



2022 UNIVERSITY OF MARYLAND GLOBAL CAMPUS
COMMENCEMENT
APRIL 9 TOKYO, JAPAN

Dear Graduates and Graduate Candidates:

Congratulations on earning your degree with University of Maryland Global Campus Asia. We are very pleased that you will be able to attend the 2022 Tokyo Commencement, which will be held on **Saturday, April 9, 2022 at 1:00 pm**, at New Sanno Hotel in Tokyo, Japan. **You should order your cap and gown by March 26, 2022 to ensure timely delivery.** *Regalia will **not** be available for purchase on the day of the ceremony.* You must bring your own pre-purchased UMGC regalia to the ceremony. Therefore, it is important that you order your regalia right away. If you have not already done so, be sure to order your cap and gown here: [Oak Hall](#). On the regalia website, you can also order stoles (active duty service, retired service, and gratitude) to wear at commencement.

Also, if you would like to order commencement invitations, you can order official UMGC Asia invitations and class rings at: <https://www.cbgrad.com/>. When you enter the ordering portal, you will see that students need to select "state," "school," and "month" of ceremony to get started. Please choose "Maryland" as the state, "University of Maryland Global Campus Asia" as the school and "April" as the month of the ceremony. Then click on "Get Started."

The Schedule of Events for the day of commencement is as follows:

Commencement Portraits (9:30am - 11:00am)

There will be a photographer available for formal portraits. Please see the form on our Tokyo Commencement page for additional information. Graduates should bring their purchased regalia to the photography session and your families are more than welcome to have their photos taken as well.

Student Check-in and Line-up (9:30am – 11:30am) - Dress Code

Please assemble at the student area to check-in and robe. There will be signs indicating assembly areas and student marshals will also be available for assistance.

All graduates are required to wear a cap and gown to commencement. We encourage you to wear appropriate business casual attire under your gown. We recommend comfortable shoes, because there will be prolonged periods of standing and walking throughout the day. To avoid confusion, guests are not permitted to accompany graduates to the robing area. Please be sure to leave all personal items in your room, car, or with a guest because graduates are not permitted to have items (purses, cameras, cell phones, etc.) in their hands when they line-up and the graduation gowns *do not* have pockets.

Pre-processional (11:30am – 12:30pm)

Graduates will go through a practice run of the processional and recessional along with a briefing concerning the graduation ceremony. After the practice run, graduates will immediately reassemble at the check-in location until the processional begins.

Guest Seating (12:30pm - 1:00pm)

Doors will be open for guest seating at 12:30 pm. **Please contact us if you would like to bring a large party of 5 or more.**

Commencement is a formal occasion, which represents an important milestone in the lives of graduates and their guests. Children are welcome; however, if your child becomes restless, please be considerate of others and take the child outside to the designated “cry-room” located across from the ballroom. Your cooperation is greatly appreciated.

Processional (1:00pm - until seated)

Processional begins. Graduates will march from the formation area to the main hall, followed by faculty and the platform party.

Post-Commencement Reception (3:30pm - 5:00pm)

A reception, honoring the graduates, will be held approximately 30 minutes after the commencement ceremony. The delay is to allow the hotel staff to create a more appropriate dining environment.

Parking

The New Sanno has limited parking space, therefore it will not be possible for non-SOFA students (including individuals from Designated Third State National countries) to operate motor vehicles on the installation.

Contact Us - Non-SOFA Graduates & Guests

Entering the New Sanno Hotel—Non-SOFA Graduates and Non-SOFA Guests

For non-SOFA graduates, visitors and Japanese Nationals: In order for you and your guests to enter the hotel on Commencement day, please forward the **following information to Mr. Robert Andrew Kelly at commencement-asia@umgc.edu: Last Name; First Name; Nationality; Gender; Child Age; Sponsor (Graduate); before March 01, 2022.** Please note all non-Sofa guest must present Passport, Japanese Driver’s License or Government Issue Picture ID at the gate.

Designated Country, Third-State National Entry (DCTSN) Guests

Designated Country, Third-State National (DCTSN) Entry Request Form - Individuals whose country of origin is listed on the Designated Third State National List HQ USFJINST 31-204 (01 Oct 2011) require a more specific process to gain access to the New Sanno. Access request must include the following: Completed New Sanno Designated Third State National Request Form, current Passport (or color copy), and Visa Stamp or Japanese Permanent Alien Registration Card (or color copy). All IDs will require Front and Back color copies. **Please note the Designated Third State National Access request packet must be submitted to Mr. Robert Andrew Kelly at Commencement-Asia@umuc.edu by March 01, 2022.** We suggest that you submit the requested documents as soon as possible. Any delay in submitting the documents could have a negative impact on approving your request by the Commencement ceremony date. Contact commencement-asia@umgc.edu if you have any questions or if a change occurs in your plans to attend the ceremony.

We are looking forward to sharing this memorable occasion with you, your family, and your guests.

Thank you,
UMGC Asia Commencement Team