

# 2024 Autumn Semester Announcement for Textbooks

**MyKiTS** (online textbook store) for 2024 Autumn semester will be open from the date below.  
Please check the information below and schedule to make sure you purchase your textbooks correctly.

**Application Period**

**Sep.20<sup>th</sup>(Fri)~Oct.9<sup>th</sup>(Wed), 2024 23:59**

**Scheduled delivery date**

**From Sep. 23<sup>rd</sup>(Mon), 2024**

**\*Please refer to the schedule on the reverse side.**

## Access MyKiTS

Access the online textbook store "MyKiTS".



Sophia Square⇒[教科書・学生向け](Textbooks for students)⇒[MyKiTS](マイキッツ)

<https://bookcenter.kinokuniya.co.jp/sophia-bookcenter/>

**Create user account** \*Registration will be available from Sep.20th(Fri). (not required if you have already registered before)

- 1 Click "New Customer".  
After confirming the "User policy private notice", click [Sign Up].
- 2 Enter the e-mail address for registration and click [Next] > [Send].  
Click the URL in the email you receive.
- 3 Enter your information and click [Confirm entry].  
※Enter the address where your textbooks need to be delivered.  
※The personal information you provide us will be only used for the sales of textbooks at the Kinokuniya Sophia Square.  
[KINOKUNIYA COMPANY LTD. Privacy Policy]  
(<https://www.kinokuniya.co.jp/c/privacy/>)
- 4 After clicking "Create account," you will receive an email to your registered email address.

## Order Textbooks

- 1 Sign in "MyKiTS" with your registered ID/PW, and click on "Choose Textbooks". Search for the textbooks check to "select" box and click "to cart".  
※Enter the class code (e.g. GSB10100) or part of the title of textbook
- 2 Go to [To Order] from the cart, confirm the order details, and place the order.  
※Cancellation / Order changes can be made until 23:59 of the day you place the order. After the deadline, no cancellation nor order changes are accepted.  
Please check your order carefully before submitting.
- 3 An order confirmation email will be sent to the registered email address.

### ■When the textbook is permanently out of stock

You can place an order. We will send the textbooks when it arrives. Shipping and handling fee for delayed delivery will not be charged.(if you only order the textbook out of stock, you'll need to pay the fee)

- Credit cards payment : Payment for textbooks is required each shipping. Shipping and handling fee will be charged with the on-time textbooks.
- Cash on delivery payment: Payment for all textbooks including the delayed textbook(s) is required. Pay to the courier in cash.
- Convenience store payment: Payment for all textbooks including the delayed textbook(s) is required. Pay at the convenience store.  
\*The shipping will be made AFTER you finish the payment.

■If the deliver is made when you're not home, an attempted delivery notice will be left. Contact the delivery company to redeliver.

### ■ Payment

▶ **Credit Card** ※Debit card not accepted  
(クレジットカード支払い)

▶ **Cash on delivery**  
(代引き支払い)



▶ **Convenience store payment**  
(コンビニ支払い)  
**is available.**

**\*\*Delivery fee will be charged every order.**

### ■ Convenience Store Payments

\*You are required to pay in advance when you choose "Convenience Store Payments".

Please make sure that if payment is not completed at the convenience store, textbooks will not be shipped.

The payment completion date equalizes "web order period" in the schedule shown on the next page. Please pay within the expiration date based on the order number that will be noticed for each order.

{Case No.1}  
Order textbooks on 9/20 and completed the payment at the convenience store the same day.  
[Payment] 9/20.  
[Shipping Date] 9/23.

{Case No.2}  
Order textbooks on 9/20 and completed the payment at a convenience store on 9/22. (within the payment due date)  
[Payment] 9/22.  
[Shipping Date]9/25.

**Please note that this means your order will be fixed on the day you finish your payment.**

Please refer to the user guide on the MyKiTS website for details on how to operate the system.  
For any other inquiries related to the application, please email us below.

### Kinokuniya Sophia Square

Please be sure to include your name and student ID number in the email.

E-mail : [Sophia\\_Textbooks@kinokuniya.co.jp](mailto:Sophia_Textbooks@kinokuniya.co.jp)

## ■ Schedule

If the delivery address is outside of Kanto region estimate one day plus the following delivery date.

|  | Web Order Period |       |   |        |       | Estimated Delivery Date |
|--|------------------|-------|---|--------|-------|-------------------------|
| <b>1</b>   | Sep.20           | 10:00 | ~ | Sep.20 | 23:59 | Sep.23                  |
| <b>2</b>   | Sep.21           | 0:00  | ~ | Sep.21 | 23:59 | Sep.24                  |
| <b>3</b>   | Sep.22           | 0:00  | ~ | Sep.22 | 23:59 | Sep.25                  |
| <b>4</b>   | Sep.23           | 0:00  | ~ | Sep.23 | 23:59 | Sep.26                  |
| <b>5</b>   | Sep.24           | 0:00  | ~ | Sep.24 | 23:59 | Sep.27                  |
| <b>6</b>   | Sep.25           | 0:00  | ~ | Sep.25 | 23:59 | Sep.28                  |
| <b>7</b>   | Sep.26           | 0:00  | ~ | Sep.26 | 23:59 | Sep.29                  |
| <b>8</b>   | Sep.27           | 0:00  | ~ | Sep.27 | 23:59 | Sep.30                  |
| <b>9</b>   | Sep.28           | 0:00  | ~ | Sep.28 | 23:59 | Oct.1                   |
| <b>10</b>  | Sep.29           | 0:00  | ~ | Sep.29 | 23:59 | Oct.2                   |
| <b>11</b>  | Sep.30           | 0:00  | ~ | Sep.30 | 23:59 | Oct.3                   |
| <b>12</b>  | Oct.1            | 0:00  | ~ | Oct.1  | 23:59 | Oct.4                   |
| <b>13</b>  | Oct.2            | 0:00  | ~ | Oct.2  | 23:59 | Oct.5                   |
| <b>14</b>  | Oct.3            | 0:00  | ~ | Oct.3  | 23:59 | Oct.6                   |
| <b>15</b>  | Oct.4            | 0:00  | ~ | Oct.4  | 23:59 | Oct.7                   |
| <b>16</b>  | Oct.5            | 0:00  | ~ | Oct.5  | 23:59 | Oct.8                   |
| <b>17</b>  | Oct.6            | 0:00  | ~ | Oct.6  | 23:59 | Oct.9                   |
| ↓ Convenience store payment cannot be selected during the following period ↓ |                  |       |   |        |       |                         |
| <b>18</b>  | Oct.7            | 0:00  | ~ | Oct.7  | 23:59 | Oct.10                  |
| <b>19</b>  | Oct.8            | 0:00  | ~ | Oct.8  | 23:59 | Oct.11                  |
| <b>20</b>  | Oct.9            | 0:00  | ~ | Oct.9  | 23:59 | Oct.12                  |

\*Make sure to place your order by October 9<sup>th</sup> 23:59!

Textbooks will be returned to the publisher after this. Please note that the deadline for application of each order is 23:59.

\*There is a possibility of shipping delay due to logistic reasons. We appreciate your kindly understanding.

**Kinokuniya Sophia Square(Bldg.#2 B1F)**  
**E-Mail: Sophia\_Textbooks@kinokuniya.co.jp**