

【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](mailto: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 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① / Block① 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年度 上智大学 学位授与式 入場券申込受付) and "Sophia University Graduation Ceremony March 2026 Admission ticket application". Below the title, there are instructions in Japanese and English to review the manual first. There are two application options listed: one for "For Parents/Guardians" and one for "For Students". The "For Students" option is highlighted with a red box.

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 2026-3-24(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 学位授与式 【For Parents/Guarantor】 <Morning> Graduation Ceremony March 2026

受付中 2026-3-24(火) 東京国際フォーラム
【卒業・修了生用】 <午前の部> 2025年度 上智大学 学位授与式 【For Students】 <Morning> Graduation Ceremony March 2026

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

This block shows a detailed view of the application options. It features two pink rounded rectangular buttons. The top button is for "For Parents/Guardians" and the bottom button is for "For Students". The "For Students" button has a red box around the text "【For Students】 <Morning>".

受付中 2026-3-24(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 学位授与式 【For Parents/Guarantor】 <Morning> Graduation Ceremony March 2026

受付中 2026-3-24(火) 東京国際フォーラム
【卒業・修了生用】 <午前の部> 2025年度 上智大学 学位授与式 **【For Students】 <Morning>** Graduation Ceremony March 2026

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

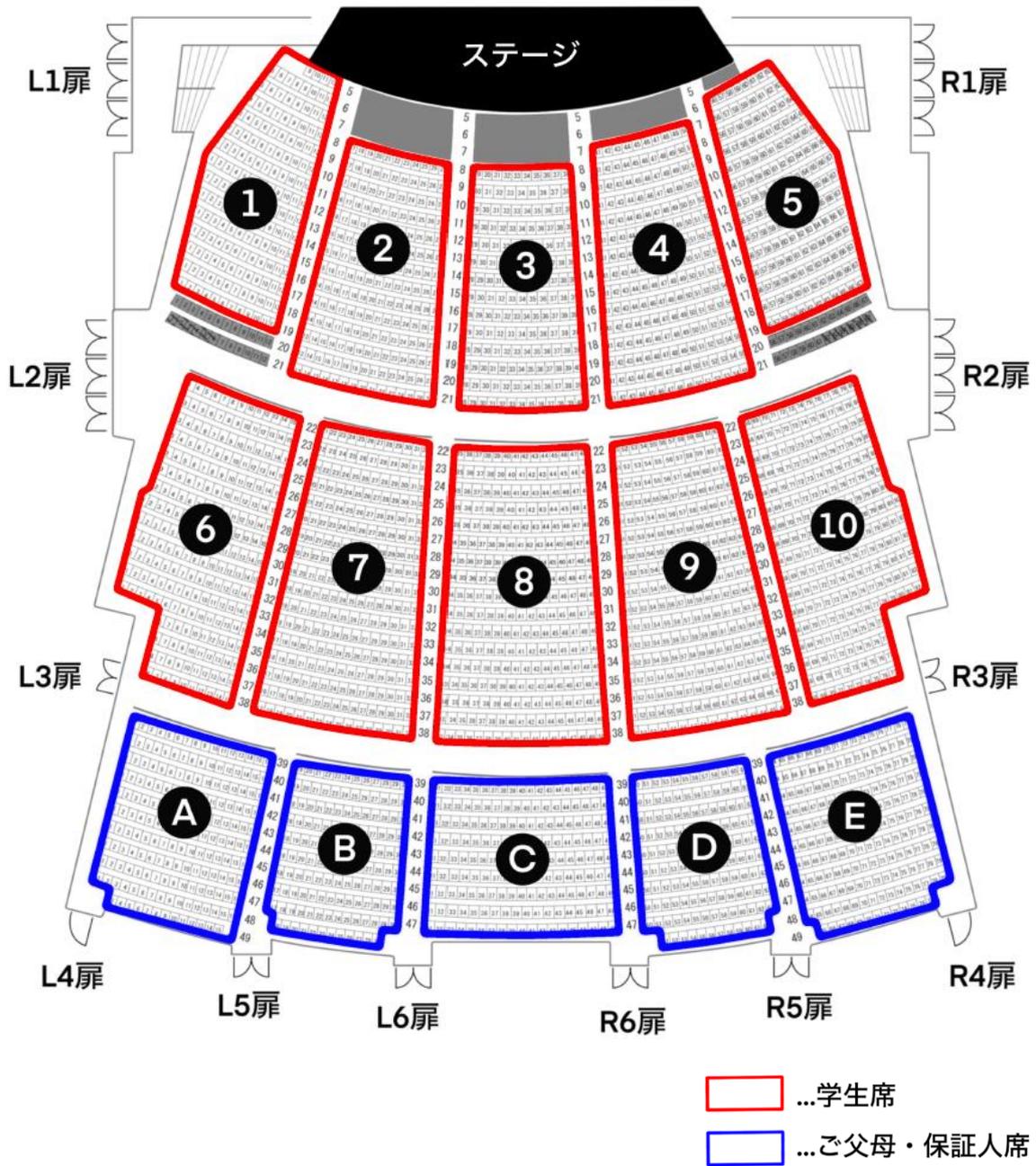
Afternoon session:

Faculty: Humanities, Economics, Science and Technology

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

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**

<input checked="" type="radio"/> ブロック① / Block①	■ お席には余裕があります。
<input type="radio"/> ブロック② / Block②	■ お席には余裕があります。
<input type="radio"/> ブロック③ / Block③	■ お席には余裕があります。
<input type="radio"/> ブロック④ / Block④	■ お席には余裕があります。
<input type="radio"/> ブロック⑤ / Block⑤	■ お席には余裕があります。
<input type="radio"/> ブロック⑥ / Block⑥	■ お席には余裕があります。
<input type="radio"/> ブロック⑦ / Block⑦	■ お席には余裕があります。
<input type="radio"/> ブロック⑧ / Block⑧	■ お席には余裕があります。
<input type="radio"/> ブロック⑨ / Block⑨	■ お席には余裕があります。
<input type="radio"/> 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.

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**
- 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.

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.

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

Please present this QR code at the entrance of Tokyo International Forum on the day of the event.

Your reserved seating block is displayed here.

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

【卒業・修了生用】<午前の部> 2025年度 上智大学 学位授与式 【For Students】<Morning>
Graduation Ceremony March 2026

イベント概要

お申し込みのブロックが異なる場合は、必ず同じブロックをご予約ください。

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

卒業・修了生 <午前の部> 入場券申込サイト

Students <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 (①~⑩) 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。

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 **students**. Parents and guarantors can apply on a separate site.
- ・ Please select your desired block (①-⑩) 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...学生席
②...ご父母・保証人席

東京国際フォーラム1階 Tokyo International Forum 1F

- ・ 友人と並び席で座りたい場合は、必ず同じブロックをご予約ください。
- ・ 予約後に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 want to sit next to your friend, 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.

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 toggle eye icon. Below the fields are two buttons: "キャンセル" (Cancel) and "ログイン" (Login). A link with a question mark icon says "パスワードを忘れた方はこちら" (Click here if you forgot your password).

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



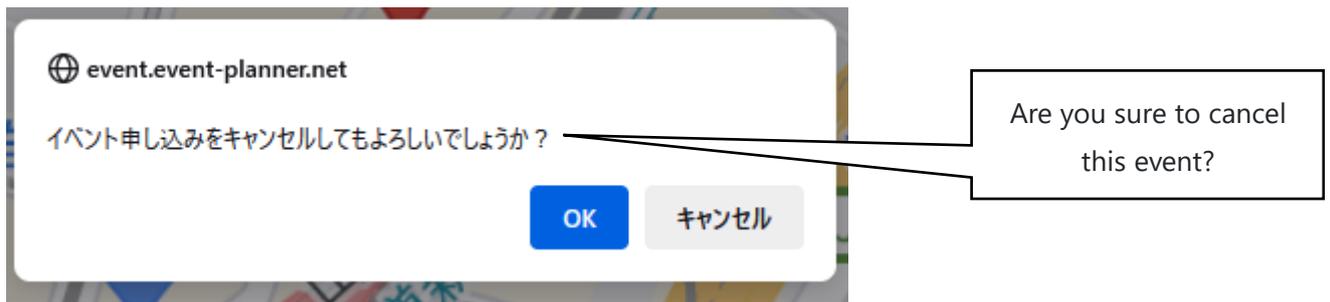
The screenshot displays the "My Page" (マイページ) interface. At the top right are buttons for "登録情報の編集" (Edit registration information) and "ログアウト" (Logout). The main heading is "My Page" and "マイページ". Under "ご登録情報" (Registration Information), there is a profile icon, the name "上智 太郎" (Soumu, Taro), and the email "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① / Block①" and "イベント名" (Event Name).

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

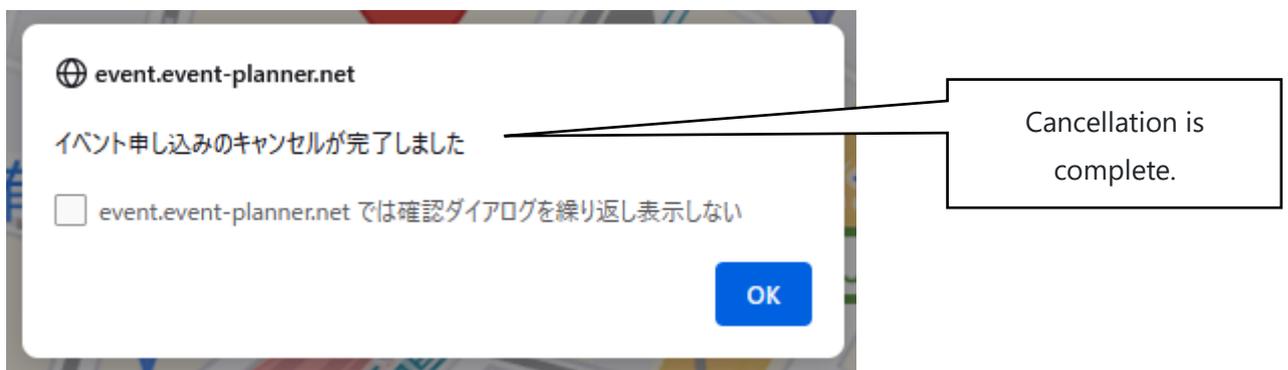
① Please click on “申し込みをキャンセル” button at the bottom of the My Page.



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



③ Once this prompt appears, the cancellation is complete.



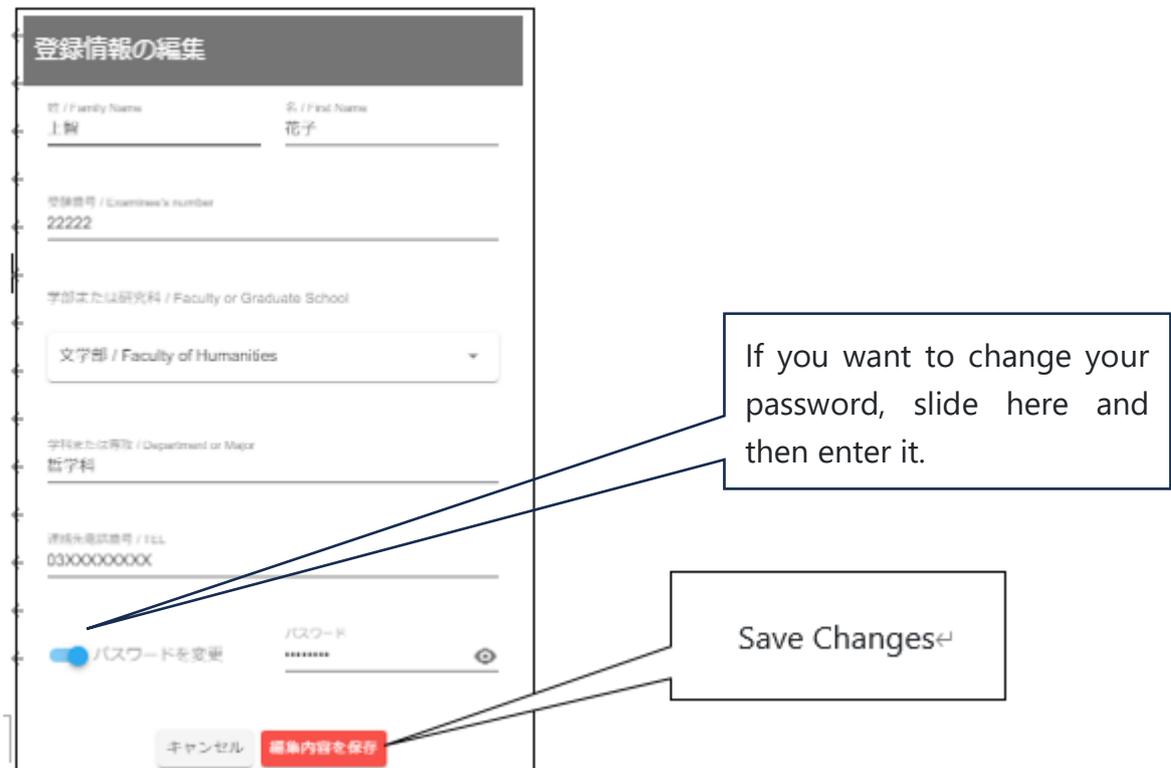
If you want to change your registration information, please follow these steps:

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.

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.