【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 manual provides information on the application process and the method for modifying 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.

　　〇〇@docomo.ne.jp, 〇〇@au.com, 〇〇@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 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

会期日
Date

会期時間
Time

会場アクセス
Access

Tokyo International Forum
Hall A
5-1 Marunouchi 3-chome,
Chiyoda-ku, Tokyo 100-0005

必須 Required entry

お申し込み情報入力

Application details input

選択してください 必須

Please select

○ ブロック① / Block①　　■　お席には余裕があります。

Plenty of seats available

個人情報の取り扱いについて

Privacy policy

☐ 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。

Please see here and tick if you agree.

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 Students" section.

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.

※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. All students will be seated on the first floor.

There are no assigned seats within the block, but you will be seated on a first-come, first-served basis.
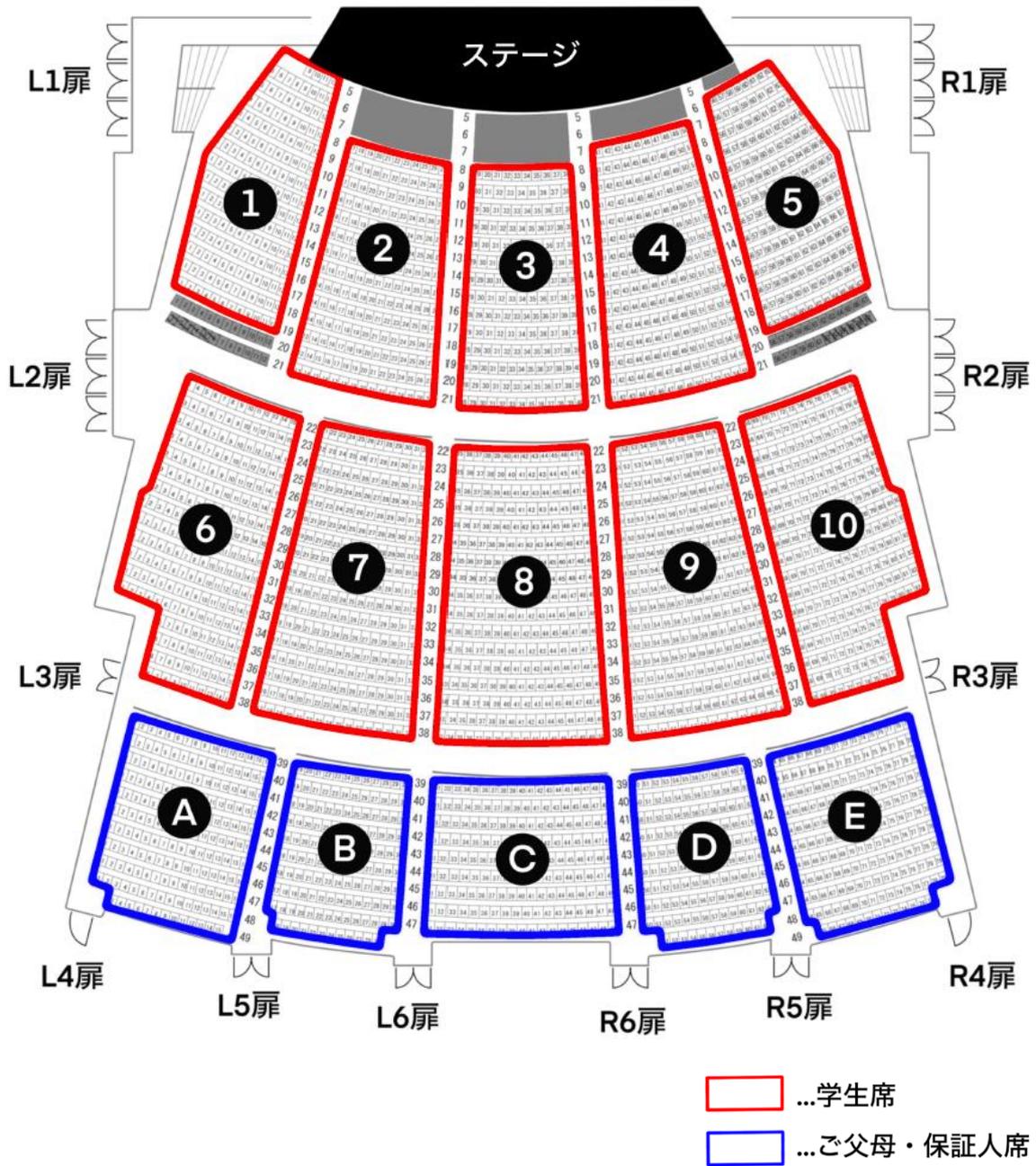
⑤Please check the block you would like to sit in.

お申し込み情報入力

選択してください 必須

○ ブロック① / Block①　　■　お席には余裕があります。

○ ブロック② / Block②　　■　お席には余裕があります。

○ ブロック③ / Block③　　■　お席には余裕があります。

○ ブロック④ / Block④　　■　お席には余裕があります。

○ ブロック⑤ / Block⑤　　■　お席には余裕があります。

○ ブロック⑥ / Block⑥　　■　お席には余裕があります。

○ ブロック⑦ / Block⑦　　■　お席には余裕があります。

○ ブロック⑧ / Block⑧　　■　お席には余裕があります。

○ ブロック⑨ / Block⑨　　■　お席には余裕があります。

○ ブロック⑩ / Block⑩　　■　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 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

メールアドレス(確認) / Email (Confirm) 必須

Password 必須

姓 / Family Name 必須　　　　　　　　　　　　　名 / First Name 必須

連絡先電話番号 / TEL 必須

学籍番号 / Student number 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 wish to be seated together with your friends, please select the same block
during each of your individual registrations.

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.

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.

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

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

登録情報の編集　　ログアウト

My Page
マイページ

ご登録情報

上智 太郎
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。

参加受付証ダウンロード

参加券情報

ブロック① / Block①

イベント名

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.

申し込みをキャンセル

Cancel the application.

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

⊕ event.event-planner.net

イベント申し込みをキャンセルしてもよろしいでしょうか？

OK キャンセル

Are you sure to cancel this event?
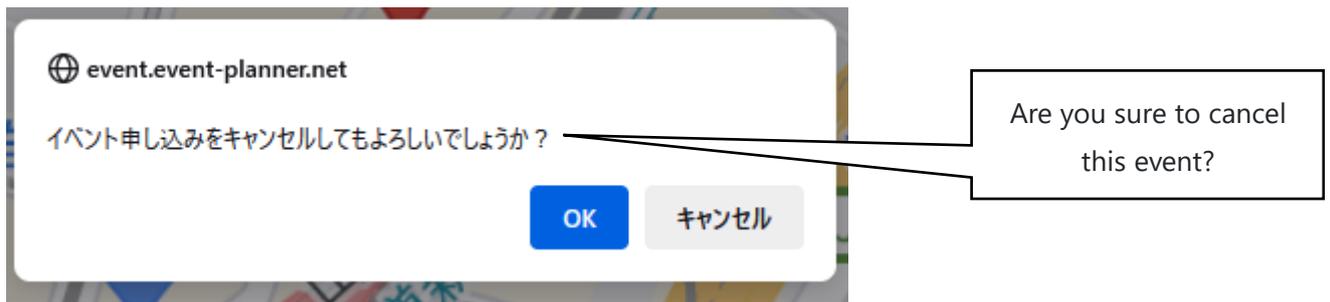
③Once this prompt appears, the cancellation is complete.

⊕ event.event-planner.net

イベント申し込みのキャンセルが完了しました

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

OK

Cancellation is complete.
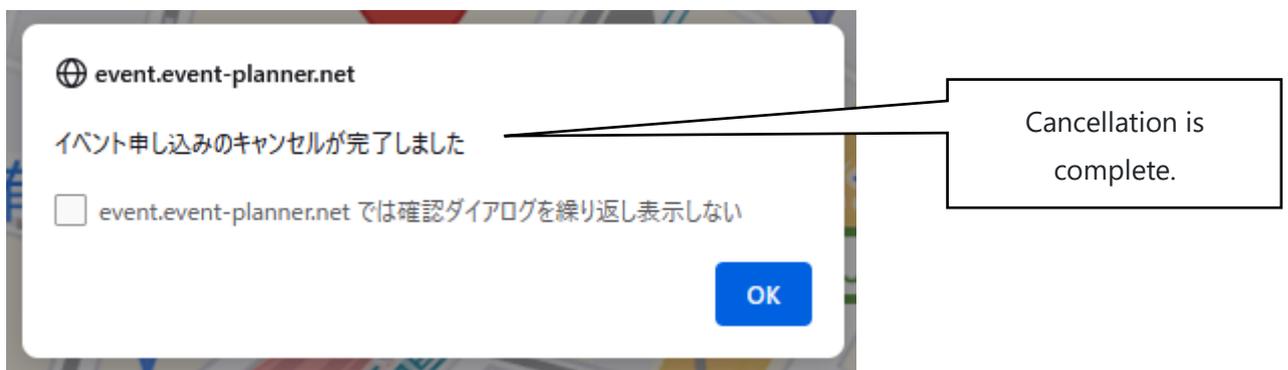
If you want to change your registration information, please follow these steps:

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.

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.

登録情報の編集

My Page
マイページ

Edit Registration Information

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

登録情報の編集

姓 / Family Name
上智

名 / First Name
花子

受験番号 / Examinee's number
22222

学部または研究科 / Faculty or Graduate School
文学部 / Faculty of Humanities

学科または専攻 / Department or Major
哲学科

連絡先電話番号 / TEL
03XXXXXXXX

パスワードを変更
パスワード

If you want to change your password, slide here and then enter it.

キャンセル　編集内容を保存

Save Changes

\<Frequently Asked Questions \>
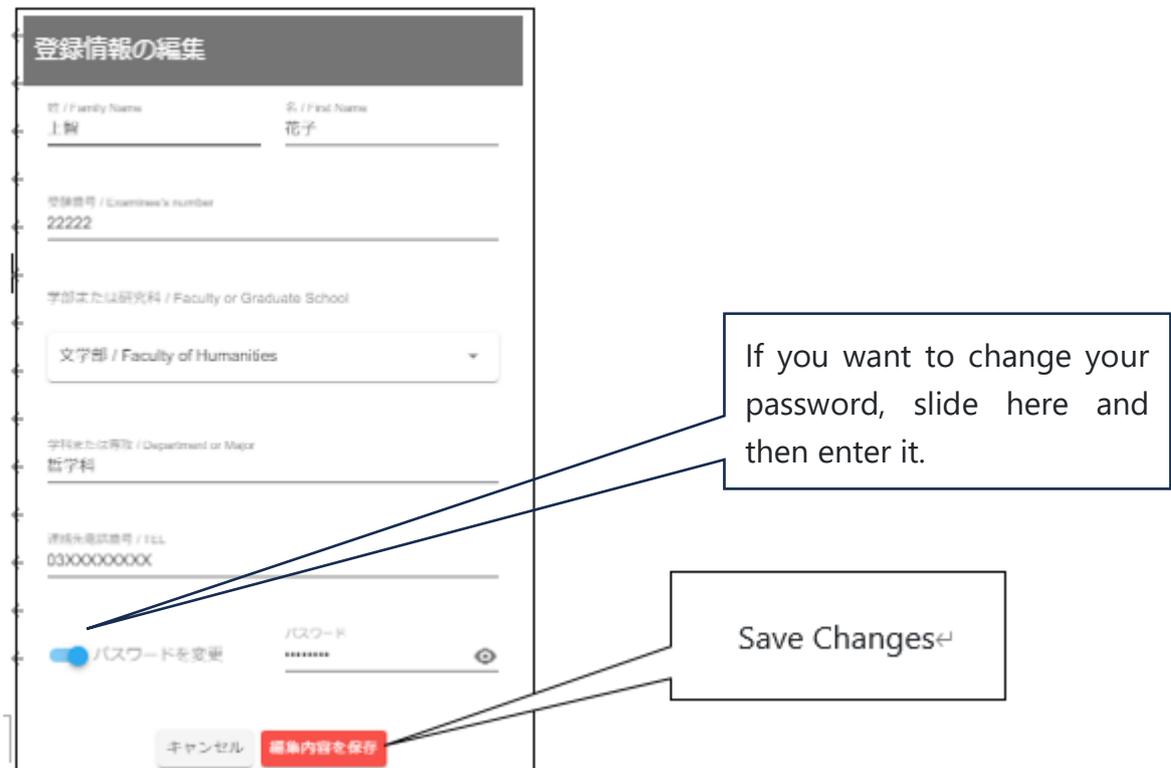
Q: I have completed the registration, but I have not received the application acceptance email.
A: A confirmation email is sent from noreply@event-planner.net. Please check your spam or junk mail folder as well.
If you registered using one of the following mobile carrier email addresses, you may not 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.