

【Graduation Ceremony】
Admission Ticket
Application Manual
For Students



Sophia University

【Introduction】

Those attending the graduation ceremony at Sophia University (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 for students on how to apply and to modify information once registered.

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 became unable to attend the ceremony after obtaining the QR code, be sure to cancel the application. (For details, please refer to the later part of this manual.)
- 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.

[MyPageにログイン](#)

日	En
卒業・修了生用 <第一部: 9:30~> 入場券申込サイト	For Students <1st Session: 9:30~> Ticket Application site
対象学部: 神学部、文学部、総合人間科学部、法学部、経済学部、 外国語学部、総合グローバル学部、理工学部、SPSF	Undergraduate Faculties: Theology, Humanities, Human Sciences, Law, Economics, Foreign Studies, Global Studies, Science and Technology, SPSF
対象研究科: 神学研究科、文学研究科、実践宗教学研究科、 総合人間科学研究科、法学研究科、経済学研究科、 言語科学研究科、理工学研究科	Graduate Schools: Theology, Humanities, Applied Religious Studies, Human Sciences, Law, Economics, Languages and Linguistics, Science and Technology
学位プログラム: 応用データサイエンス	Graduate Degree Program: Applied Data Sciences

こちらは **卒業・修了生向け 第一部 (9:30~)** の申込ページです。

第二部(12:30~)、ご父母・保証人の方用の申込ページは別にご覧いただけます。

対象の学部・研究科をご確認のうえ、お申し込みください。

This page is for **"Graduating Students"** applying for the **1st session (9:30~)**.

Separate pages are available for the 2nd session (12:30~) and for Parents/Guarantors.

Please confirm your faculty or graduate school before applying.

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.

主催者情報
Organizer

会期日

2026-9-18(金)

会期日
Date

会期時間

09:30 ~ 10:20

会期時間
Time

会場アクセス

上智大学 四谷キャンパス

6号館101教室 / Room 6-101, Bldg. No. 6, Yotsuya Campus

〒102-8554 東京都千代田区紀尾井町7-1

会場アクセス
Access

Sophia University
Room6-101, Bldg. No.6,
Yotsuya Campus
7-1 Kioicho, Chiyodaku Tokyo
102-8554



Required entry

Please select

Application details input

お申し込み情報入力

選択してください



☐ 学生席 / Student Seats ■ お席には余裕があります。

Plenty of seats available

Please see here and
check 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)>

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

上智大学 9月期学位授与式
入場券申込受付
Sophia University Graduation Ceremony
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 Guardians](#)

受付中	【ご父母・保証人用】<第一部> 学位授与式 【For Parents/Guarantor】<The First Session> Graduation Ceremony 2026-9-18(金) 09:30 ~ 上智大学 四谷キャンパス
受付中	【卒業・修了生用】<第一部> 学位授与式 【For Students】<The First Session> Graduation Ceremony 2026-9-18(金) 09:30 ~ 上智大学 四谷キャンパス
受付中	【ご父母・保証人用】<第二部> 学位授与式 【For Parents/Guarantors】<The Second Session> Graduation Ceremony 2026-9-18(金) 12:30 ~ 上智大学 四谷キャンパス
受付中	【卒業・修了生用】<第二部> 学位授与式 【For Students】<The Second Session> Graduation Ceremony 2026-9-18(金) 12:30 ~ 上智大学 四谷キャンパス

There are options for "For Students" and "Parents/Guardians," each divided into "The First Session" or "The Second Session". Please apply from the "For Students" section.

受付中

【卒業・修了生用】<第一部> 学位授与式 【For Students】
<The First Session> Graduation Ceremony
2026-9-18(金) 09:30 ~
上智大学 四谷キャンパス

The First Session:

Undergraduate Faculties: Theology, Humanities, Human Sciences, Law, Economics, Foreign Studies, Global Studies, Science and Technology, SPSF

Graduate Schools: Theology, Humanities, Applied Religious Studies, Human Sciences, Law, Economics, Languages and Linguistics, Science and Technology

Graduate Degree Program: Applied Data Sciences

The Second Session:

Undergraduate Faculty: Liberal Arts

Graduate Schools: Global Studies, Global Environmental Studies

②Please check the display and click on the appropriate category (green section) to proceed to the application page.

You will be directed to a page as below.

② Please confirm if there is your faculty or graduate school.



※This manual provides an example of the first session.

④Please select the “Student Seats”.



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.

△ 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 → Fully booked.*

**If registration is full, please contact the General Affairs Group for assistance.*

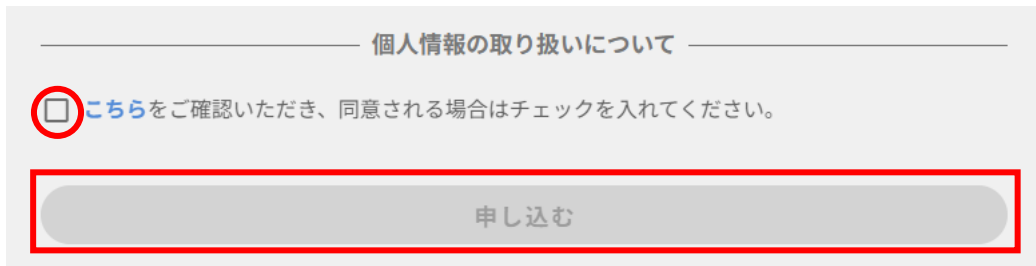
※There is no assigned seating. Guests will be seated in order of arrival.

⑤Please input the required information.

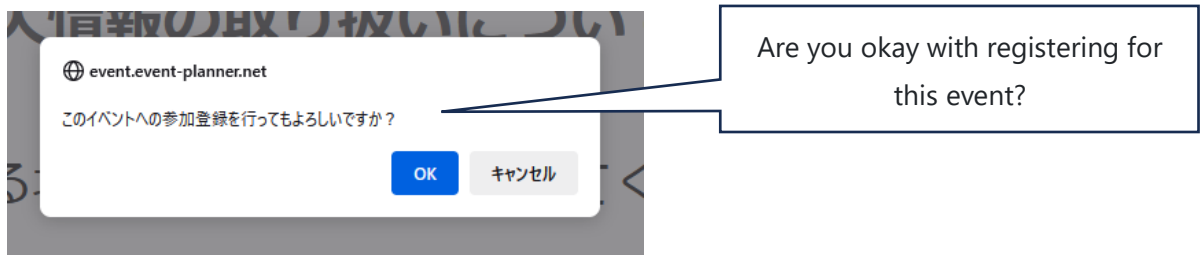
- Your e-mail address will serve as the login ID for accessing your “My Page”.
- Please also remember your password, as it will be required to log in to your “My Page”. It is recommended to keep a note of it to avoid forgetting.

メールアドレス / Email	必須
必須事項です	
メールアドレス(確認) / Email (Confirm)	必須
ログインパスワード	必須
8桁以上の半角英数字の混在 ※記号は使用できません	
パスワードは必須です	
姓名 / Full 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

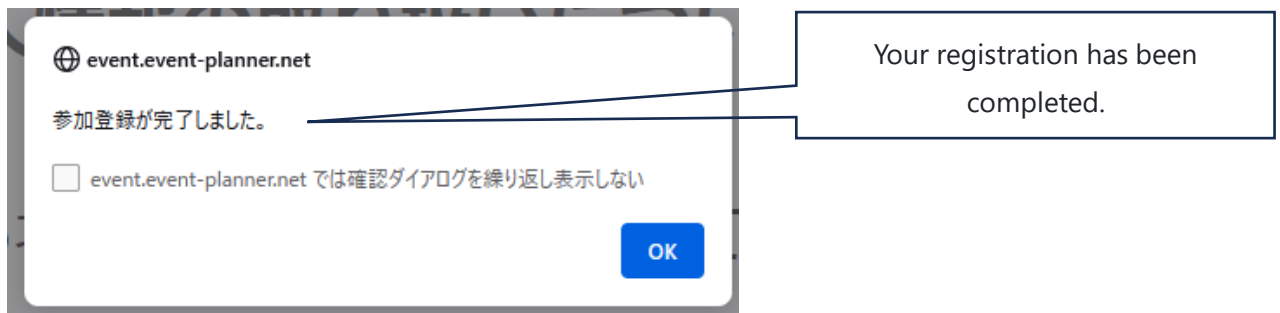
⑥Please review the information regarding the handling of personal information, check the checkbox to indicate your agreement, and then click the "Apply" button.



Please click "OK" when this prompt appears.



When the following instruction appears, please click "OK."



⑦Your "My Page" as below will be displayed once the registration is completed.

マイページ

登録情報の編集 ログアウト

ご登録情報

上智 ソフィア

soumu_kouenkai-co@sophia.ac.jp

学生席 / Student Seats



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

学生席 / Student Seats

イベント名

【卒業・修了生用】＜第一部＞ 学位授与式 【For Students】＜The First Session＞ Graduation Ceremony

イベント概要

Please confirm if the event you are attending is correct.

参加受付証ダウンロード

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.

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.

The image shows a screenshot of a website interface. At the top right, there is a blue button labeled "MyPageにログイン" (Log in to MyPage), which is highlighted by a red rectangular box. A red line points from this box to a smaller blue button labeled "MyPageにログイン" located in the top right corner of the main content area. Below this, the main content area is divided into two columns. The left column is titled "卒業・修了生用" (For Graduates/Alumni) and "＜第一部: 9:30～＞ 入場券申込サイト" (1st Session: 9:30~ Ticket Application Site). The right column is titled "For Students" and "＜1st Session: 9:30～＞ Ticket Application site". Both columns list eligible faculties and schools.

日	En
卒業・修了生用 ＜第一部: 9:30～＞ 入場券申込サイト	For Students ＜1st Session: 9:30～＞ <i>Ticket Application site</i>
対象学部: 神学部、文学部、総合人間科学部、法学部、経済学部、 外国語学部、総合グローバル学部、理工学部、SPSF	Undergraduate Faculties: Theology, Humanities, Human Sciences, Law, Economics, Foreign Studies, Global Studies, Science and Technology, SPSF
対象研究科: 神学研究科、文学研究科、実践宗教学研究科、 総合人間科学研究科、法学研究科、経済学研究科、 言語科学研究科、理工学研究科	Graduate Schools: Theology, Humanities, Applied Religious Studies, Human Sciences, Law, Economics, Languages and Linguistics, Science and Technology
学位プログラム: 応用データサイエンス	Graduate Degree Program: Applied Data Sciences

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



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

 マイページ

 登録情報の編集  ログアウト

ご登録情報

上智 ソフィア

soumu_kouenkai-co@sophia.ac.jp

学生席 / Student Seats



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

学生席 / Student Seats

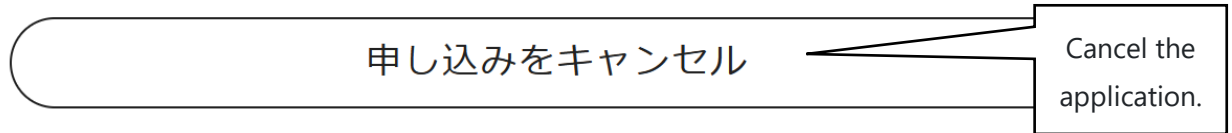
イベント名

【卒業・修了生用】＜第一部＞ 学位授与式 【For Students】＜The First Session＞ Graduation Ceremony

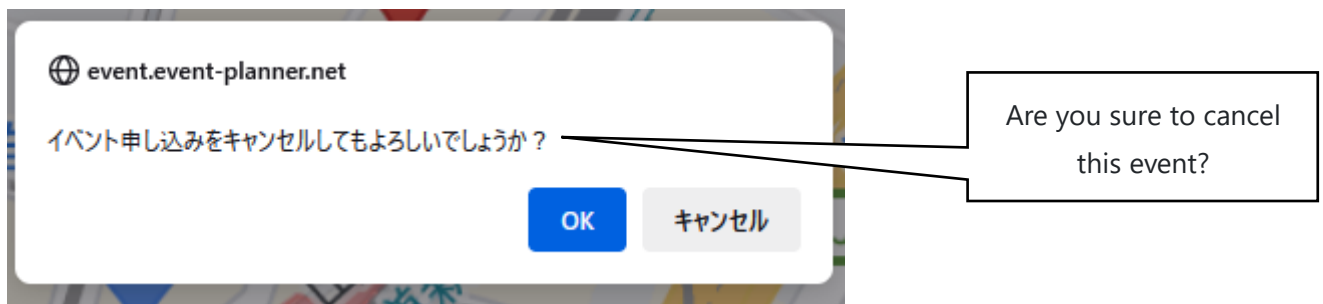
イベント概要

If you want to cancel (or temporarily cancel to change the session (first or second)) your application

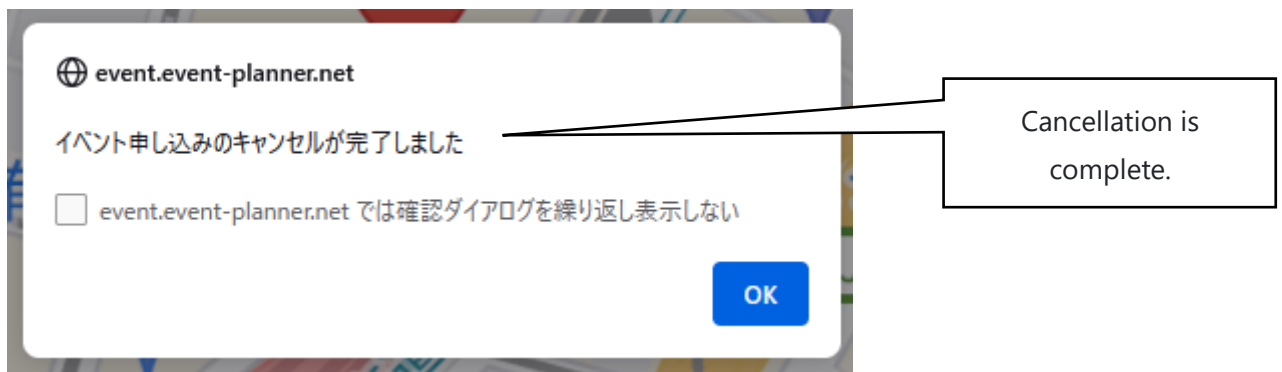
①Please click on “申し込みをキャンセル” button at the bottom of the "My Page".



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, contact details, faculty/graduate school, department/program, or password, it is possible to do so. However, if you want to change your session (first or second), 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".

The screenshot shows the 'My Page' (マイページ) interface. In the top right corner, there are two buttons: '登録情報の編集' (Edit Registration Information) and 'ログアウト' (Logout). A red box highlights the '登録情報の編集' button, with a callout box labeled 'Edit Registration Information'. Below this, the main content area is titled '登録情報の編集' (Edit Registration Information). It contains several form fields: '姓名 / Full Name' (上智 ソフィア), '連絡先電話番号 / TEL' (XX-XXXX-XXXX), '学籍番号 / Student number' (XXXXXXXX), '学部または研究科 / Faculty or Graduate School' (外国語学部 / Faculty of Foreign Studies), and '学科または専攻 / Department or Major' (英語学科). A toggle switch for 'パスワードを変更' (Change Password) is also present. At the bottom, there are two buttons: 'キャンセル' (Cancel) and '編集内容を保存' (Save Edited Content). A callout box labeled 'Save Changes' points to the '編集内容を保存' button. Another callout box labeled 'If you want to change your password, slide here and then enter it.' points to the password toggle switch.

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 e-mail.

A: A confirmation e-mail 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 e-mail. 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 e-mail, 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: 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, only parents or guarantors can attend the ceremony. If your parents or guarantors are unable to attend, another family member may be registered in their place. If you wish to invite someone who is not a family member, such as a mentor or someone who has supported you, please contact us in advance.

Q: I would like to modify my registration information.

A: You can modify your name, contact information, faculty, department/program, and password from "My Page". However, if you need to change your session (first or second), you will need to cancel and reapply for a new one.

Sophia University Office of General Affairs

E-mail: soumu_kouenkai-co@sophia.ac.jp

* For email inquiries, please use "Graduation Ceremony" as the subject line.