

2024 UMGC Tokyo Commencement Schedule of Events

Dear Graduates and Graduate Candidates:

Congratulations on earning your degree with University of Maryland Global Campus Asia. We are pleased that you will be able to attend the 2024 Tokyo Commencement, which will be held on Saturday, April 6, 2024 at 11:00am, at New Sanno Hotel in Tokyo, Japan. We are looking forward to sharing this memorable occasion with you, your family, and your guests.

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

- 7:30am - 9:30am **Commencement Portraits:** Please stop by to have your graduation photos taken by a professional photographer. Graduates should bring their purchased regalia to the photography session. Your family members are more than welcome to have their photos taken as well. The cost of the photos is based on vendor pricing. Photos will be mailed to you by the vendor.
- 7:30am – 9:30am **Student Check-in and Line-up:** 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.
- 9:30am – 10:30am **Pre-processional & Rehearsal:** 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.
- 10:30am - 11:00am **Guest Seating:** Doors will be open for guest seating at 10:30am. Please contact us if you would like to bring more than 4 guests. Children are welcome but if your child becomes restless, we have a designated “child room” located in Wellingtons across from the ballroom.
- 11:00am **Processional begins:** Graduates will march from the formation area to the main hall, followed by faculty and the platform party.
- 1:00pm - 3:00pm **Post-Commencement Reception:** A reception honoring the graduates will be held approximately 30 minutes after the commencement ceremony concludes (delay is to allow the hotel staff to set up the reception space).

Contact commencement-asia@umgc.edu if you have any questions or if a change occurs in your plans to attend the ceremony.

Please see the following for details about our Commencement Ceremony:

RSVP: Please RSVP to attend the ceremony via the unique link sent to you via email to RSVP for the ceremony and to make hotel reservations at the New Sanno Hotel (see below). If you haven't received your link by March 1, 2024, email commencement-asia@umgc.edu.

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Regalia and Commencement Invitations: You must order your **commencement regalia (cap and gown)** through [Oak Hall](#) no later than **March 9** to allow time for shipping. No regalia will be available for rental or purchase on the day of the event. Shipping to an APO/FPO address is considered domestic shipping (not international, even if the location is outside of the USA).

If you would like to order **commencement invitations**, you can order official UMGC Asia invitations at: <https://www.cbgrad.com/>. When you enter the ordering portal, 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."

Dress Code: All graduates are required to wear regalia (graduation 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. Guests are not permitted to accompany graduates to the robing area. Note that Graduates are **not** permitted to have any items -- purses, cameras, cell phones, etc.-- in their hands when they line-up and the graduation gowns do not have pockets. Please leave all items with your guest, or in your car or room. Please be sure to remove your gown from the packing material and hang it to remove wrinkles. Use care with irons since a hot iron can burn the fabric easily.

Guests: Due to space constraints, each graduate may have up to 4 guests attend the ceremony; please contact us if you'd like to bring more than four guests. Children are welcome at the ceremony but to maintain the formal atmosphere, we will provide a separate space in another room for restless children.

The New Sanno Hotel is considered a U.S. military installation and has special requirements for non-SOFA graduates and guests to enter the hotel. If you or any of your guests are non-SOFA, please forward the following information before March 1, 2024 for each person planning to attend to commencement-asia@umgc.edu: Sponsor (Graduate) Name, Guest Last Name; First Name; Nationality; Gender; Age (if guest is a child), and any accessibility accommodations that may be needed. For ceremony attendees who are designated Third-Country Nationals, please also complete this [Designated Country Access Pass Entry Request Form](#) (see form for list of Third-Country nationals). The form and required documentation must be submitted to commencement-asia@umgc.edu no later than March 1, 2024. Note that all non-SOFA attendees must present a passport, Japanese driver's license, or other government-issued picture ID at the gate in order to gain entry to the commencement venue.

Lodging: UMGC-Asia has reserved a block of rooms for a two-night stay at the New Sanno Hotel for SOFA status graduates and their guests. If you'd like to request a room at the New Sanno Hotel, please use the graduation RSVP link sent to you to request a room. If you have not received an e-mail about graduation RSVP by March 1, 2023, contact the commencement-asia@umgc.edu. Please do not contact the New Sanno Hotel directly because UMGC has already blocked rooms for graduates. For information on alternative lodging options near where the ceremony will take place, please see the following Google Map link: <https://goo.gl/maps/m4GhAAHPQbx>.

Parking at the New Sanno Hotel: The New Sanno has limited parking space on a first-come, first-served basis for SOFA status graduates and guests only. Non-SOFA graduates and guests will not be able to park at the installation.

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Bus transportation from Yokota AFB to New Sanno Hotel: UMGC will provide two buses to and from the New Sanno from Yokota:

Bus 1: Depart Kanto Lodge at 0630 - primarily reserved for staff and graduates.

Bus 2: Depart Kanto Lodge at 0730 - primarily reserved for faculty, graduates' guests, and UMGC invited guests

Buses will return to Yokota leaving the New Sanno at 1500 and 1600. There is no cost.

If you have any questions regarding the Tokyo Commencement Ceremony, or the other UMGC Asia Commencements ([Okinawa](#), [Guam](#), or [Korea](#)), please e-mail our [commencement team](#).

Eligibility for Graduation

Students who have graduated in Summer 2023, Fall 2023, or Winter 2024 (MBA and MSTL only) with an associate's degree or higher are automatically eligible to attend this year's commencement and will receive an invitation to attend the Spring 2024 commencement ceremonies. Students who are graduate candidates for the Spring 2024 Term (meaning they have applied for graduation in their MyUMGC by the deadline) are also eligible to participate in commencement. An email will be sent to all eligible graduates and graduate candidates and will include direct links to the RSVP pages. If you think that you are eligible for commencement but have not received an e-mail by March 1, 2024 from UMGC Asia inviting you to RSVP, please contact your local academic advisor or our [commencement team](#). If your completion term was prior to the aforementioned terms or upcoming in the summer of 2024 and you wish to participate in the spring 2024 ceremony, please contact commencement-asia@umgc.edu.

Deadlines

The deadline to submit a graduation application for undergraduate (associate and bachelor's) degree completion is February 15, 2024. Graduate (master's) degree students expecting to complete their programs in Winter or Spring are required to complete their graduation application by April 1, 2024, in order to participate in the 2024 commencement ceremony. If you do not submit a graduation application by the application deadline, you will not receive an invitation to participate in ceremonies and may not be included in the commencement ceremony program book. Should you miss this deadline or do not receive an invitation for commencement, please contact commencement-asia@umgc.edu.

Please note: If you are a Stateside graduate or enrolled in any graduate program other than the Master of Science in Business Administration (MBA) or Master of Science in Transformational Leadership, you are in a Stateside program and will need to contact commencement-asia@umgc.edu if you wish to participate in Asia's Spring Commencement. Additionally, you will need to complete your application for graduation on or before March 1, 2024 to ensure you receive an invitation to the spring ceremony and are included in the program for the ceremony.

Graduation Requirements and Checklist

Information on graduation requirements can be found here: [Certificates, Diplomas, and Graduation](#).

Please use this [UMGC Asia Graduation Checklist](#) to be sure you complete all requirements and steps.