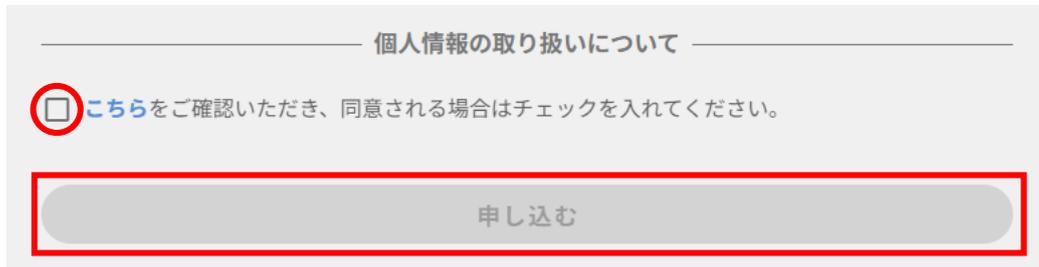
The image shows a registration form with the following fields and labels:

- 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 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.

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

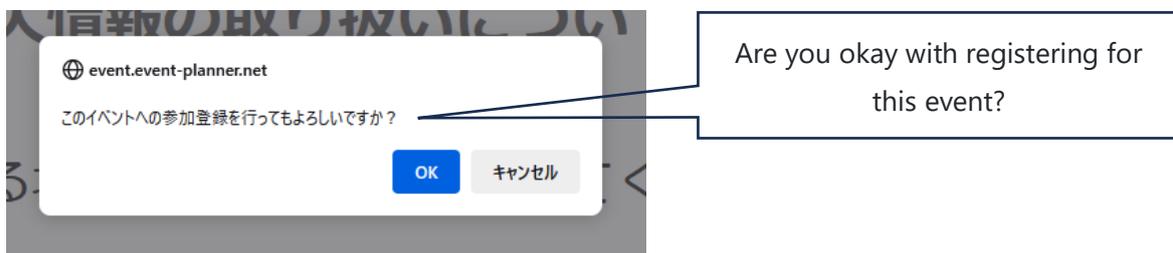


個人情報取り扱いについて

[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。

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.

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

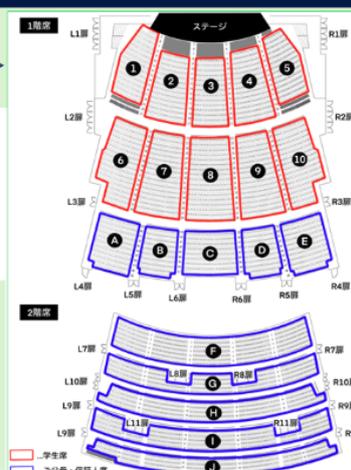
ご父母・保証人 <午前の部> 入場券申込サイト

Parents and guarantors <Morning session>

Ticket Application site

対象：神学部、総合人間科学部、法学部、外国語学部、総合グローバル学部、国際教養学部、神学研究科、総合人間科学研究科、法学研究科、言語科学研究科、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・修生は別ページでの申込みになります。
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- ・ 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回に分けて申込みが必要がございません。**

- ・ 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。

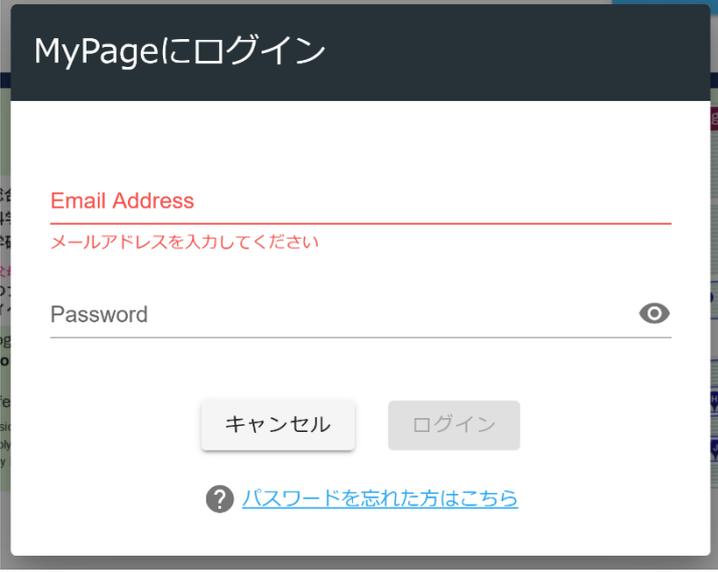
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- ・ If you want to sit next to each other, please be sure to reserve the same block.
- ・ If you wish to change the reserved block, please cancel the existing reservation and make a new one.

主催者情報 _____

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

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.



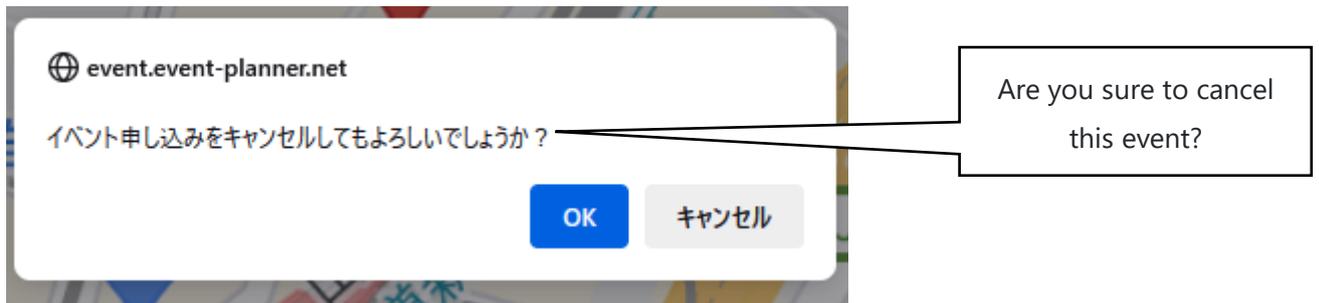
The screenshot displays the "My Page" (マイページ) interface. At the top right, there are buttons for "登録情報の編集" (Edit registration information) and "ログアウト" (Logout). The main heading is "My Page" and "マイページ". Below this, the "ご登録情報" (Registration information) section shows a profile icon, the name "上智 花子" (Kojima Hanako), and the email address "soumu_kouenkai-co@sophia.ac.jp". The "受付関連" (Reception related) section features a large QR code and 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). Below the QR code is a button labeled "参加受付証ダウンロード" (Download participation receipt). The "参加券情報" (Participation ticket information) section shows "ブロック A / Block A". The "イベント名" (Event name) section is partially visible at the bottom.

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

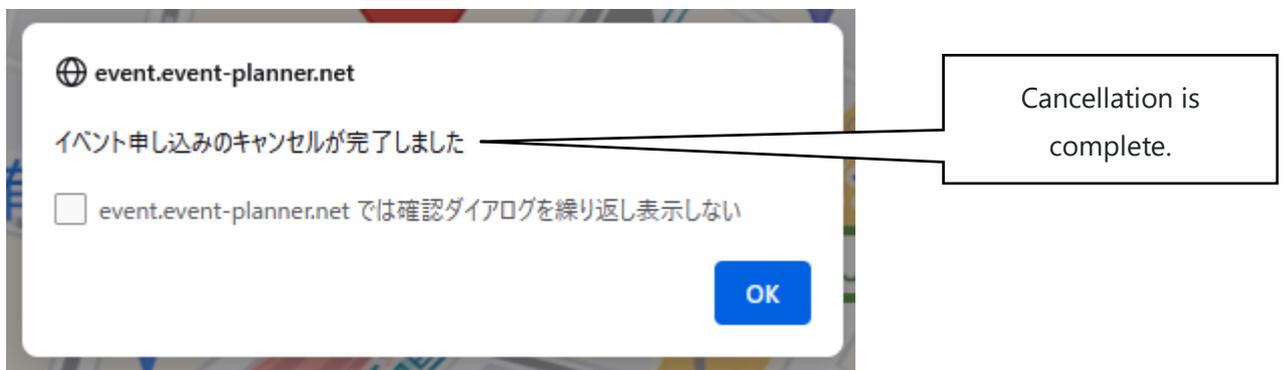
① Please click on “申し込みをキャンセル” button at the bottom of the My Page.



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



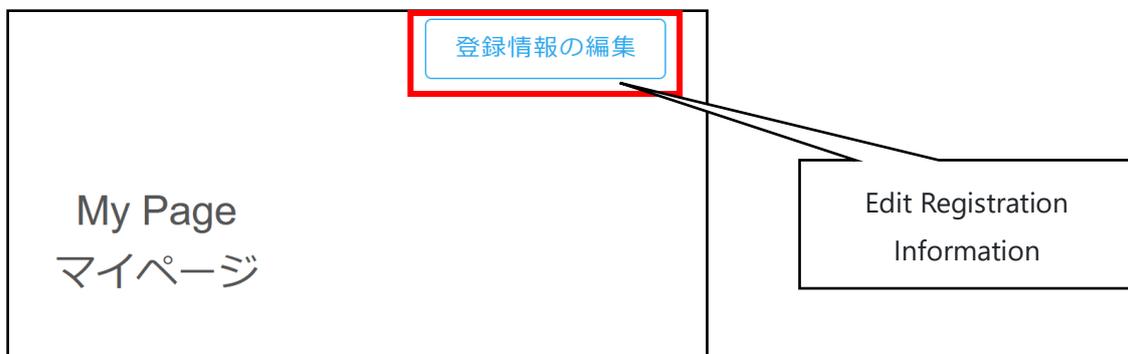
③ Once this prompt appears, the cancellation is complete.



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.

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:

○○@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, 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 "Graduation Ceremony" in the subject line.