

USCO MANUAL

STUDENTS





U M A P
University Mobility in Asia and the Pacific



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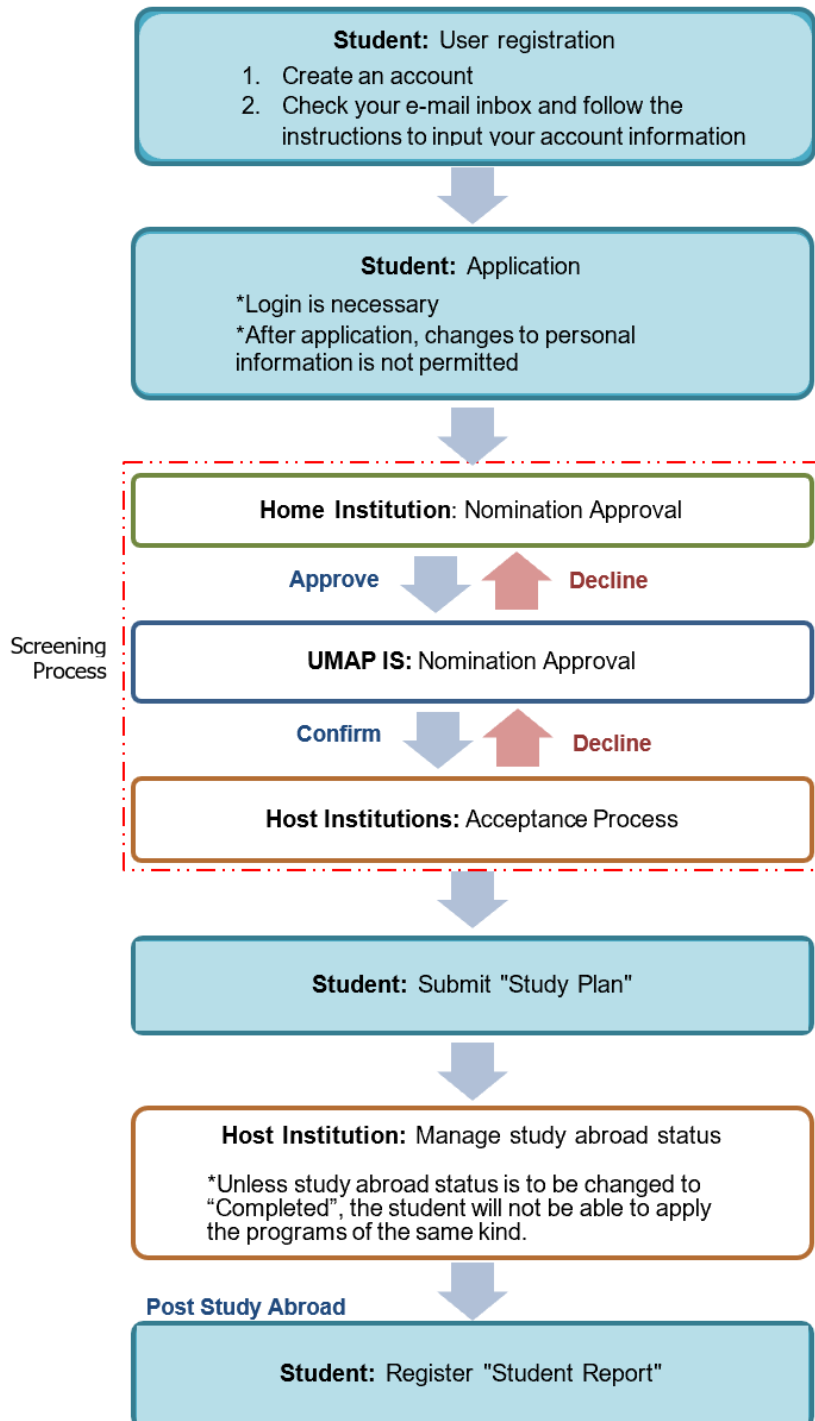


umap-is@umap.org

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I. OVERALL FLOW



II. USER REGISTRATION

1. Email Registration

- a. Open this link:
<https://usco.umap.org/std>
to create your USCO account.
- b. After entering your email address, click "**Agree and Register**".

*It is recommended to use an email address that is provided by your home institution.

*Please read the *Privacy Policy* and *Terms and Condition*.

*Check your email inbox and follow the instructions to input your account information on USCO system.

Please enter your e-mail address to create a new account

*Depending on the settings of your mail service, e-mail software, antivirus software etc., it may be recognized as 'junk mail' and the e-mail may not arrive. (Especially for those using free e-mail services such as Yahoo! Mail or Hotmail) In that case please check 'Spam folder' etc. Please check the service and software settings you use.

[* Privacy policy](#)

[* Terms and Conditions](#)

Email

Input email address you want to use for this Online System

Agree to Privacy policy and Terms and Conditions

Agree and Register

[Back to login page](#)

3. Account Registration

- a. Make sure to fill in all **required** items marked with (*), such as *Email*, *Password*, *Home Institution*, *Student Number*, *Gender*, *Nationality*, *Mailing Address*, *TEL*, *School Year*, *Graduation Date*, *Native English*.
- b. Please double check your information before proceeding.
- c. After confirming your input, click "**Save and Submit**".

2. USCO System Login:

- a. Input your registered email address and password to log in to the system.

*Required items
*Basically please input single-byte alphanumeric characters.

Email *

Password * Please be sure to use half-width alphanumeric characters and specify the password within 8 to 16 letters. (Available symbols: @ # \$ % ^ & * _ -)

Native English * ☒ Yes ☐ No

Language Proficiency Requirements

English Requirements	
-- Language Proficiency --	-- Score --
-- Language Proficiency --	-- Score --
-- Language Proficiency --	-- Score --
-- Language Proficiency --	-- Score --

Other language Requirements

-- Language Proficiency --	-- Score --
----------------------------	-------------

Used for automatic screening whether your application meets programs language requisites or not

III. PROGRAMS APPLICATION PREPARATION

1. Maximum of 5 institutions can be selected for Program A/B and 3 institutions for Program C.

*Please make sure to read the program details of preferred institutions before selecting them. Some important points to consider:

- a. Language requirements
 - b. GPA (displayed only for program A/B)
 - c. Exchange duration
 - d. Housing type
 - e. Program description
 - f. Tuition fee (for program B and C)
2. Pay attention to the **application period**.
As **UTC (Universal Coordinated Time)** is used, please be careful about each deadline. Only program cycle colored in **orange** is available for applying.

How to start your application?

1. Use "Program Search" to find a program you want to apply.
2. Select the program you want to apply.
3. Press "add to application request" button (this button appears only during application period).

*You apply up to five programs at once.

▶ Deadline to be approved & nominated by your University Coordinator(s):

Program A/B	1st cycle:07/May/2018	in application period	2nd cycle:07/May/2018	out application period
Program C	1st cycle:17/May/2018	out application period	2nd cycle:17/May/2018	out application period

For more detail: See "Timeline".

IV. APPLICATION TIMELINE

Click the Timeline tab on the main menu to display the current timeline list and its details.

UMAP open applications for our programs twice a year.

1. For 2019's program A/B (Autumn 2019 student exchange:
 - a. 1st application cycle: 20 Oct 2018 - 1 Dec 2018
 - b. 2nd application cycle: 16 Feb 2019 - 5 Mar 2019
2. For 2019's program A/B (Spring 2020 student exchange: TBD)
3. For 2019's program C:
 - a. 1st application cycle: 1 Mar 2019 - 23 Mar 2019
 - b. 2nd application cycle: 25 Apr 2019 - 28 May 2019

4. Explanation of Timeline chart:

Procedure	Application cycle		Details
	First	Second	
Web Publishing	21/May/2018 ~ 22/May/2018	21/May/2018 ~ 21/May/2018	① Web Publishing start date
Nomination deadline	14/May/2018 ~ 15/May/2018	21/May/2018 ~ 21/May/2018	② Application Period & Nomination Deadline
Placement period (1st Preference)	23/May/2018 ~ 24/May/2018	21/May/2018 ~ 21/May/2018	
Placement period (2nd Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	
Placement period (3rd Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	
Placement period (4th Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	
Placement period (5th Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	

- a. Web Publishing: The starting date of the program's information's publication on USCO system.
- b. Nomination Deadline: Period of student application and nomination by Home Institution.
- c. Placement Period:
 (Students do not have to do anything during this period).
 Your preferred Host Institution decides to either accept or decline during each placement period.
 When declined, the next target of Host Institution will automatically be notified.
 - i. **Accept**: Student will be notified after target placement period is finished.
 - ii. **Decline**: Student will be notified after final placement period is finished.

V. DOCUMENT PREPARATION

1. Transcripts (*required*)
2. Certificate of Official Language Exams (*required**)
3. Motivation Letter(s) (*depends on each institution*)
4. Copy of Passport (*depends on each institution*)
5. Medical Certificate (*after acceptance has been confirmed, depends on each institution*)

*For native English speakers:

If program indicates "Accept native English", you do not have to upload any language certificates.

Please note that only format of Word/PDF files, smaller than 15MB, will be accepted on USCO system.

VI. SELECTING AND APPLYING PROGRAMS

1. Find suitable programs for you by checking the available programs in "Programs" tab on the main menu.

The screenshot shows the USCO website's 'Programs' tab. On the left is a 'Program Search' sidebar with filters for '2018 and later', 'Semester', 'Program' (A/B/C), 'Scholarship' (YES), and a 'Keyword search' field. Below these are '+ Additional Filters +', 'Apply Filters', and 'Clear Filters' buttons. The main area displays two program listings for 'Universiti Brunei Darussalam (UBD)'. The first listing is 'OPEN' and includes details: 'Exchange Duration: One semester or one year', 'Language: Accept Native English', 'TOEFL iBT: 87 - 98, TOEIC: 670 - 785 (Prerequisite)', and 'Field of Study: Architecture, Area Studies, Biology, Communication, Computer and Information Sciences'. It has buttons for 'Program A/B', '2019 Fall', 'GPA 57.5%', and 'Scholarship'. The second listing is 'CLOSED' with similar details and buttons for 'Program A/B', '2018 Spring', and 'GPA 57.5%'.

2. Click "Add to Application Request" at the bottom of the 'Program Details' screen to add the program to your application.

The screenshot shows a 'Please Login to apply' message. Below the message is a 'Register and Login' button. A callout box points to this button with the text: 'You can add to the application when the message below is displayed. Let's begin your application. Please add ○○ preferred program *If you can't apply, please check section "4B) Errors During Application" of this manual'.

3. Check your information and submit the required documents (Transcript and Certificate of Official Language Exams).

The screenshot shows the 'Applicant (Temporarily saved)' form. The 'Student basic information' section includes fields for Student number, Name, Email, Gender, Nationality, Mailing Address, TEL, Home Institution, Country/Territory, Institution, School year, and Date of birth. The 'Native English' section has a 'Yes' checkbox and a 'Language Proficiency Requirements' field. The 'Documents to be submitted' section includes 'Transcript' (with a 'Upload' button circled in red), 'Verification Letter' (with a 'Upload' button), 'Medical certificate' (with a 'Upload' button), 'Certificate of Official Language Exams' (with a 'Upload' button circled in red), 'Copy of Passport' (with a 'Upload' button), and 'Study plan' (with a 'Upload' button).

4. Add more programs to your application according to your preference order.

Application Status (Program A/B)

Preference selectable number varies depending on the program type: Program A/B (3 th Preference) Program C (3rd Preference)
Please be sure clicking "Temporary Save" before proceed to "Program settings" otherwise student information you entered may lose.

***Required items**

	Host Institution / Program	Student information	Home	UMAP IS
1st Preference * Clear Outline ID:15 Check Application Requirements	MU / Maple University Canada 2018-Fall Semester Program A/B	Duration of Study* 1 Semester	Approve this application -- -- Messages to the applicants --	Confirm & Nominate this student -- --
2nd Preference Clear Outline ID:11 Check Application Requirements	HUK / Hallym University Republic of Korea	I will participate in this program even if I am accepted by my home Institution as a fee-paying	Approve this application -- --	Confirm & Nominate this student -- --
3rd Preference Clear Outline ID:16 Check Application Requirements				
4th Preference Select the program				

Click "Select the program" to move to the 'Program List' screen

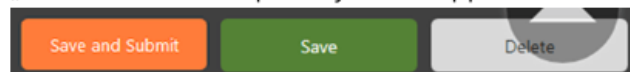
When you finish selecting programs in the top Preference area, the "Select the program" button will be displayed on next preference area.

<<If programs are selected while skipping preferences such as 1st, 3rd, then 5th preference, the preferences will be automatically adjusted>>

(Ex. 1st, 3rd, and 5th preference → 1st, 2nd, and 3rd preference)

5. After you are done filling in the application, click on:
 - a. Save and Submit: Complete your application
 - b. Save: Temporarily save data
 - c. Delete: Delete the temporarily data (non-applied)

《Buttons on the temporarily saved application screen》



6. Wait for the approval from your Home Institution.

***When the current applications are simply temporarily saved, the "Update" button will be displayed ("Student Basic Information" *can* still be changed). You *cannot* make changes to your information while you are studying abroad. If you need to make any changes, please contact your Home Institution.**

***In the case that the nomination period ended while temporarily saved:**

Please contact UMAP International Secretariat within 7 days (including weekend). It will still be possible to apply. After 7 days, the temporarily saved data will be deleted.

VII. POST APPLICATION SUBMISSION

Click on a program in "Applicant List" to display submitted application screen.

Applicant (Submitted)

[PDF Download](#)

This application has been complete.

Downloading the application as PDF is possible after submission
※Changes to personal information, however, is not allowed.
If change is still necessary, please contact your Home Institution.

Student basic information

Student number	0123789	Native English	Yes
Name	samp133 133samp	Language Proficiency Requirements	TOEIC: 945 - 900, TOEFL ITP: 637 - 677, TOEFL iBT: 110 - 120, IELTS: 8.5 - 9, HSK(Chinese Proficiency Test): 5, DELE (Diplomas de Español como Lengua Extranjera): DELE C1, DELF/DALF: DALF C1.
Email	133@yousul.xsrv.jp	GPA	100 / 100 (100%)
Gender	Male	Memo(Student)	test
Nationality	Japan		
Mailing Address	echigo101,Asagayaminami3-47-8, Suginami-ku, Tokyo 1660004		
TEL	+81-090-1234-5678		
Home Institution	Country/Territory Japan Institution TU / Toyo University		
School year	1st year		
Graduation date	Apr / 2023		

Documents to be submitted

Changes are not allowed for required items after submission

*Required items

Transcript *	Confirm PDF	Certificate of Official Language Exams *	Confirm PDF
Motivation Letter	PDF not registered Upload	Copy of Passport	PDF not registered Upload
Medical certificate	PDF not registered Upload	Study plan	PDF not registered

VIII. CHECKING APPLICATION STATUS

1. Information check by Home Institution

Application				Nomination	
Country/ Territory	Cycle	Program	Preference	Home	UMAP IS
Japan	1st	A/B	1	--	--
Philippines	1st	A/B	2	--	--
Taiwan	1st	C	1	C	--
Taiwan	1st	C	2	C	--
Taiwan	1st	C	3	C	--

Symbol Meanings

- Not processed: "--"
- Nominated: "A, B or C" (the type of program)
- Not accepted (Return Process): "Decline"

Student Information		Host Institution		Application				Nomination
Study Abroad Year	Duration of Study	Institution	Country/ Territory	Cycle	Program	Preference	Home	
Temporarily saved	2 Semesters	TU/Toyo University	Japan	1st	A/B	1	Decline	
Temporarily saved							Decline	
Temporarily saved							Decline	

"When your Home institution declines your application and 'Returns Process', 'Temporarily saved' will be displayed and resubmission will be necessary."

2. Information check by UMAP International Secretariat

Application				Nomination	
Country/ Territory	Cycle	Program	Preference	Home	UMAP IS
Japan	1st	A/B	1	Decline	--
Philippines	1st	A/B	2	Decline	--
Taiwan	1st	C	1	C	Decline
Taiwan	1st	C	2	C	Decline
Taiwan	1st	C	3	C	Decline

Symbol Meanings

- Not processed: "--"
- Nominated: "Confirmed"
- Not accepted (Return Process): "Decline"

3. Decision from Host Institution

Application			Nomination		
Cycle	Program	Preference	Home	UMAP IS	Home
1st	A/B	1	A	Confirm	No
1st	A/B	2	A	Confirm	No
1st	C	1	C	Confirm	No
1st	C	2	C	Confirm	C
1st	C	3	C	Confirm	C

Will be orange when placement is being considered (In this case, it means that you are waiting to know whether you have been accepted to your 1st preference institution)

Accepted and preparing for departure

When accepted, "A, B or C" (the program type) will be displayed. When declined, "No" will be displayed.

Preference Order

IX. APPLICATION ERROR?

If any of these messages is displayed and you cannot apply to the program, please check the index below:

Message	Cause
The Nomination period has not started.	The Nomination period had not started. Try again after the period starts. Earliest application period can be found on this link: https://usco.umap.org/std/unv_period/
This program has been closed for applications	This program has been closed because the application period has <u>expired</u> or the number of applicants has already been reached. Please apply to another program.
Please Login to apply	You cannot apply before logging in. Please Login to apply. If you don't have an account, you may register first through this link: https://usco.umap.org/std/
You have already submitted an application	You have already submitted an application (or during study abroad in the program of the same kind).
Students of your institution are not eligible to apply for program A/B	Home institution has not accepted the program. Please contact the coordinator in charge of UMAP at your Home institution.
You can not apply to your home institution's programs	Home institution is the same as the host institution. Please apply to another institution's program.
You do not meet the language requirements to apply for this program	Language Requirements are not met. You may apply to any other institution where the requirements are met. If your "Language Proficiency Requirements" items are wrong, please input the correct Language requirements from "Personal information Page"
You do not meet the GPA requirements to apply for this program	GPA Requirements are not met. You may apply to any other institution where the requirements are met.
You do not meet the language & GPA requirements to apply for this program	Both Language Requirements and GPA Requirements are not met. You may apply to any other institution where the requirements are met.

X. STUDY PLAN

After your application has been accepted, it is recommended to prepare your study plan.

Please wait for an official notice from the Host Institution first, as they might ask you what kind of curriculum you would like to study.

If your Host Institution requires you to submit your study plan:

Please communicate with them to finalize your study plan. Upload the plan after finalizing it. It is possible to register the study plan after communicating with the Host Institution.

Application information

Applicable schools can be selected from the list below.
Program A/B, Program C are available.
Multiple applications of the same program are not accepted.
(Applications of the same person are not accepted.)

"Personal information" can not be changed while it is in the "Application" status. If you are using your study abroad, please contact your Home Institution.

Download the study plan delivered to the Host Institution. You can download it at the time of application.

[Download Study Plan](#)

You need to download [Acrobat Reader](#) on to your PC before you can open your Study Plan PDF.

Student information		Host institution		Application			Nomination				Study Report
Study Abroad Year	Duration of Study	Institution	Country/Territory	Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	
Temporarily saved 2019-Fall Semester		UBD/Universiti Brunei Darussalam	Brunei		A/B	1	--	--			

Past application information

When "Study abroad status" becomes "Completed", a button for registering your Study Report will be displayed.

Student information		Host institution		Application			Nomination				Study Report
Study Abroad Year	Duration of Study	Institution	Country/Territory	Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	
2018-Spring Semester	2 Semesters	APU/Aichi Prefectural University	Japan	2nd	A/B	1	A	Confirm	A		Registration
2018-Spring Semester	2 Semesters	APU/Aichi Prefectural University	Japan	2nd	A/B	1	A	Confirm	N/A		
2018-Spring Semester	1 Semester	APU/Aichi Prefectural University	Japan	2nd	A/B	1	A	Confirm	N/A		

When a study abroad status is "Completed", the "Study Report" registration button will be displayed

When you are accepted to your preferred institutions, the 'Host' cell will be colored orange and will display the types of accepted programs.

XI. STUDY REPORT

On the **"Applicant List"** screen, click on the **"Registration"** button to submit your Study Report once your study abroad period is over.

*An email will be sent to you to fill this in when the study abroad period has ended.

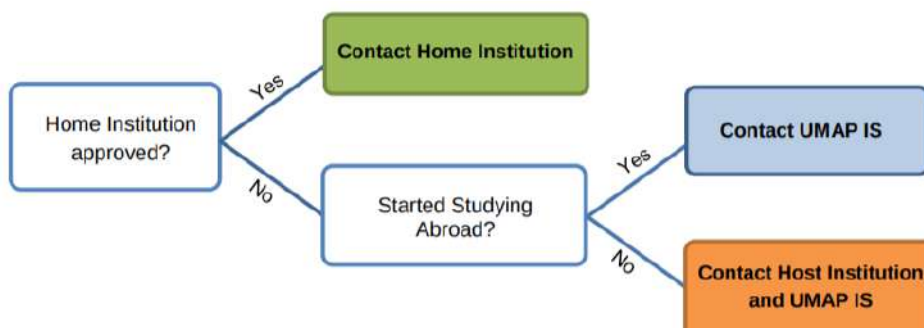
Past application information

When "Study abroad status" becomes "Completed", a button for registering your Study Report will be displayed.

Student information		Host institution			Application		Nomination				Study Report
Study Abroad Year	Duration of Study	Institution	Country/Territory	Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	
2018-Spring Semester	2 Semesters	APU/Aichi Prefectural University	Japan	2nd	A/B	1	A	Confirm	A		Registration
2018-Spring Semester	2 Semesters	LU/Lyceum University	Philippines	2nd	A/B	2	A	Confirm	N/A		
2018-Spring Semester	1 Semester	HUK/Hallym University	Republic of Korea	2nd	A/B	3	A	Confirm	N/A		

XII. CANCELING APPLICATION

1. Before Home Institution approves:
Please contact your Home Institution.
2. After Home Institution approves and before your study abroad:
Please contact UMAP International Secretariat by email:
umap-is@umap.org
3. During your study abroad:
Please contact your Host Institution and UMAP International Secretariat by email.



XIII. FORGOTTEN PASSWORD AND EMAIL ADDRESS

1. Forgotten Password:

- Click on **"Password Reminder"** located at USCO login page (<https://usco.umap.org/std>).

Login

E-mail
Please enter the email address

Password
Password

Login Back to the Program List

Do not have an account? Create your account here

[Password Reminder](#)

- Enter email address you registered and then click the **"Send"** button.

Password Reminder

Email

Send Back to login page

Enter your registered email address, and then click "Send"

- After you receive an email with a **"Password Reset URL"**, you may set a new password.

Password Reminder

Please be sure to use half-width alphanumeric characters and specify the password within 8 to 16 letters.
[Available symbols] @/ # \$% ^* _ -

Password

Password(Confirmation)

Registration

Set up your new password

2. Forgotten Email Address:

- a. If you registered with your Home Institution's email address, please contact your Home Institution.
 - i. Whenever an application has been completed on the system, a student email's address may be confirmed via the application information by the Host University National Secretariat.
- b. When you have forgotten your personal email address and cannot log in, please create a new account with a new email address and notify your Home Institution and/or UMAP International Secretariat.



USCO MANUAL STUDENTS

If you have any questions, please contact UMAP International Secretariat.

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