USCO MANUAL

STUDENTS

UMAP

University Mobility in Asia and the Pacific

UMAP

University Mobility in Asia and the Pacific

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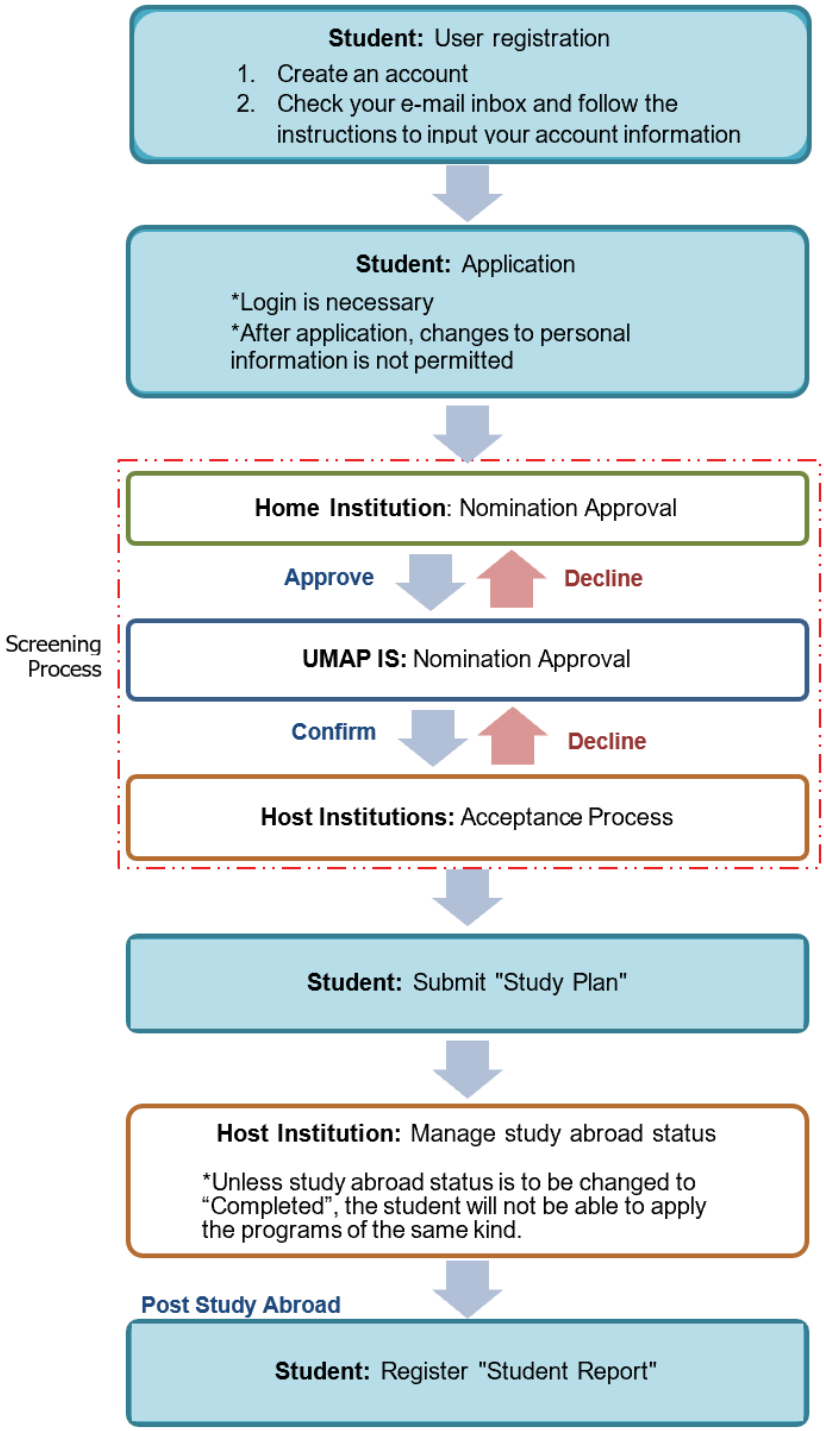
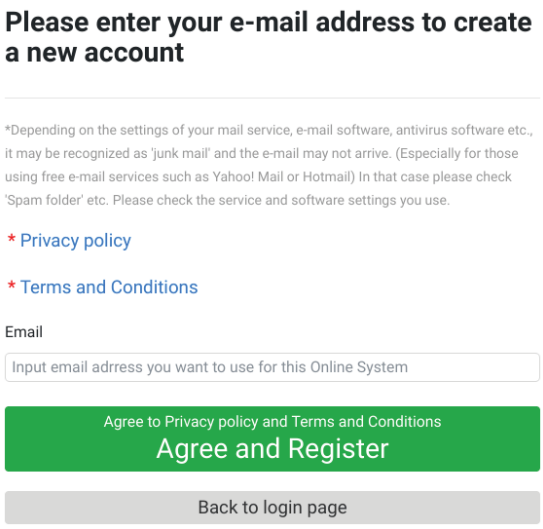
I. OVERALL FLOW



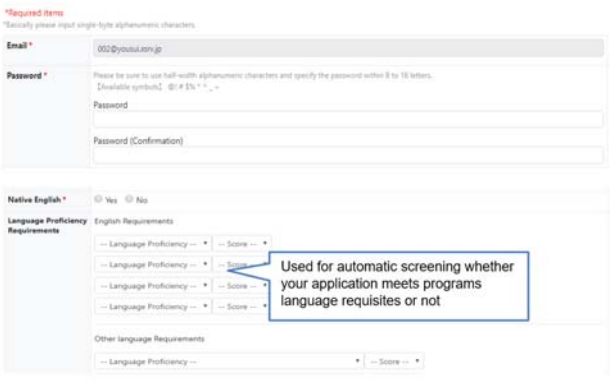
II. USER REGISTRATION

1. Email Registration
    a. Open this link: https://usco.umap.org/std to create your USCO account.
    *It is recommended to use an email address that is provided by your home institution.
    b. After entering your email address, click **"Agree and Register"**.
    *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.



2. USCO System Login:
    a. Input your registered email address and password to log in to the system.

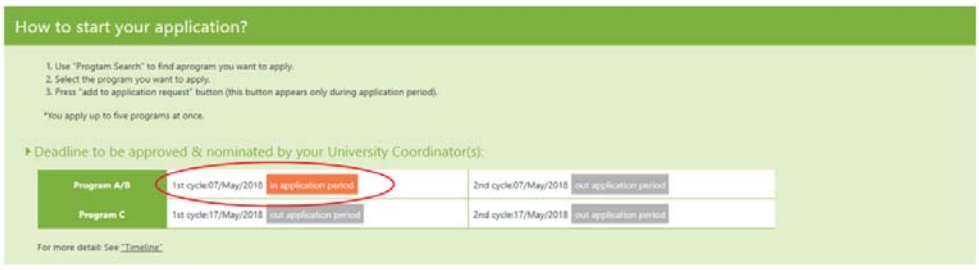
3. Account Registration
    a. Make sure to fill in all **required** items marked with (*), such as *Email, Password, Home Institution, Student Number, Gender, Nationality, Mailing Address, TEL, School Year, Graduation Date, Native English*.
    b. Please double check your information before proceeding.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



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.



IV. APPLICATION TIMELINE

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

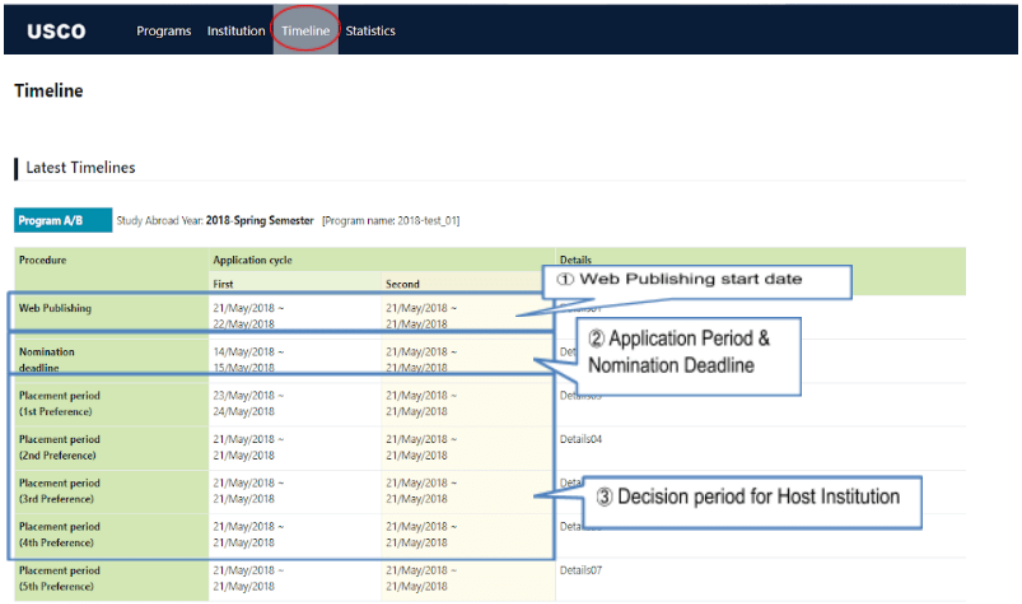
UMAP open applications for our programs twice a year.

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:



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.

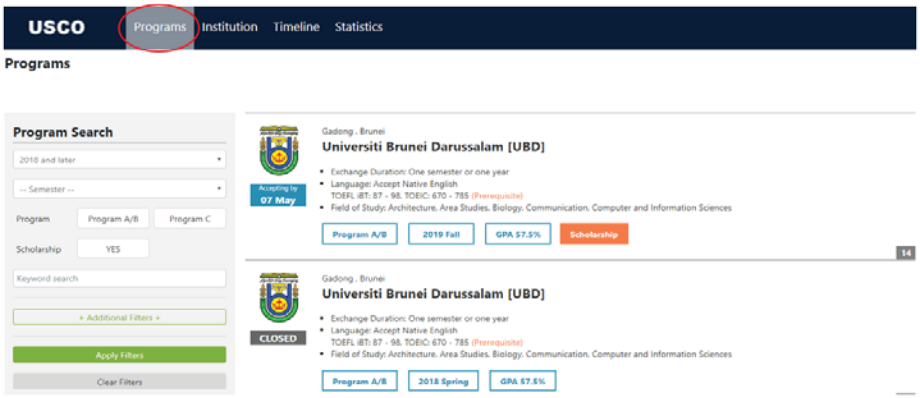
V. DOCUMENT PREPARATION

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.

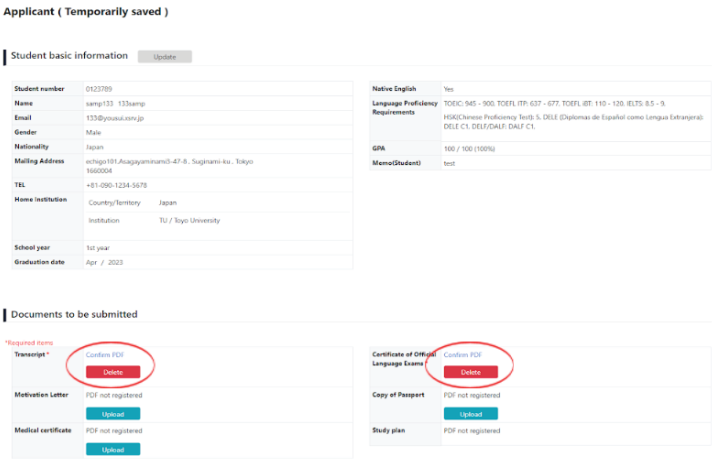
VI. SELECTING AND APPLYING PROGRAMS

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

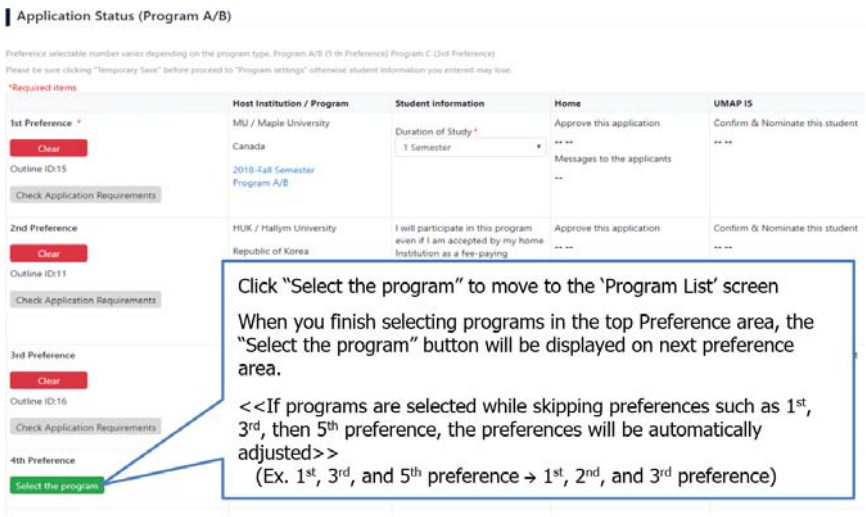


2. Click "Add to Application Request" at the bottom of the 'Program Details' screen to add the program to your application.

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

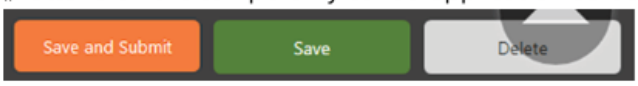


4. Add more programs to your application according to your preference order.



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》



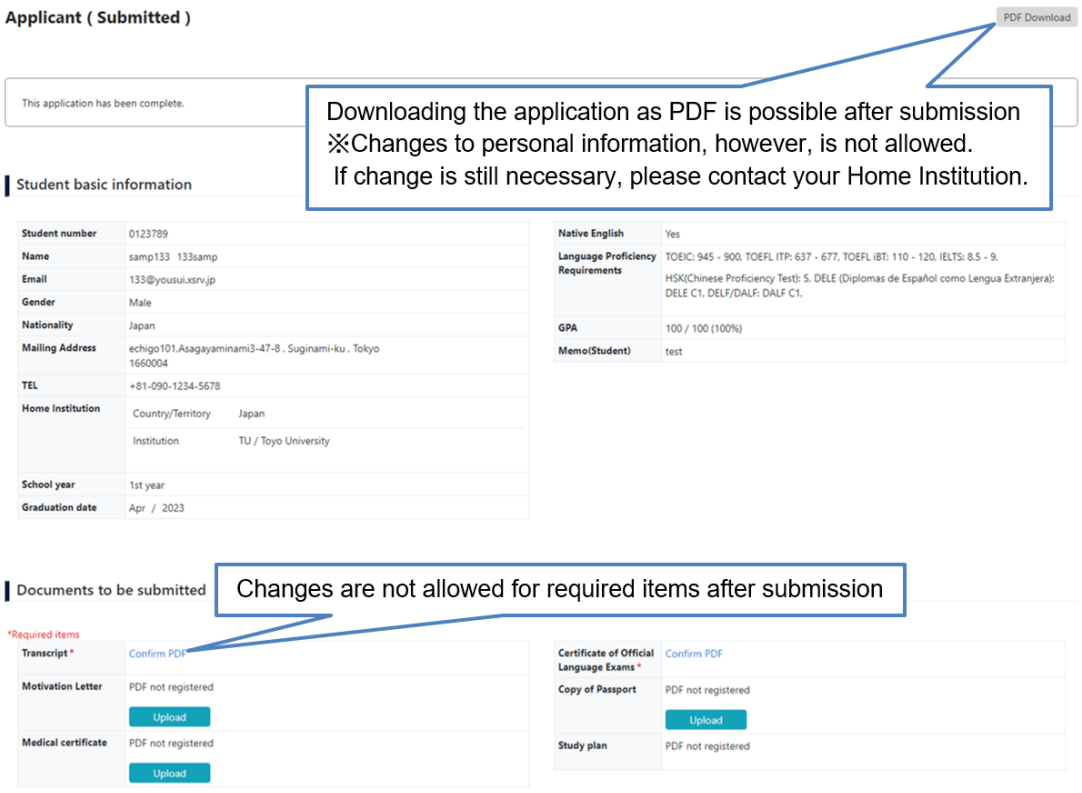
6. Wait for the approval from your Home Institution.

***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.

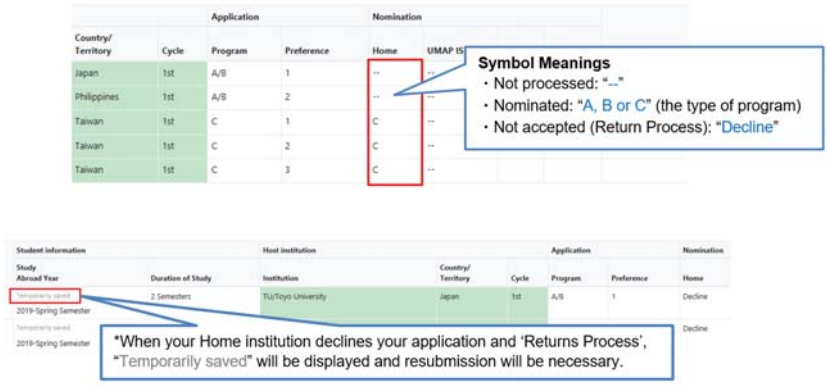
VII. POST APPLICATION SUBMISSION

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

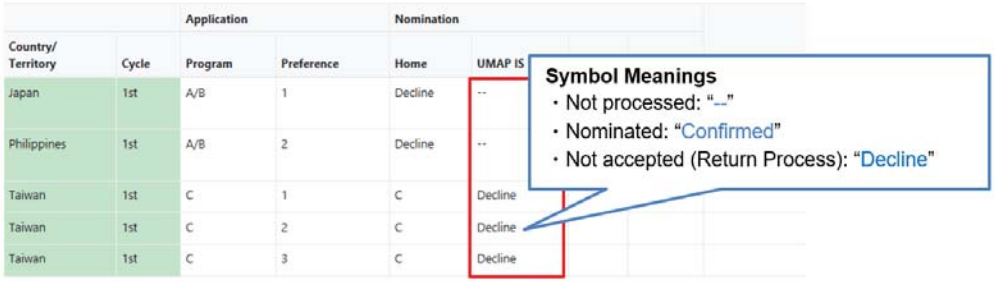


VIII. CHECKING APPLICATION STATUS

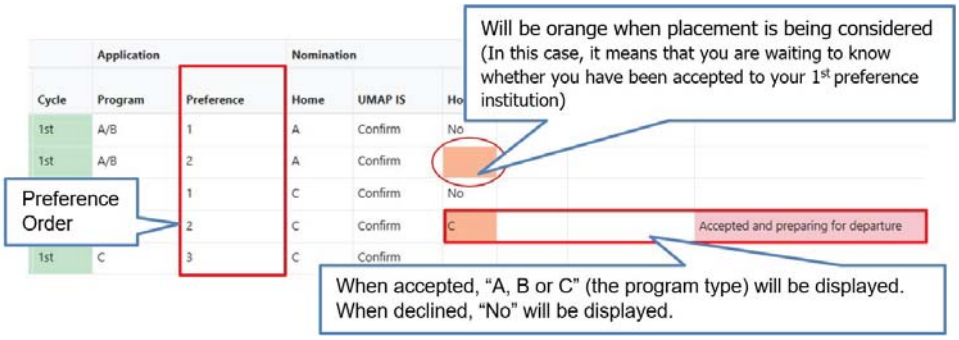
1. Information check by Home Institution



2. Information check by UMAP International Secretariat



3. Decision from Host Institution



IX. APPLICATION ERROR?

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

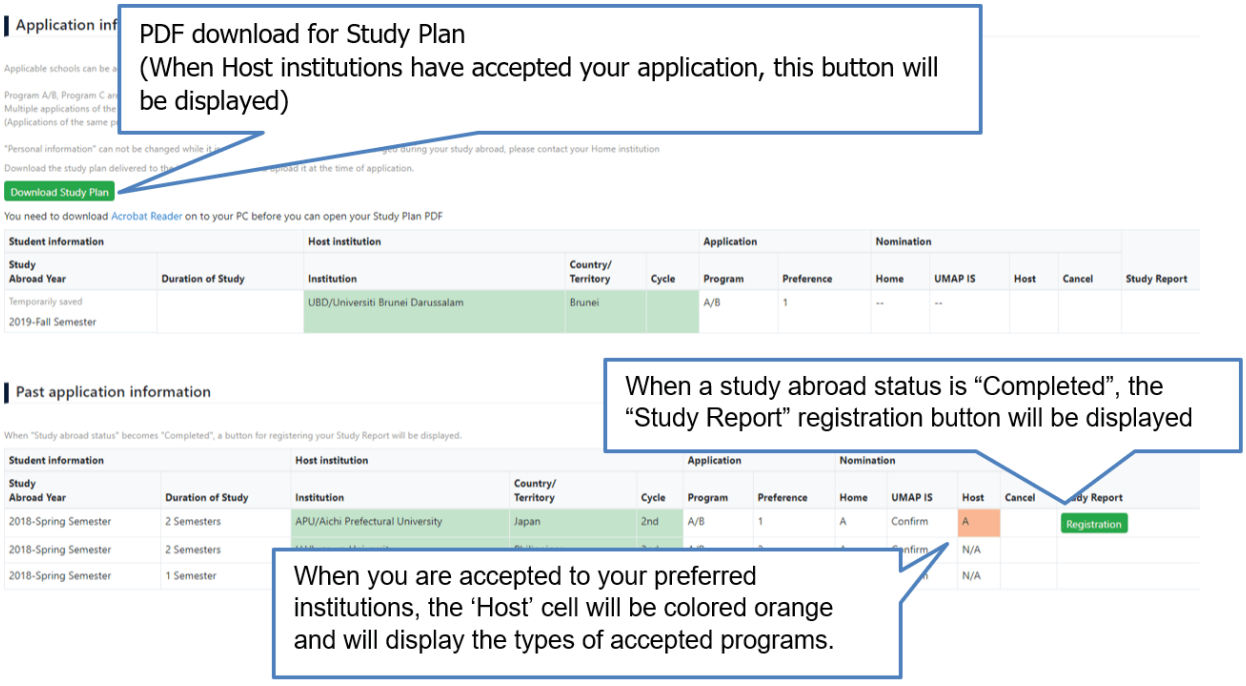
Message	Cause
The Nomination period has not started.	The Nomination period had not started. Try again after the period starts. Earliest application period can be found on this link: https://usco.umap.org/std/unv_period/
This program has been closed for applications	This program has been closed because the application period has expired 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.

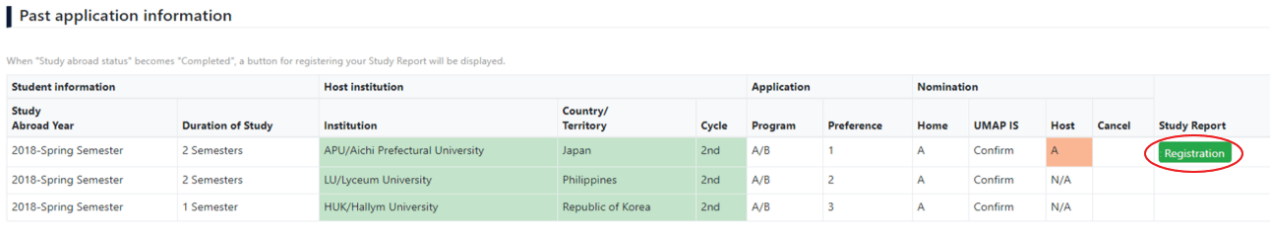
If your Host Institution requires you to submit your study plan:
Please communicate with them to finalize your study plan. Upload the plan after finalizing it. It is possible to register the study plan after communicating with the Host Institution.



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.

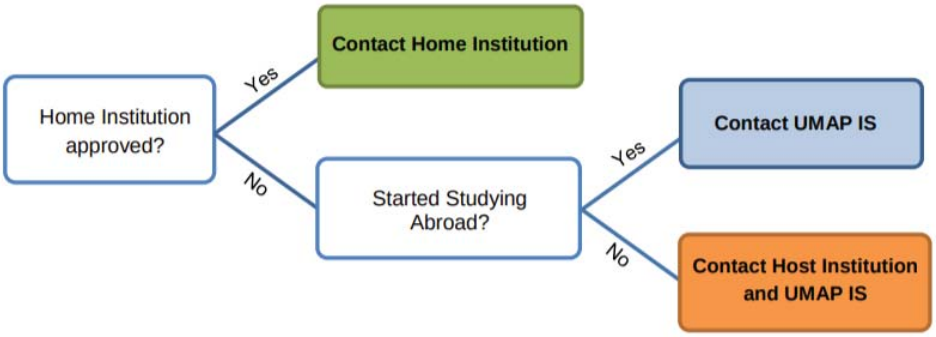
Student information		Host institution			Application		Nomination				
Study Abroad Year	Duration of Study	Institution	Country/ Territory	Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	Study Report
2018-Spring Semester	2 Semesters	APU/Aichi Prefectural University	Japan	2nd	A/B	1	A	Confirm	A		Registration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

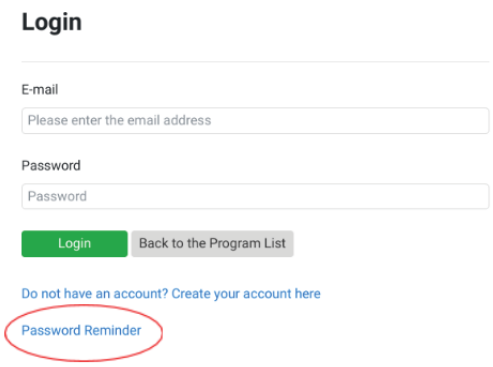
2. After Home Institution approves and before your study abroad:
   Please contact UMAP International Secretariat by email:
   umap-is@umap.org

3. During your study abroad:
   Please contact your Host Institution and UMAP International Secretariat by email.



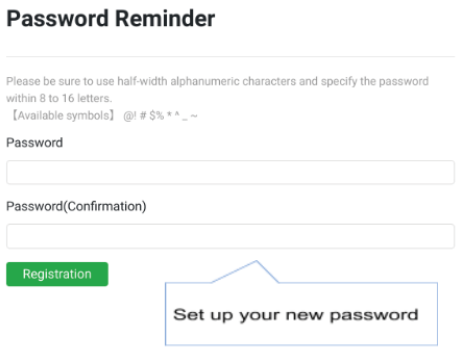
XIII. FORGOTTEN PASSWORD AND EMAIL ADDRESS

1. Forgotten Password:
    a. Click on **"Password Reminder"** located at USCO login page (https://usco.umap.org/std).



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

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

- Tel: +81-3-3945-7190
- Fax: +81-3-3945-7994
- Email: umap-is@umap.org
- Address: c/o Toyo University, 5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606 Japan