

September 26, 2016

Hokkaido University

Dear Sir or Madam:

The program of commencement ceremony is as follows:

1. The commencement ceremony will start at 10 : 00am. The details will be announced before the ceremony so please have a seat by 9:45am.
2. Diplomas will be presented by major field of study. If your name is called, please respond and approach the stage.
3. Before the stage, please bow to the right side (vice-presidents and executives), to the left side (deans), toward the stage (president), then take one step forward.
4. The president will read the diploma, and present it to each graduate.
5. With your diploma in hand, take one step back and bow to the president. Then you may return to your seat.

For the seating arrangement, please refer to the attached sheet. We have prepared seats for friends and relatives at the back of the room. You may take photographs and record, but please do not interfere the ceremony, and the staff will take some pictures for public relations of Hokkaido University in the room. We ask for your kind understanding and cooperation. Thank you.