

【Entrance Ceremony】
Admission Ticket
Application Manual
For Parents and Guarantors



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. This manual provides information for parents and guarantors on how to apply and modify the information once registered.

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 e-mail 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 any applications exceeding the limit.**
- If you register with the following mobile carrier e-mail addresses, you may not receive the "Registration Completed" email immediately after registration. If possible, please register with an e-mail 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 became unable to attend after obtaining the QR code, please be sure to cancel your application. (For details, please refer to the later part of this manual.)
- 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.

[MyPageにログイン](#)

日	En
ご父母/保証人用 <第一部: 9:30~> 入場券申込サイト	For Parents/Guarantors <1st Session: 9:30~> <i>Ticket Application site</i>
対象学部: 国際教養学部	Undergraduate Faculty: Liberal Arts
対象研究科 グローバル・スタディーズ研究科、地球環境学研究科	Graduate Schools: Global Studies, Global Environmental Studies

こちらはご父母・保証人向け 第一部（9:30～）の申込ページです。
第二部(11:40～)、学生用の申込ページは別にございます。
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 **Parents/Guarantors** applying for the **1st session (9:30~)**.
Separate pages are available for the 2nd session (11:40~) and for graduates.
Please confirm your faculty or graduate school before applying.

2名で申し込む場合は、各自別のメールアドレスで個別にお申し込みください。
If two people are applying, each must apply separately with a different email address.

主催者情報

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

主催者情報

Organizer

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「入学式」としてください

*If you are inquiring by email, please write "Entrance Ceremony"

会期日

Date

会期日

2026-9-21(月)

会期時間

Time

会期時間

09:30 ~ 10:10

会場アクセス

会場アクセス

Access

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

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

※必ず入力してください **必須**

☐ ご父母・保証人席 / Parents/Guarantors 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.

SOPHIA U

2026年度 上智大学 秋学期入学式 入場券申込受付 Sophia University Entrance Ceremony September 2026 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 Guarantors](#)

受付中

【ご父母・保証人用】<第一部> 入学式 【For Parents/Guarantors】<The First Session >
Entrance Ceremony

2026-9-21(月)

上智大学 四谷キャンパス

受付中

【新入生用】<第一部> 入学式 【For Students】<The First Session > Entrance Ceremony

2026-9-21(月)

上智大学 四谷キャンパス

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

受付中

【ご父母・保証人用】<第一部> 入学式 【For Parents/Guarantors】<The First Session >
Entrance Ceremony

2026-9-21(月)

上智大学 四谷キャンパス

The First Session

Undergraduate Faculty: Liberal Arts

Graduate Schools: Global Studies, Global Environmental Studies

The Second Session

Undergraduate Faculties and Programs:

Science and Technology, SPSF

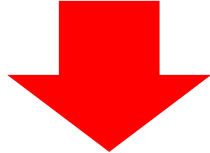
Graduate School:

Science and Technology

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.

③ Please confirm if there is your faculty or graduate school.



[MyPageにログイン](#)

日	En
ご父母/保証人用 <第一部: 9:30~> 入場券申込サイト	For Parents/Guarantors <1st Session: 9:30~> Ticket Application site
対象学部: 国際教養学部	Undergraduate Faculty: Liberal Arts
対象研究科 グローバル・スタディーズ研究科、地球環境学研究科	Graduate Schools: Global Studies, Global Environmental Studies

※This manual provides an example of the first session.

④ Please select the “Parents/Guarantors Seats”.

選択してください **必須**

☒ ご父母・保証人席 / Parents/Guarantors Seats ■ 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.

△ 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.

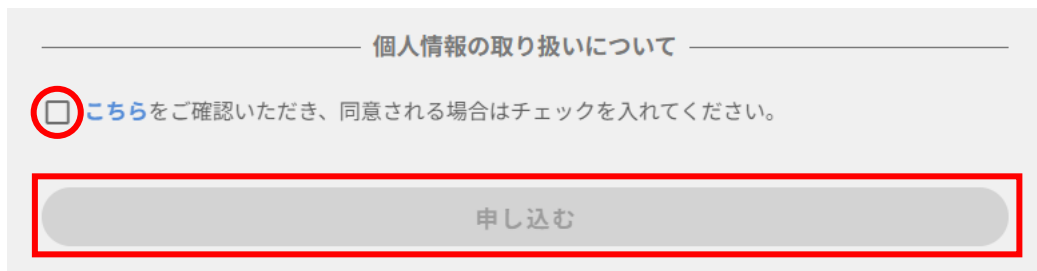
- Your e-mail address will serve as your login ID for accessing “My Page”.
- A unique e-mail address is required for each application.
- Please remember your password, as it is required to log in to “My Page”. We recommend keeping a record of it to avoid forgetting.
- Both your name and the student’s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

The image shows a registration form with several fields. A red box highlights the 'ログインパスワード' (Login Password) field, which is also pointed to by a blue callout bubble. The callout bubble contains the text: 'Login Password 8 or more digits containing mixed alphanumeric characters * Symbols cannot be used'. The form fields include:

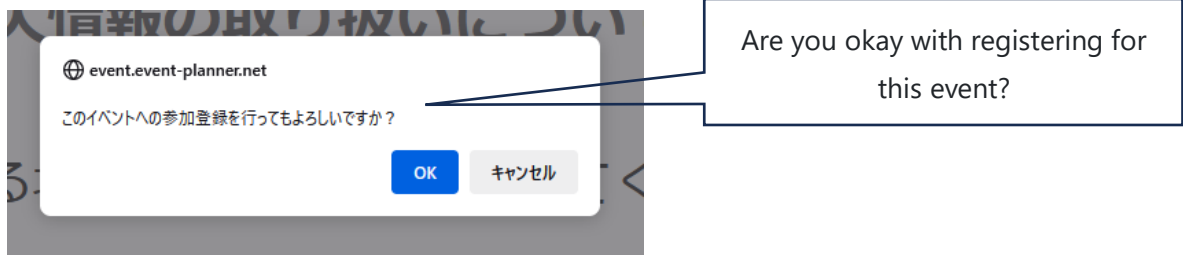
- メールアドレス / Email (必須)
- メールアドレス(確認) / Email (Confirm) (必須)
- ログインパスワード (必須) - 8桁以上の半角英数字の混在 ※記号は使用できません
- 申込者姓名 / Your Full Name (必須)
- 連絡先電話番号 / TEL (必須)
- 学生姓名 / Student Full Name
- 受験番号 / Examinee's number (必須)
- 学部または研究科 / Faculty or Graduate School (必須)
- 学科または専攻 / Department or Major (必須)

※If you are applying for two guests, we kindly ask you to submit separate applications for each person using a unique email address.

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 instructions appear, please click "OK."



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

The screenshot displays the 'My Page' interface for the Sophia University Parents/Guarantors Seats event. The page is titled '上智 ソフィア' (Sophia University) and 'soumu_kouenkai-co@sophia.ac.jp'. The user's reserved seating category is displayed as 'ご父母・保証人席 / Parents/Guarantors Seats'. A QR code is shown, with a callout stating 'Please present this QR code at the entrance 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). A red line connects this button to a second button labeled '参加受付証ダウンロード' at the bottom of the page. A callout for the QR code states '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 at the entrance on the day of the event.). Another callout for the event name states 'Please confirm if the event you are attending is correct.' The event name is listed as '【ご父母・保証人用】<第一部> 入学式 【For Parents/Guarantors】<The First Session> Entrance Ceremony'.

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

ご父母・保証人席 / Parents/Guarantors Seats

Your reserved seating category is displayed

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

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

ご父母・保証人席 / Parents/Guarantors Seats

イベント名

【ご父母・保証人用】<第一部> 入学式 【For Parents/Guarantors】<The First Session> Entrance Ceremony

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 e-mail will be sent to the e-mail address you provided. Even if you do not receive the e-mail, 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.

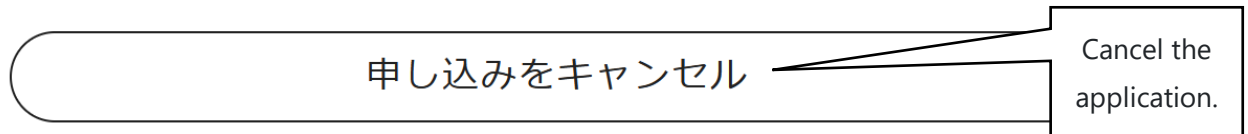


③You will see your “My Page” and a QR code displayed.

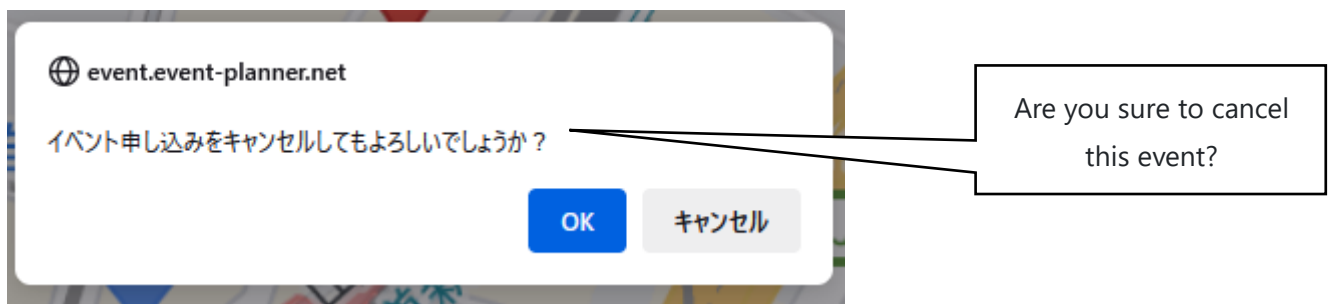


If you want to cancel (or temporarily cancel to change the session (first or second)) your application

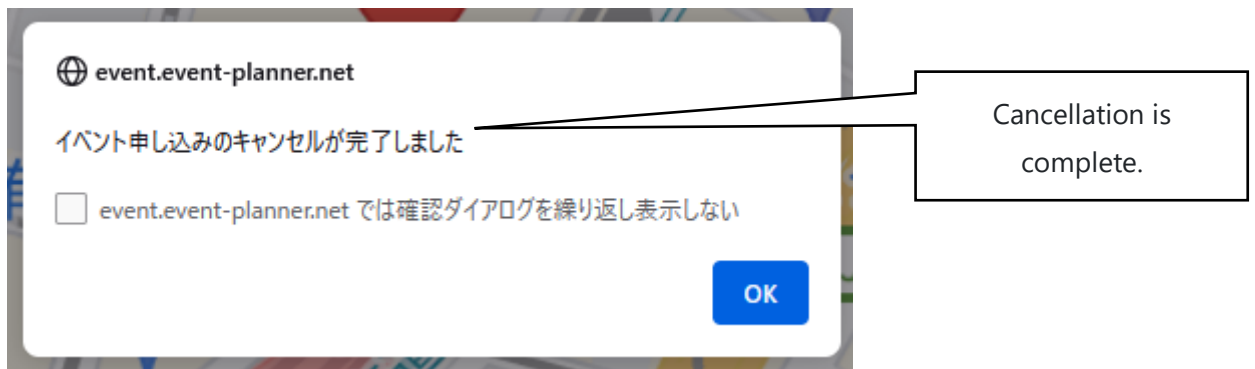
①Please click on“申し込みをキャンセル”button at the bottom of the “My Page”.



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



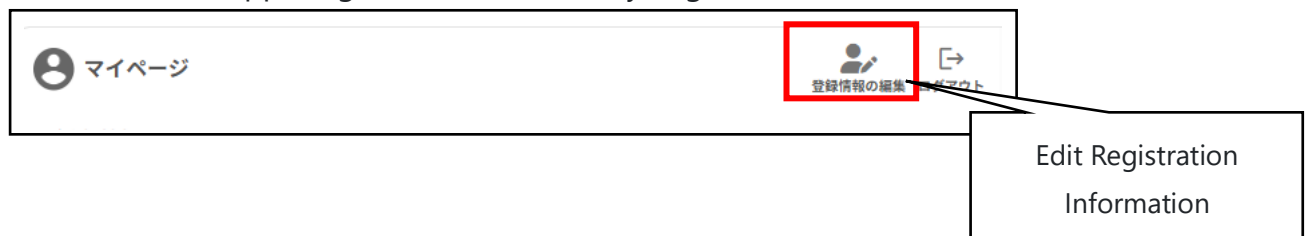
③Once this prompt appears, the cancellation is complete.



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

If you want to change your registered information such as your name, student's 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.

① After 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".



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

A screenshot of the '登録情報の編集' (Edit Registration Information) form. The form has a title bar at the top. Below it, there are several input fields and a dropdown menu. The first field is '姓名 / Full Name' with the value '上智 ソフィア'. The second field is '連絡先電話番号 / TEL' with the value 'XX-XXX-XXXX'. The third field is '学籍番号 / Student number' with the value 'XXXXXXXX'. The fourth field is a dropdown menu for '学部または研究科 / Faculty or Graduate School' with the selected value '国際教養部 / Faculty of Liberal Arts'. The fifth field is '学科または専攻 / Department or Major' with the value '国際教養学科'. Below these fields, there is a toggle switch for 'パスワードを変更' (Change Password). At the bottom of the form, there are two buttons: 'キャンセル' (Cancel) and '編集内容を保存' (Save changes). A callout box with the text 'If you want to change your password, slide here and then enter it.' points to the 'パスワードを変更' toggle switch. Another callout box with the text 'Save changes' points to the '編集内容を保存' 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: 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 "Entrance Ceremony" as the subject line.