

For students living outside of Japan  
How to order, pay for, and receive textbooks for the AY 2026 spring semester

To all international students living outside of Japan,

We are sending you the following procedure for ordering textbooks to ensure all students living outside of Japan are able to get the textbooks needed for the start of spring semester classes.

Important:

- Only textbooks for classes starting in spring semester are available.
- In some cases, they may take a long time to arrive due to the circumstances related to sending packages overseas from Japan.
- There is an international shipping fee in addition to the cost of the textbooks you purchase.
- The international shipping fee is required for each order. If possible, buy all the textbooks you need at once.
- Have your credit card ready when ordering.
- **If a textbook is available as an e-book, we recommend purchasing the e-book yourself.**

**Overview of ordering procedure (do not forget to read the details on the next page)**

- [Order textbooks] Note the ordering period!
- [Forward the order confirmation email and provide delivery address information] Forward the email to Kinokuniya!

**1. Ordering period:**

Monday, March 30 to Thursday, April 30, 2026

\* If you order later, shipment and preparation for dispatch overseas will also be later, so buy them soon after you find out which ones you need.

**2. How to order:**

[1] Read the syllabus for the courses you are enrolled in on MUSCAT to see what textbooks you need.

[2] Log in to MyKiTS, Kinokuniya's special textbook website only for Musashino University, and place an order.

Please register as a user when using MyKiTS for the first time.

<https://mykits.kinokuniya.co.jp/Login/00db238c-4b63-4c0d-a41f-c2b64d28bac1>

\* Be sure to pay by credit card.

Only Visa, MasterCard, and JCB are accepted.

[3] After placing your order, you will receive an order confirmation email from Kinokuniya. Please forward this email with the following information.

Email to:

Kinokuniya <y\_akutsu@kinokuniya.co.jp>

Email subject:

Musashino University\_Textbook order confirmed/Student Number/Name

Email body:

1. Student Number\_Name

2. Overseas address (to send the textbooks to)

\* Write the full address correctly in English.

\* If sending to China, Hong Kong, or Taiwan, write all of the following.

[1] Address in English:

[2] Address in pinyin:

[3] Address in kanji:

3. Overseas postal/zip code

4. Overseas phone number

5. Name of recipient \*Write in English.

[4] Once your ordered textbooks are ready, Kinokuniya will notify you of the total amount including the international shipping fee. When you receive the email, please reply to confirm you have reviewed the contents.

[5] After the textbooks are shipped, Kinokuniya will send you a delivery confirmation email.

[6] In addition to a delivery confirmation email, you will be sent an email with the tracking number. If you want to check the shipping status, you can use the tracking number to check it yourself. If there is a problem such as your textbooks not arriving even after a long time, check the status directly with the courier.

### **3. Notes:**

- **Orders** made on MyKiTS **cannot be canceled after 11:59 PM (JST) on the day ordered.**  
For example, if you order at 6:00 PM on Monday, March 30, but realized you ordered the wrong textbooks, you must cancel by 11:59 PM that same day. Check carefully before ordering.
- **No returns of ordered textbooks.** You must pay for all the textbooks that you order.
- With some network settings, email cannot be delivered to smartphones. If you do not see the emails on your phone, please check on a computer.
- If you place several orders, international shipping fees are charged for each order. For example, if you place an order on Monday, March 30 and Wednesday, April 15, shipping fees will be charged for each date. To minimize the costs you have to pay, please be sure to check what textbooks you need before ordering and try to order all your textbooks at once.

### **4. Inquiries:**

About how to use MyKiTS: MyKiTS Support Desk

<https://gomykits.kinokuniya.co.jp/mykits-contact/>

\*Use this contact form for inquiries.

About having textbooks shipped overseas: Kinokuniya <y\_akutsu@kinokuniya.co.jp>



Please create your account from the above URL \*Registered personal information will be utilized only for textbook orders.

## 1.Register

Sign up from the URL.  
ID: Your email address  
Password: 8-24 characters using both alphabet and numerals.

- ①The registration URL will be sent to your e-mail address.
- ②Access the URL within 24hours and complete the form.

\*When an error occurs, the password will be reset.

## 2.Log in

Log in using the ID and password registered. Please check "Announcement" every time you login for updated information on new arrivals and items out of stock.

**Notice**  
Check the course title on syllabus and be careful not to buy different textbook.

## 3.Choose textbooks

Find "Choose Textbooks" from the menu. Use the "Search Textbooks" function by typing course title, instructor, or textbook title. Confirm the information of the textbook, then specify quantity and click on the "To Cart" button.  
\*Your order is not completed yet.

授業名 Course title	商品名 Book title	税込販売価格 Price	冊数 Quantity
表現文化 教員名/Instructor: 松浦 由起 期間/Period: 後期 履修/Curriculum: 日本語表現ノート (書き込み式) 選択 授業コード/Course number: 0	教科書 [013] [013] 日本語表現ノート (書き込み式) 著者/Author: 出版社/Publisher: 三弥井書店 ISBN: 9784838270415	¥1,160	0
表現文化	教科書 [017] [017]		

## 4.Textbook Purchase

Click on "Cart". Click on the boxes on the right-hand side of your orders, then hit "order". Going to the next page, confirm your delivery method. Then go to the next page and choose your payment method. Going to the next page, confirm your payment method, then click "Confirm Order" to finalize.

## 5.Receive and Pay

【Shipping】  
Once your ordered textbooks are ready, Kinokuniya will notify you of the total amount including the international shipping fee. After you confirm the amount, we will ship the textbooks.

For details, please refer to "For students living outside of Japan How to order, pay for, and receive textbooks for the AY 2026 spring semester."

商品名	注文番号	注文日時	税込販売価格	冊数	合計	注文状況
教科書 12月号 1 12月号	12	2026/02/03 18:11	¥2,160	1	¥2,160	注文済み