



# USCO MANUAL

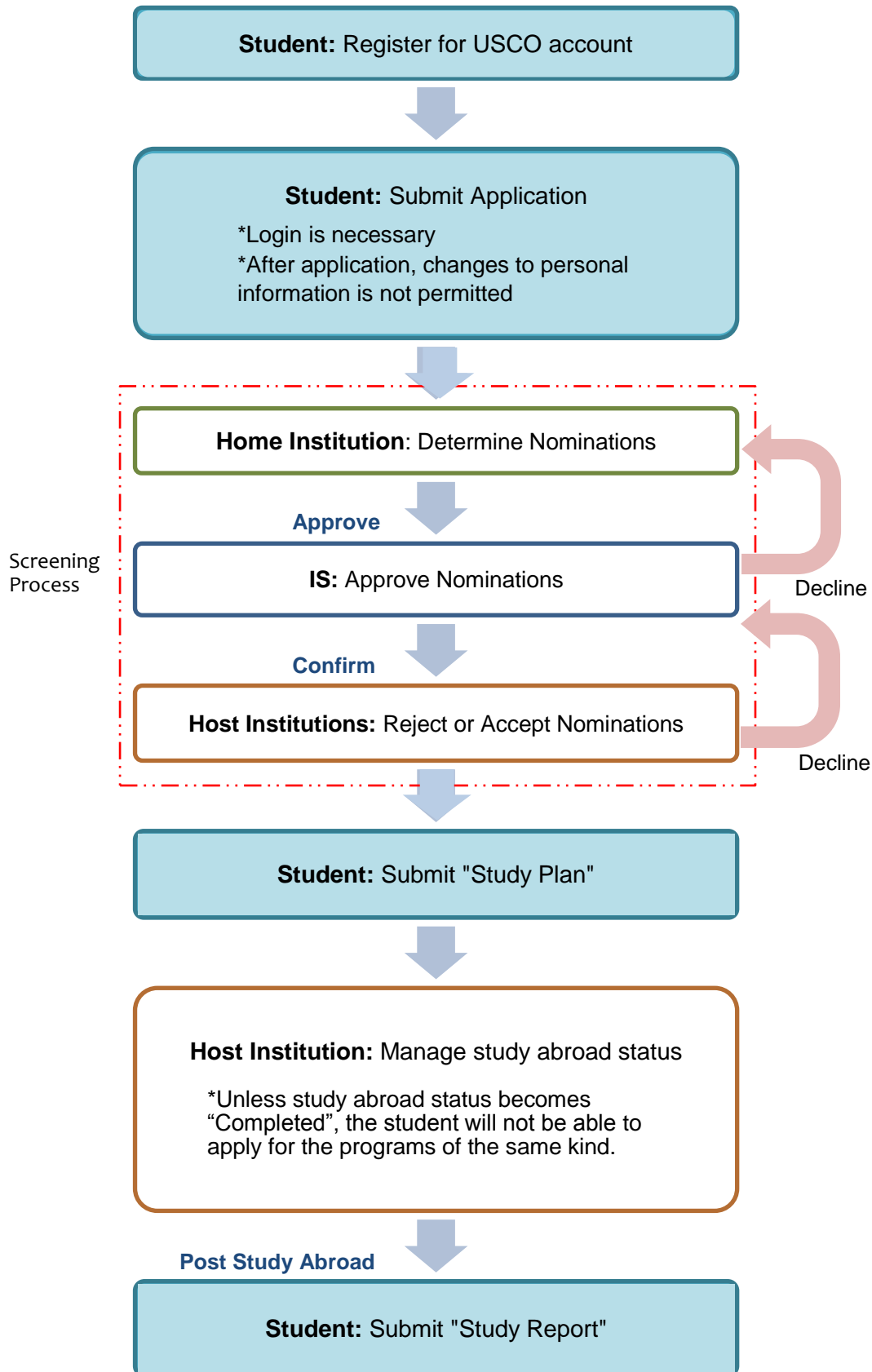
## Students

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

The screenshot shows the USCO website interface. At the top, there is a navigation bar with the USCO logo and links for Programs, Institution, Timeline, and Statistics. On the right side of the navigation bar, the current date and time are displayed as "UTC: 19/June/2018 (Tuesday) 10:22:12", and there are "Sign Up" and "Login" buttons. The "Sign Up" button is circled in red. Below the navigation bar, there is a section titled "How to start your application?" with a list of instructions: 1. Use "Program Search" to find a program that you would like to apply for. 2. Select the program that you would like to apply to. 3. Then press the "Add to application request" (This button will only appear during the application period) to add the program. Below the instructions, there is a note: "\*You may apply for a maximum of five programs in one session." A section titled "Deadline to be approved & nominated by your University Coordinator(s):" contains a table with two columns: "Program A/B" and "out application period". The first row shows "1st cycle:09/May/2018" and "2nd cycle:09/May/2018". Below the table, there is a link: "For more details: See 'Timeline'".

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***

The screenshot shows a registration form titled "Please enter your e-mail address to create a new account". Below the title, there is a disclaimer: "\*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." Below the disclaimer, there are two links: "\* Privacy policy" and "\* Terms and Conditions". Below the links, there is an "Email" label and an input field with the placeholder text "Input email address you want to use for this Online System". Below the input field, there is a green button labeled "Agree to Privacy policy and Terms and Conditions" and "Agree and Register". Below the green button, there is a grey button labeled "Back to login page".

3.) Click “Agree and Register”

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

The screenshot shows a confirmation message titled "Please check your mailbox". Below the title, there is a message: "An e-mail has been sent to the address you provided. Please access the URL shown in the e-mail and proceed to create your account." Below the message, there is a grey button labeled "Back to login page".

## B.) Account Registration

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

\*Required items

\*Basically please input single-byte alphanumeric characters.

<b>Email *</b>	002@yousui.xsrv.jp
<b>Password *</b>	Please be sure to use half-width alphanumeric characters and specify the password within 8 to 16 letters. [Available symbols] @!# \$% * ^ _ ~ Password <input type="text"/> Password (Confirmation) <input type="text"/>
<b>Native English *</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Language Proficiency Requirements</b>	English Requirements -- Language Proficiency -- -- Score -- -- Language Proficiency -- -- Score -- -- Language Proficiency -- -- Score -- -- Language Proficiency -- -- Score -- Other language Requirements -- Language Proficiency -- -- Score --

Used to check whether your application fulfills programs' language requisites or not

## 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 (1<sup>st</sup> semester or 2<sup>nd</sup> 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

**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):

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

For more detail: See "Timeline"

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

**USCO** Programs Institution Timeline Statistics

**Programs**

**Program Search**

2018 and later

-- Semester --

Program Program A/B Program C

Scholarship YES

Keyword search

+ Additional Filters +

Apply Filters

Clear Filters

Gadong, Brunei  
**Universiti Brunei Darussalam [UBD]**

Accepting by 07 May

- Exchange Duration: One semester or one year
- Language: Accept Native English
- TOEFL iBT: 87 - 98, TOEIC: 670 - 785 (Prerequisite)
- Field of Study: Architecture, Area Studies, Biology, Communication, Computer and Information Sciences

Program A/B 2019 Fall GPA 57.5% Scholarship

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Gadong, Brunei  
**Universiti Brunei Darussalam [UBD]**

CLOSED

- Exchange Duration: One semester or one year
- Language: Accept Native English
- TOEFL iBT: 87 - 98, TOEIC: 670 - 785 (Prerequisite)
- Field of Study: Architecture, Area Studies, Biology, Communication, Computer and Information Sciences

Program A/B 2018 Spring GPA 57.5%

«Selection through Institution List»

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

**USCO** Programs Institution Timeline Statistics

**Institutions**

**Institution Search**

-- Country/Territory --

-- Featured Institution --

Keyword search

Apply Filters

Clear Filters

Search Results 9Hits

Maple University [MU]  
Cantaberry, Canada

Program List Institution Information

7

Aichi Prefectural University [APU]  
Nagakute, Japan

Program List Institution Information

8

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



Toyo University was founded by Dr. Enryo Inoue in 1887 as Academy of Philosophy in Tokyo with the basic spirit, "The basis of all learning lies in philosophy." It has now become a comprehensive university consisting of eleven faculties, ten graduate schools, and a law school in its four campuses with some 30,000 students, including 400-strong international students.

In 2014 Toyo was selected by the MEXT (Ministry of Education, Culture, Sports, Science and Technology) as one of the 37 universities nationwide for the Top Global University project. Based upon this significant milestone, it is committed to working towards developing an even higher quality of education and research while reinforcing its efforts for internationalization.



Student Population	20,001+
Institution WEB site	<a href="http://www.toyo.ac.jp/">http://www.toyo.ac.jp/</a> <a href="http://www.toyo.ac.jp/life/15/22/">http://www.toyo.ac.jp/life/15/22/</a> <a href="http://umap.org/programs/a_b/toyo-university/">http://umap.org/programs/a_b/toyo-university/</a>
Mailing Address	, Bunkyo-ku, Tokyo 112-8606

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

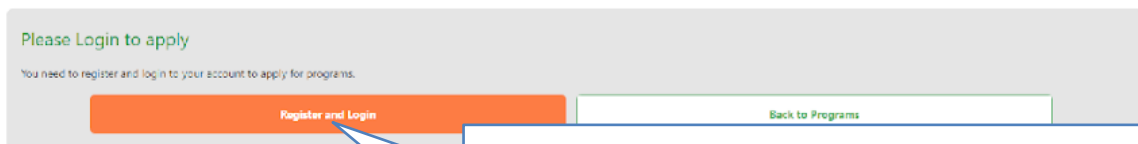


## D.) Create New Application

- 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



You can add to the application when the below message 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

- 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

<b>*Required items</b>	
Transcript *	<a href="#">Confirm PDF</a> <a href="#">Delete</a>
Motivation Letter	PDF not registered <a href="#">Upload</a>
Medical certificate	PDF not registered <a href="#">Upload</a>
Certificate of Official Language Exams *	<a href="#">Confirm PDF</a> <a href="#">Delete</a>
Copy of Passport	PDF not registered <a href="#">Upload</a>
Study plan	PDF not registered <a href="#">Upload</a>

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 * <a href="#">Clear</a> Outline ID:15 <a href="#">Check Application Requirements</a>	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 <a href="#">Clear</a> Outline ID:11 <a href="#">Check Application Requirements</a>	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 <a href="#">Clear</a> Outline ID:16 <a href="#">Check Application Requirements</a>	A Ja 2			
4th Preference <a href="#">Select the program</a>				

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, 3<sup>rd</sup>, then 5th Preference, the preferences will be automatically adjusted>>  
(Ex. 1st, 3rd, and 5th Preference → 1st, 2<sup>nd</sup>, 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.

The nomination period has ended.  
 If you wish to still apply, please contact IS within one week from the nomination end date.  
 The primary stored data will be deleted after 7 days.

## E.) Viewing Your Application

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

### My Application

#### Application information

Applicable schools can be added.  
 Program A/B, Program C are available.  
 Multiple applications of the same program are not allowed.  
 (Applications of the same program are not allowed.)

PDF download for Study plan  
 (When Host Institutions have accepted, this button will be displayed)

\*Personal information\* can not be changed.  
 Download the study plan delivered to the institution. (When Host Institutions have accepted, this button will be displayed.)

[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	Study Report
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.

When a study abroad status is “Completed”, the “Study Report” registration button 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	Study Report
2018-Spring Semester	2 Semesters	APU/Aichi Prefectural University	Japan	2nd	A/B	1	A	Confirm	A		<a href="#">Registration</a>
2018-Spring Semester	2 Semesters	UJMU/Juazeiro de Fora University	Brazil	2nd	A/B	2	A	Confirm	N/A		
2018-Spring Semester	1 Semester								N/A		

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

## 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

**USCO** Programs Institution **Timeline** Statistics

**Timeline**

Latest Timelines

Program A/B Study Abroad Year: 2018-Spring Semester [Program name: 2018-test\_01]

Procedure	Application cycle		Details
	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	Details02
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	Details05
Placement period (4th Preference)	21/May/2018 ~ 21/May/2018	21/May/2018 ~ 21/May/2018	Details06
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

Timeline List

Program	Study Abroad Year
Program C	2020
Program A/B	2019-Fall Semester
Program A/B	2019-Fall Semester
Program A/B	2019-Spring Semester

## 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.

**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**

<b>Student number</b>	0123789		<b>Native English</b>	Yes
<b>Name</b>	samp133 133samp		<b>Language Proficiency Requirements</b>	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.
<b>Email</b>	133@yousui.xrv.jp		<b>GPA</b>	100 / 100 (100%)
<b>Gender</b>	Male		<b>Memo(Student)</b>	test
<b>Nationality</b>	Japan			
<b>Mailing Address</b>	echigo101.Asagayaminami3-47-8, Suginami-ku, Tokyo 1660004			
<b>TEL</b>	+81-090-1234-5678			
<b>Home Institution</b>	Country/Territory	Japan		
	Institution	TU / Toyo University		
<b>School year</b>	1st year			
<b>Graduation date</b>	Apr / 2023			

**Documents to be submitted**

Changes are not allowed for required items after submission

<b>*Required items</b>	
<b>Transcript *</b>	Confirm PDF
<b>Motivation Letter</b>	PDF not registered <a href="#">Upload</a>
<b>Medical certificate</b>	PDF not registered <a href="#">Upload</a>
<b>Certificate of Official Language Exams *</b>	Confirm PDF
<b>Copy of Passport</b>	PDF not registered <a href="#">Upload</a>
<b>Study plan</b>	PDF not registered

**D.) Checking Status After Submission**

**Stage 1: Information check by Home Institution**

Country/ Territory	Cycle	Application		Nomination	
		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 Semester	University	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

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

## Stage 3: Final decision from the host institution

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

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)

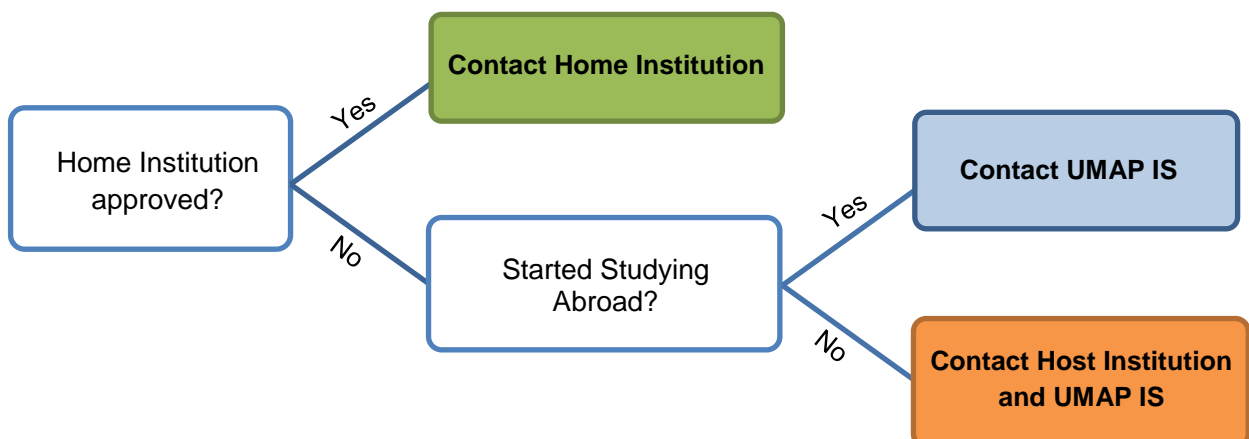
Preference Ranking

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](mailto: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 Report
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

#### Login

E-mail

Password

[Do not have an account? Create your account here](#)

[Password Reminder](#)

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

#### Password Reminder

Email

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