

# Textbook Orders via Website

Textbooks will NOT be stocked unless an order has been placed by one of the following ways, even if they are listed on Loyola syllabi.

◆Sophia Square HP↓

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



Please place your order via YourKiTS, or fill out the order form and bring it to the Kinokuniya Sophia Square (located B1F of Bldg.2), send it by e-mail attachment, campus mail, or fax.

E-mail : [sophia\\_textbooks@kinokuniya.co.jp](mailto:sophia_textbooks@kinokuniya.co.jp)

The form is on our website ⇒ Textbooks for Faculty and Staff ⇒ Textbook Sales Request Form

## ◆Direction via Website

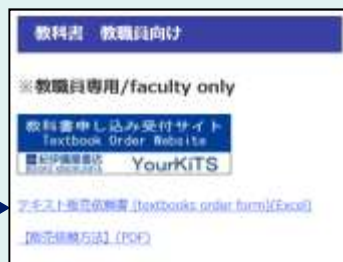
### 1 Access our website

Click  
教科書 教職員向け  
Textbook LECTURERS



### 2 Click YourKiTS

Click the blue banner  
YourKiTS



Or fill out the order form [textbooks order form] and bring it to the Sophia University store or send it by e-mail attachment, campus mail, or fax.

### 3 Authentication

After agreeing the  
Privacy Policy, read the  
guide and click "I read"  
to proceed.



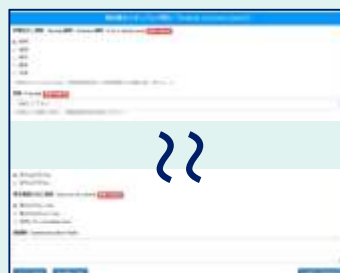
### 4 Fill Order

Fill out the Textbook  
request application form.



### 5 Apply

When you finish, click  
[Apply] at the bottom of  
the page.



### 6 Order Complete

A confirmation mail will  
be sent to the e-mail  
address you submitted.  
If you don't receive the  
mail, let us know.

E-mail :  
[sophia\\_textbooks@kinokuniya.co.jp](mailto:sophia_textbooks@kinokuniya.co.jp)

Thank you for your  
application.

We will only stock textbooks requested through the appropriate order form. Students are able to purchase the textbooks on the **online textbook store MyKiTS** during designated periods.

Please submit your textbook orders by the deadline using one of the ways above.

Orders submitted after the deadline may not arrive in time for the new semester.

# Textbook Orders via Loyola

Textbooks will NOT be stocked unless an order has been placed by one of the following ways, even if they are listed on Loyola syllabi.

## ◆ Direction via Loyola

### 1 Loyola

Click the blue banner YourKiTS

YourKiTS is a website by Kinokuniya for applying textbooks order. The data submitted on the syllabi doesn't link.



### 2 Authentication

After agreeing the Privacy Policy, read the guide and click "I read" to proceed.

### 3 Fill Order

Fill out the Textbook request application form.

### 4 Apply

When you finish, click [Apply] at the bottom of the page.

### 5 Order Complete

A confirmation mail will be sent to the e-mail address you submitted. If you don't receive the mail, let us know.

E-mail : [sophia\\_textbooks@kinokuniya.co.jp](mailto:sophia_textbooks@kinokuniya.co.jp)

Thank you for your application.

If you wish to apply via other than YourKiTS, fill out the [textbooks order form] and bring it to the Kinokuniya Sophia Square (located B1F of Bldg.2), send it by e-mail attachment, campus mail, or fax.

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