UMAP
University Mobility in Asia and the Pacific

USCO MANUAL

Students

October 19, 2018

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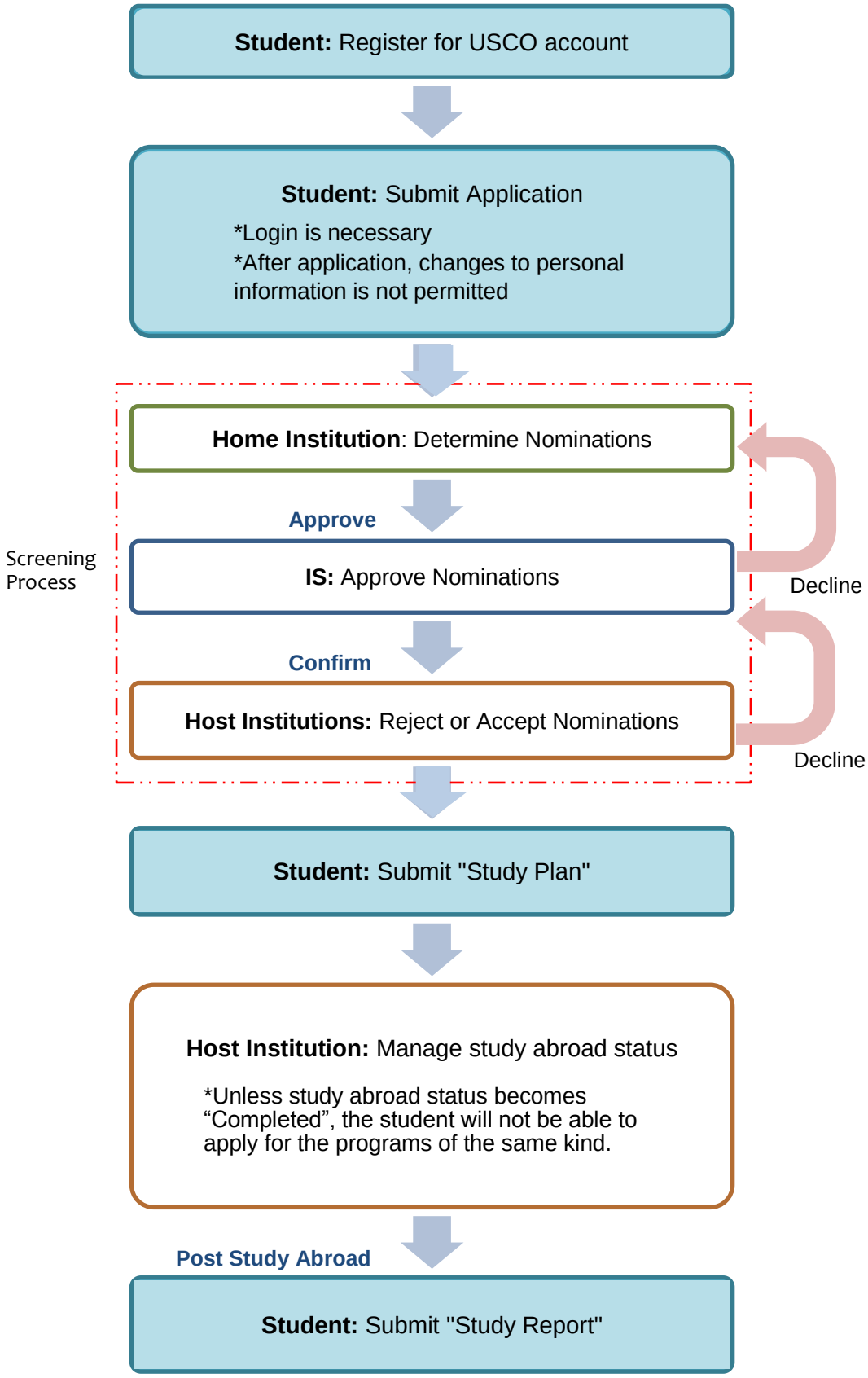
1. Overall Process Diagram



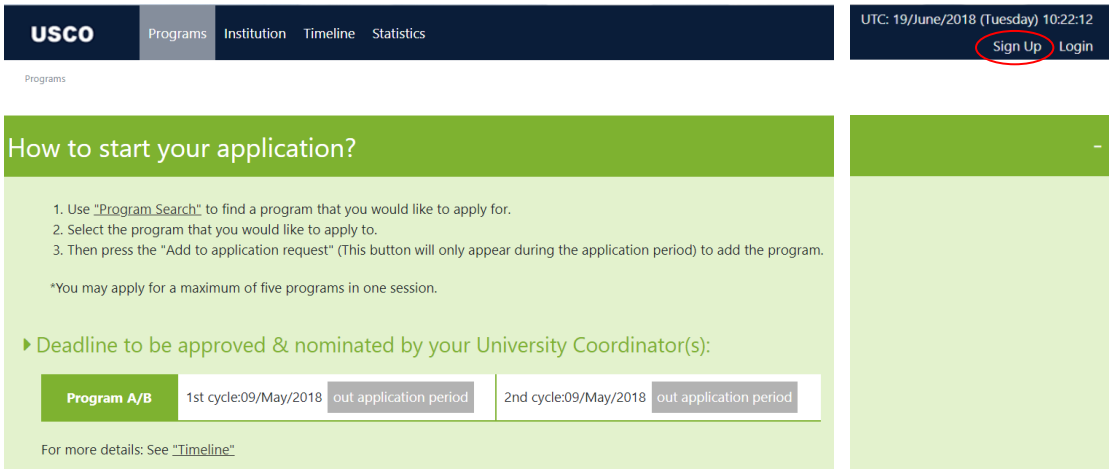
2. User Registration

Link to USCO System:

https://usco.umap.org/std/

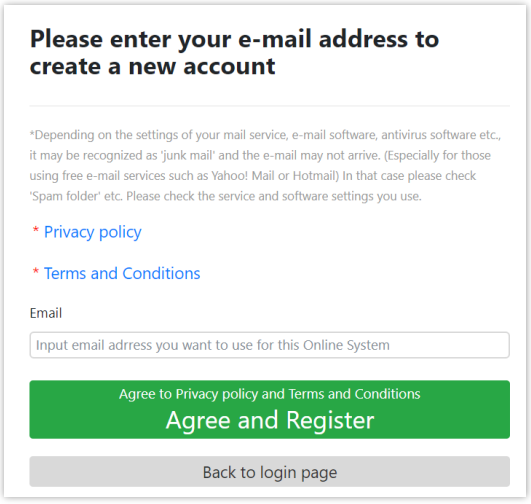
A.) Email Address Registration

1.) Click "Sign up" on the upper right side of the screen



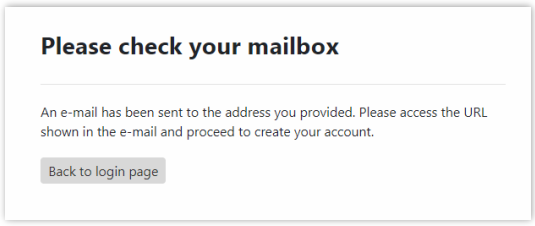
2.) Enter your email address and make sure to read "Privacy policy" and "Terms and Conditions" before you proceed to the next steps

**It is recommended that you should use the email address provided by your home institution*



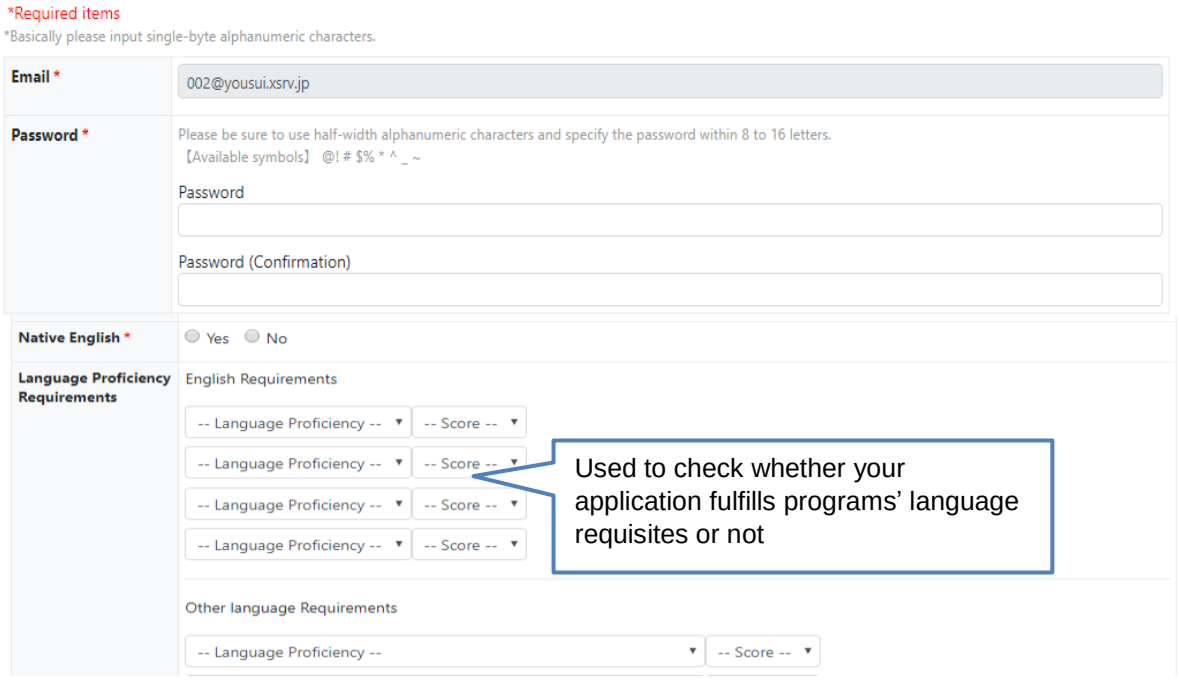
3.) Click "Agree and Register"

4.) The following message will appear. Please go to your email inbox and confirm your email registration



B.) Account Registration

To register your personal information, please follow the instructions in the confirmation email that was sent to your email earlier.



3. Applying for a Program

A.) Check Program Details

Before applying, please make sure to read the following points on "Program Details" page, then choose the institutions (Maximum of 5 institutions can be selected)

- Language Requirement
- GPA (Displayed only Program A/B)
- Exchange duration (1st semester or 2nd semester) and start/end date
- Program description
- With or without dormitory

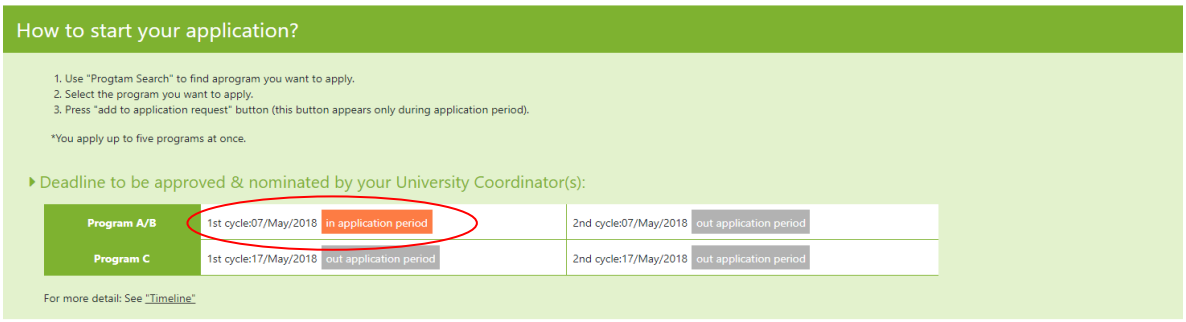
B.) Prepare Required Documents

- Transcripts
  (Required when submitting)
- Certificate of Official Language Exams
  (Required when submitting)
- Motivation Letter(s)
  (depending on each institution)
- Copy of Passport
  (depending on each institution)
- Medical Certificate
  (After acceptance has been confirmed; depending on each institution)

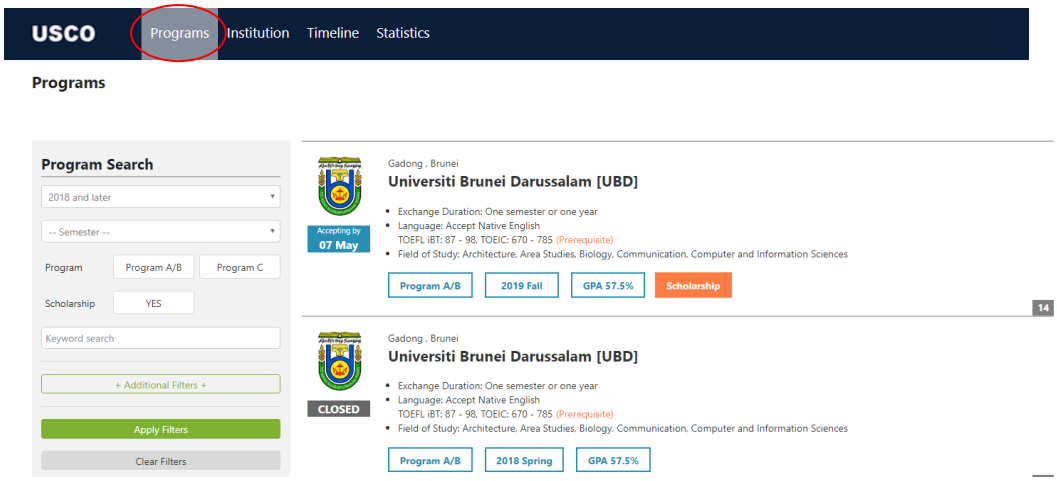
  ※*Please note that only Word/PDF format files, smaller than 15MB, will be accepted on USCO System.*

C.) Select Programs

1.) Pay attention to the application period. You can only apply to the program cycle which is in orange

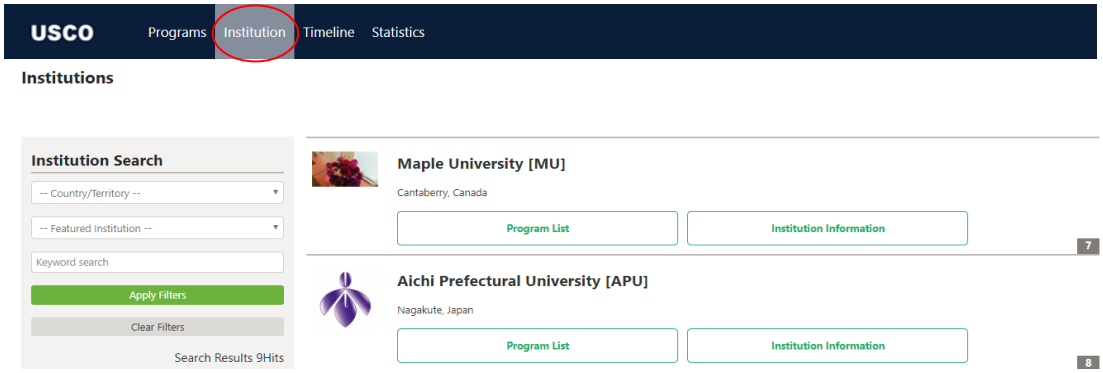


2.) Click on the "Programs" button on the main menu or choose "Select the program" in Application input page to apply for the programs.

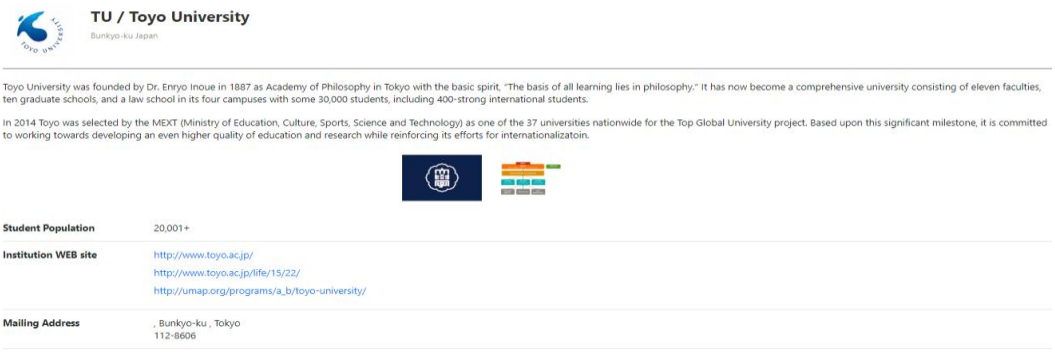


《Selection through Institution List》

1.) Click the "Institution" in the main menu to display the list of all available institutions



2.) Click "Institution Information" in the Institutions List to display details of the institution



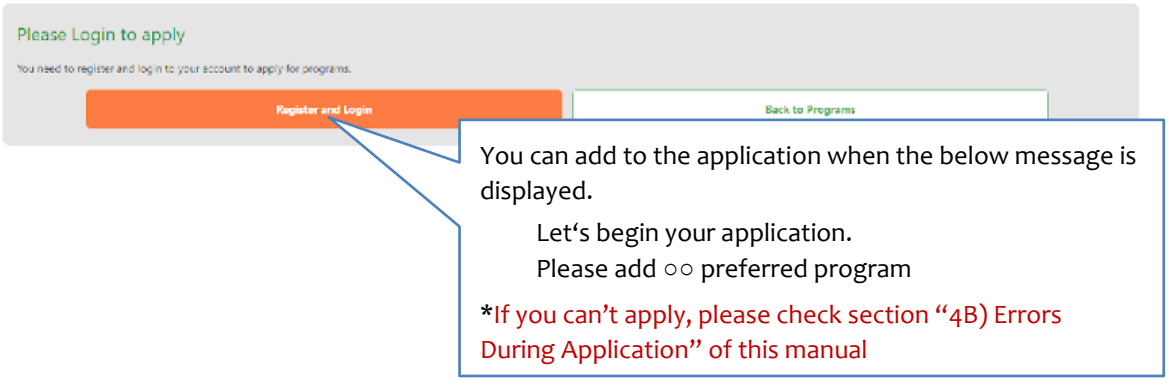
3.) Click on the "Program List" button to see the list of all available exchange programs by this institution

D.) Create New Application

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

*This button will only appear during the application period

*You may apply for a maximum of five programs



2.) Check your personal information and submit the required documents

Applicant (Temporarily saved)

Student basic information Update

Student number	0123789
Name	samp133 133samp
Email	133@yousui.xsrv.jp
Gender	Male
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

Native English	Yes
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,
GPA	100 / 100 (100%)
Memo(Student)	test

Documents to be submitted

*Required items

Transcript *	Confirm PDF Delete
Motivation Letter	PDF not registered Upload
Medical certificate	PDF not registered Upload

Certificate of Official Language Exams *	Confirm PDF Delete
Copy of Passport	PDF not registered Upload
Study plan	PDF not registered

For Program A/B, the button for PDF upload of "Study plan" will not be displayed until you're accepted by the Host institution.

Please download the template PDF from "Application List" and prepare it during your wait for approval.

3.) Add more programs to your application in the preferred order

Application Status (Program A/B)

Preference selectable number varies depending on the program type. Program A/B (5 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

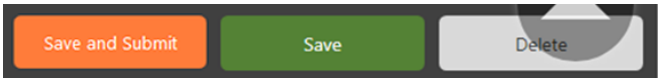
	Host Institution / Program	Student information	Home	UMAP IS
1st Preference * Clear Outline ID:15 Check Application Requirements	MU / Maple University Canada 2018-Fall Semester Program A/B	Duration of Study * 1 Semester	Approve this application -- -- Messages to the applicants --	Confirm & Nominate this student -- --
2nd Preference Clear Outline ID:11 Check Application Requirements	HUK / Hallym University Republic of Korea 2018-Fall Semester Program A/B	I will participate in this program even if I am accepted by my home Institution as a fee-paying student * Yes	Approve this application -- -- Messages to the applicants --	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 placed in skipping order such as 1st, 3rd, then 5th Preference, the preferences will be automatically adjusted>>
(Ex. 1st, 3rd, and 5th Preference → 1st, 2nd, and 3rd Preference)

《Buttons on the temporarily saved application screen》



- Save and Submit：
  ① Check the requirement item
  ② Automatic checking on the application complete screen
- Save: Temporarily save
- Delete: Delete the temporarily data (non-applied)

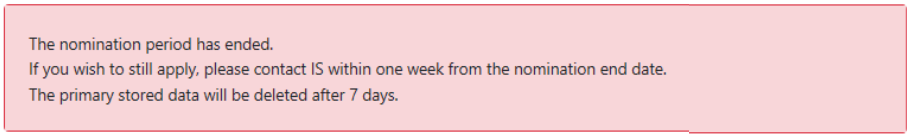
4.) After you are done filling in the application, click on the “Save and Submit” button to publish the application

5.) Wait for the approval from your home institution

※ **Note:** When 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 changes, please contact your Home institution

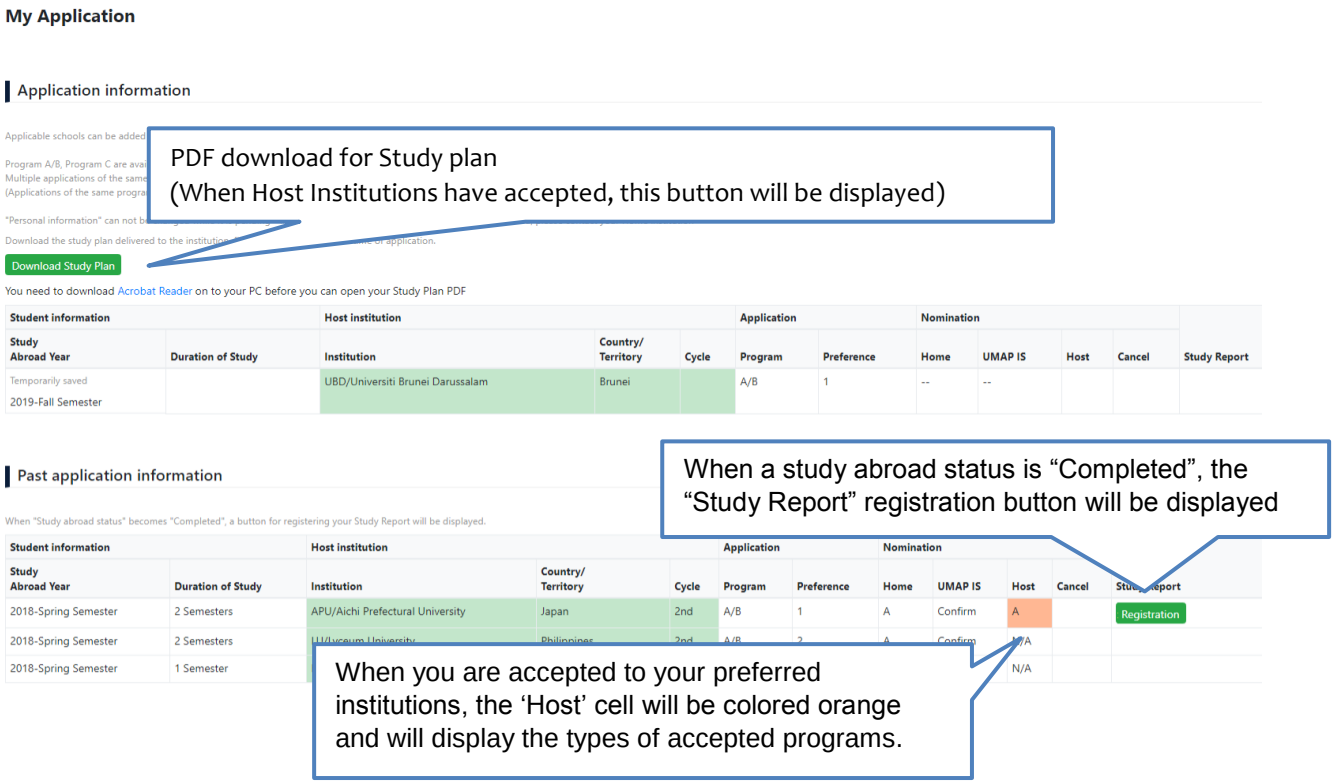
※ **In the case that the nomination period ended while Temporarily saved**

Despite the nomination period is over, it is still possible to submit your application. To do that, please contact IS within 7 days (including weekends).
Otherwise, after 7 days, the temporarily saved data will be deleted.



E.) Viewing Your Application

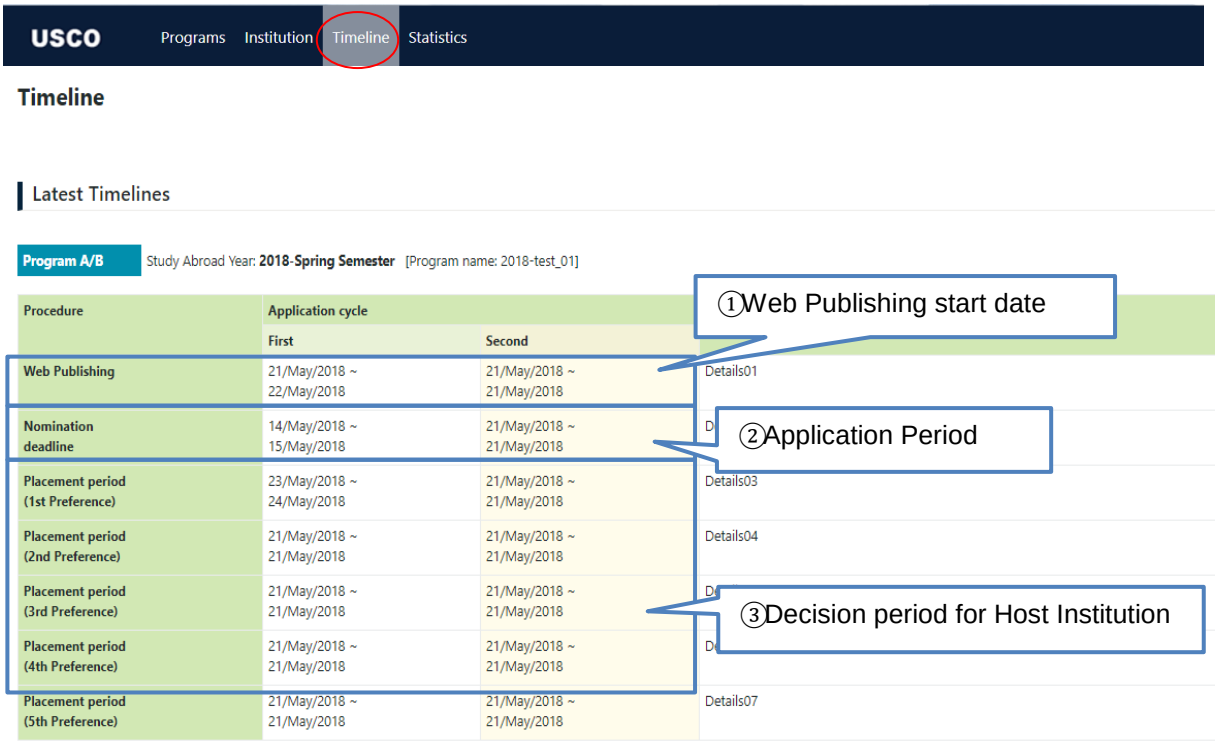
Click “My Application > Edit Application” on the upper right-hand corner of the screen to display your application list



4. Other Application Details

A.) Application Timeline

To check whether the application period is still ongoing or not, click on the "Timeline" button. You will see the current timeline list and its details



Procedure	Application cycle		
	First	Second	
Web Publishing	21/May/2018 ~ 22/May/2018	21/May/2018 ~ 21/May/2018	Details01
Nomination deadline	14/May/2018 ~ 15/May/2018	21/May/2018 ~ 21/May/2018	D
Placement period (1st Preference)	23/May/2018 ~ 24/May/2018	21/May/2018 ~ 21/May/2018	Details03
Placement period (2nd Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	Details04
Placement period (3rd Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	D
Placement period (4th Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	D
Placement period (5th Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	Details07

1) Web Publishing:
   The publishing start date of program's information on the Web
2) Nomination deadline:
   Period of the application
3) Placement Period:
   Your preferred host institution decides to either accept or decline during each placement period. When declined, the target host institution will be notified after the start date of the next placement period.

***In the case of "Accept":**
Student will be notified after target placement period is finished

***In the case all host institutions choose to "Decline":**
Student will be notified after final placement period is finished.

※ Because UTC (Universal Time Coordinated) is used, please be careful about each deadline

《Past Timelines》

In the Timeline List section, click any row to display past timeline details

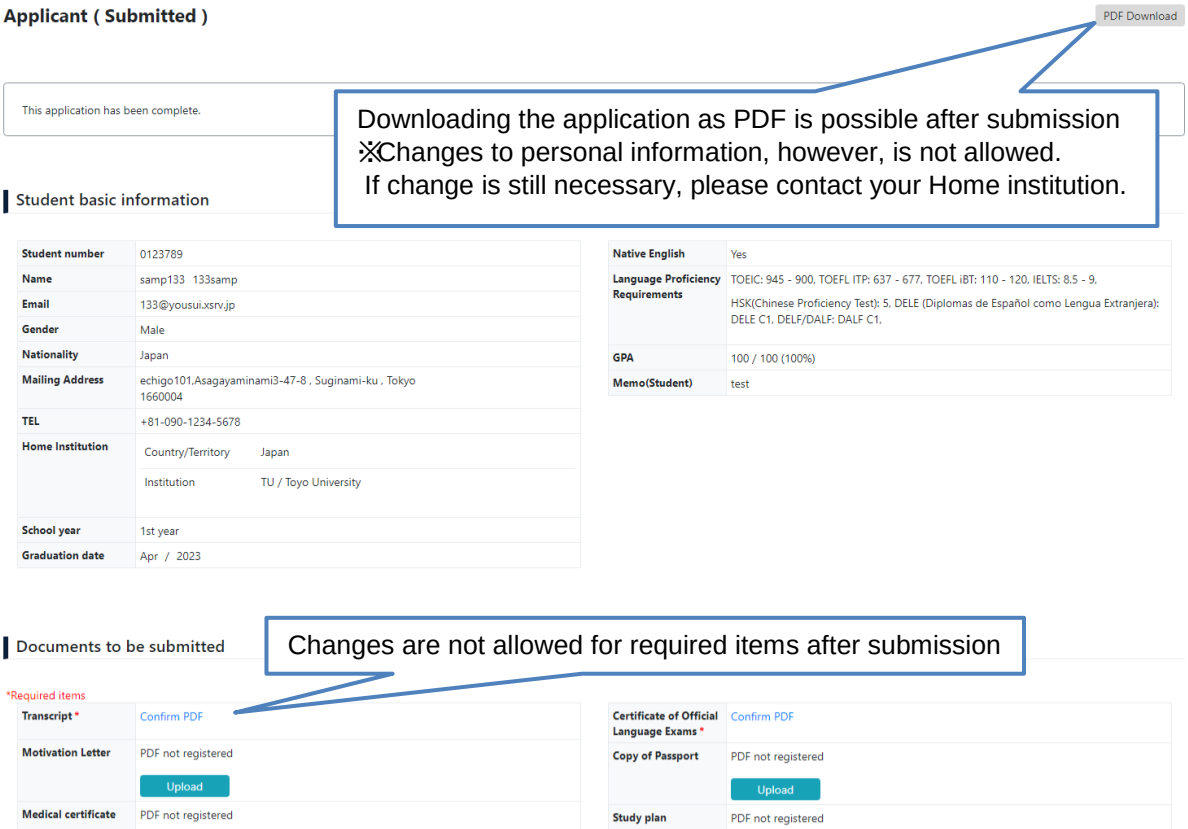
B.) Errors During Application

If any of these messages is displayed and you can not 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.
This program has been closed for applications	This program has been closed because the application period has expired or the quota of applicants has already been reached. Please apply for another program.
Please Login to apply	You cannot apply before logging in. Please log in to USCO System to apply. If you don't have an account, you may register first from "Sign up".
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	The selected host institution is the same as the home institution. Please apply for programs from a different institution
You do not meet the language requirements to apply for this program	Your language proficiency test scores do not meet the program's requirements. 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	Your GPA does not meet the program's requirement. You may apply for any other institutions 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 institutions where the requirements are met.

C.) Post-Application Submission

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



D.) Checking Status After Submission

Stage 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 2019-Spring Semester	2 Semesters	TU/Toyo University	Japan	1st	A/B	1	Decline
Temporarily saved 2019-Spring Semester	1 Semes...	...iversity	Philippines	1st	A/B	2	Decline

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

Stage 2: Information check by UMAP IS

		Application		Nomination				
Country/ Territory	Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	Study Report
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: "A,B or C" (the type of program)
- Not accepted (Return Process): "Decline"

Stage 3: Final decision from the host institution

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)

	Application		Nomination				
Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	Study abroad status
1st	A/B	1	A	Confirm	No		
1st	A/B	2	A	Confirm			
1st	C	1	C	Confirm	No		
1st	C	2	C	Confirm	C		Accepted and preparing for departure
1st	C	3	C	Confirm			

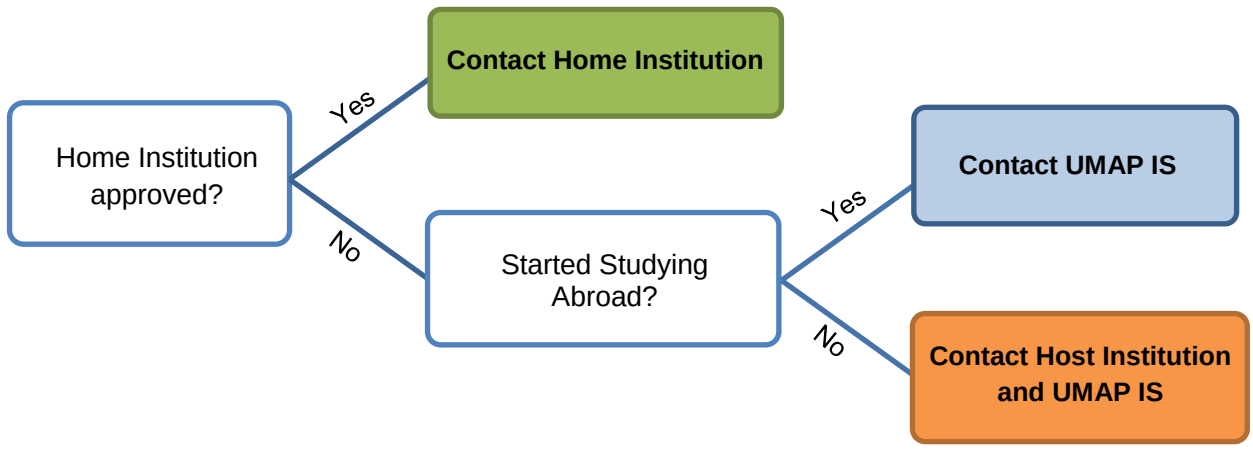
Preference Ranking

When accepted, "A,B or C" (the program type) will be displayed. The cell in "Study abroad status" will be colored in pink

E.) Application Cancellation

*Please note that the contact address for application cancellation will differ depending on the stage of application

- **Before home institution approves**
  → Contact your home institution to cancel your application
- **After home institution approves and before study abroad**
  → Contact the UMAP IS (umap-is@umap.org) by email to cancel your application
- **After study abroad**
  → Contact your Host institution and UMAP IS by email to cancel your application

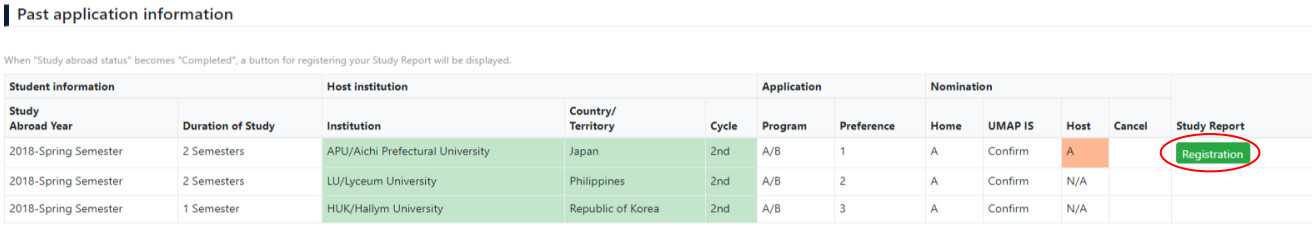


5. After Study Abroad

Submission of Study Report

After your study abroad period is over, you can submit your Study Report on the "Application List" page by clicking on "Registration".

The USCO system will also send you an email to ask for your submission of the Study Report.



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		

《Study Report Statistics》

Study Reports by you and other students will be used for data-gathering purpose. To view the past data and statistics extracted from Study Reports, please click on the "Statistics" button from the main menu.

6. Forgotten Email Address or Password

❖ Forgotten Email Address

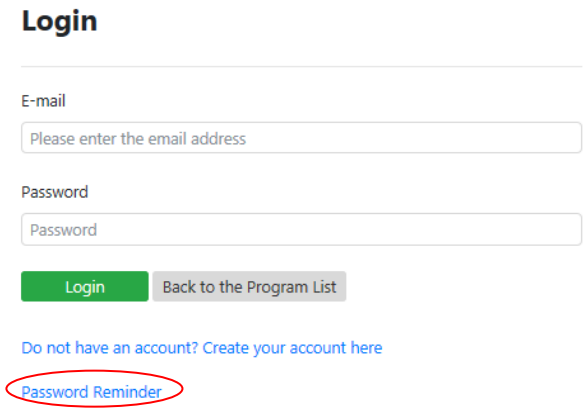
- If you register for USCO System using the email address generated by your home institution, please contact your home institution to retrieve your email address

  (Note: whenever an application has been completed on the system, the student will get a confirmation email from the host university)

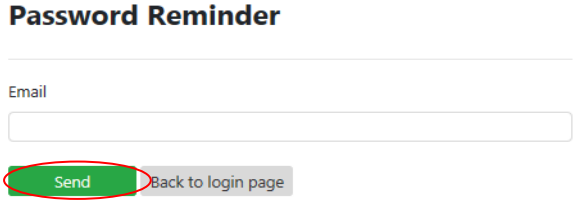
- In the case you forget your personal email address and cannot log in to USCO System, please create a new USCO account with a new email address

❖ Forgotten Password

1. Click on "Password Reminder" button located on the Login page



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



3. After you receive an email with a "password reset URL", you may set a new password.