UMAP

University Mobility in Asia and the Pacific

USCO MANUAL

Students

October 19, 2018

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1. Overall Process Diagram

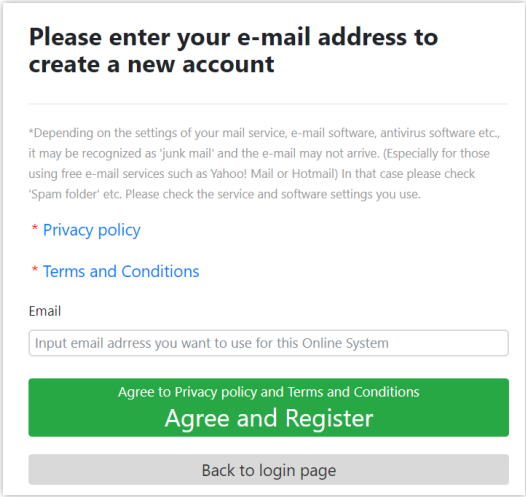
2. User Registration

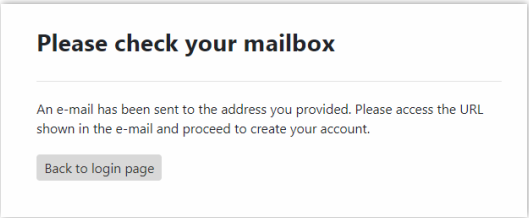
Link to USCO System:

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

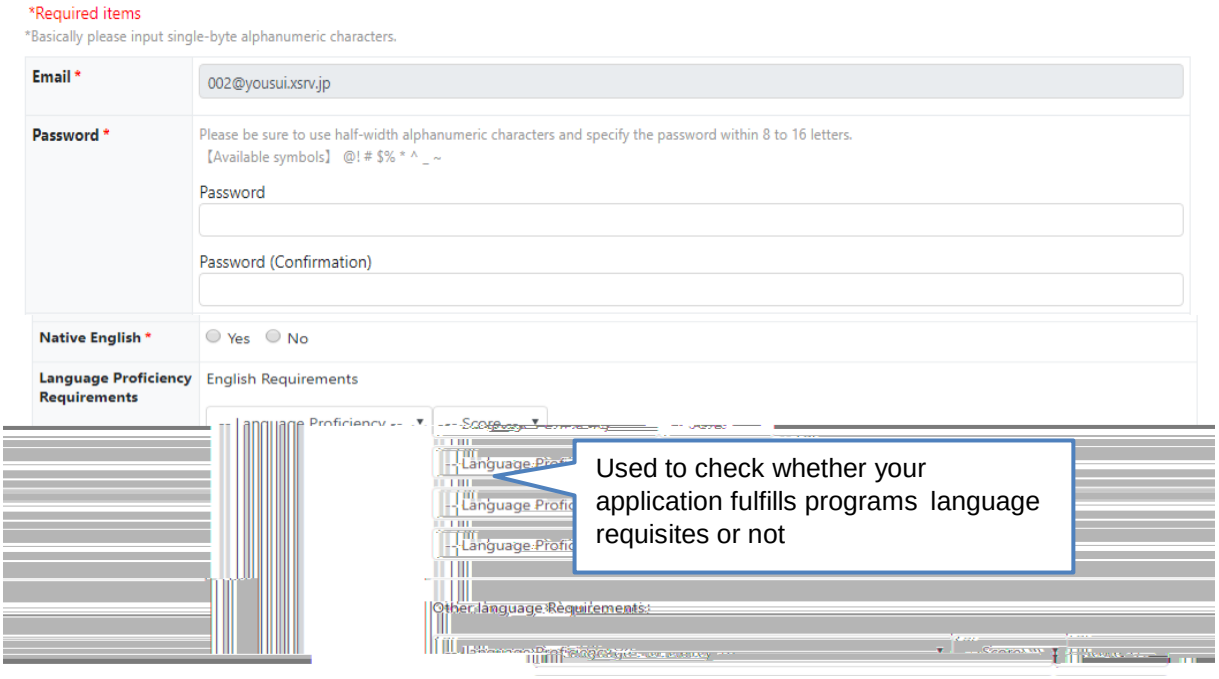
A.) Email Address Registration

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





B.) Account Registration



3. Applying for a Program

A.) Check Program Details

B.) Prepare Required Documents

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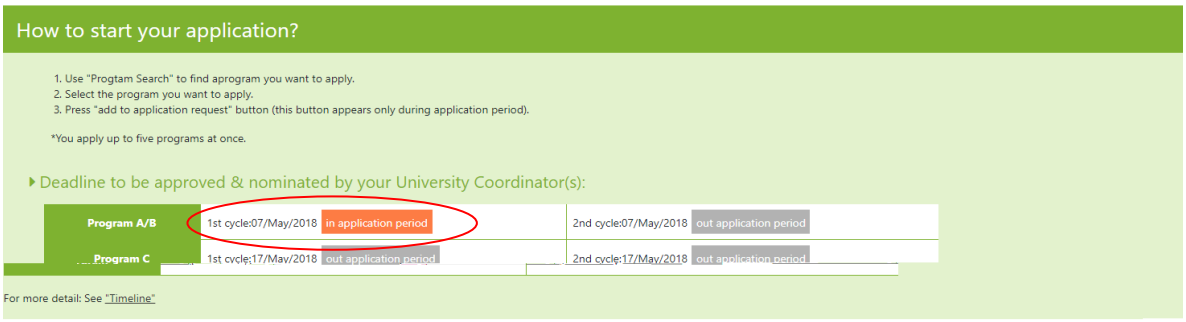
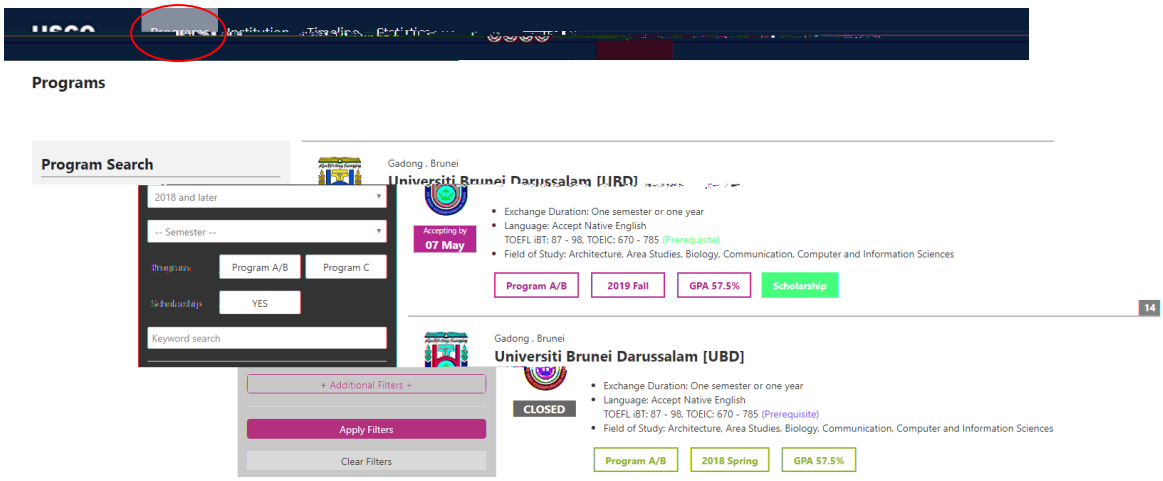
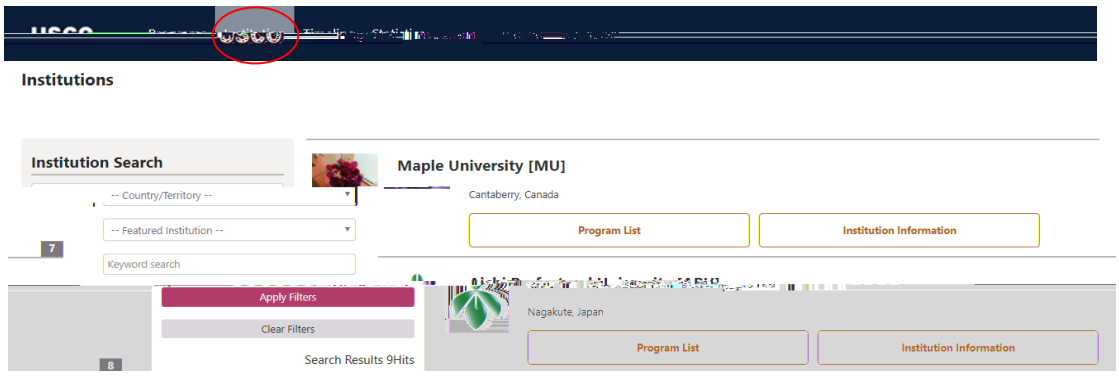
Please note that only Word/PDF format files, smaller than 15MB, will be accepted on USCO System.

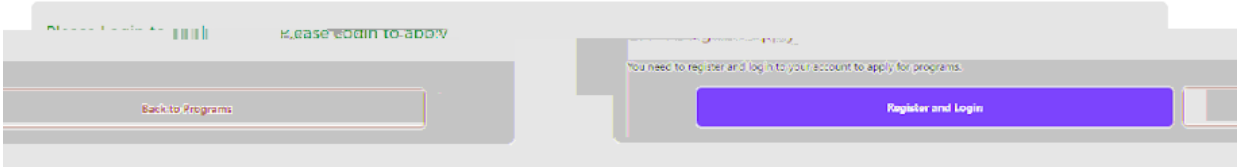
C.) Select Programs







D.) Create New Application



Applicant (Temporarily saved)

Student basic information

Update

C: 945 - 900, TOEFL ITP: 637 - 677, TOEFL iBT: 110 - 120, IELTS: 8.5 - 9,
Chinese Proficiency Test): 5, DELE (Diplomas de Español como Lengua Extranjera):
C1, DELF/DALF: DALF C1,

/ 100 (100%)

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

Language Proficiency Requirements	TOEI HSK(DELE
GPA	100 /
Memo(Student)	test

Documents to be submitted

*Required items

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

For Program A/B, the button for PDF upload of "Study plan" will not be displayed
TWd PLNNP POMd SP 3 T T T
WWL POb WLO SP P WVP / 1 , WWL T 7T L O P L P TO TR
your wait for approval.

Application S[illegible]cus (Program A/B)

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

→

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Save and Submit | Save | Delete

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  ②
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Note:

( )

cannot make changes

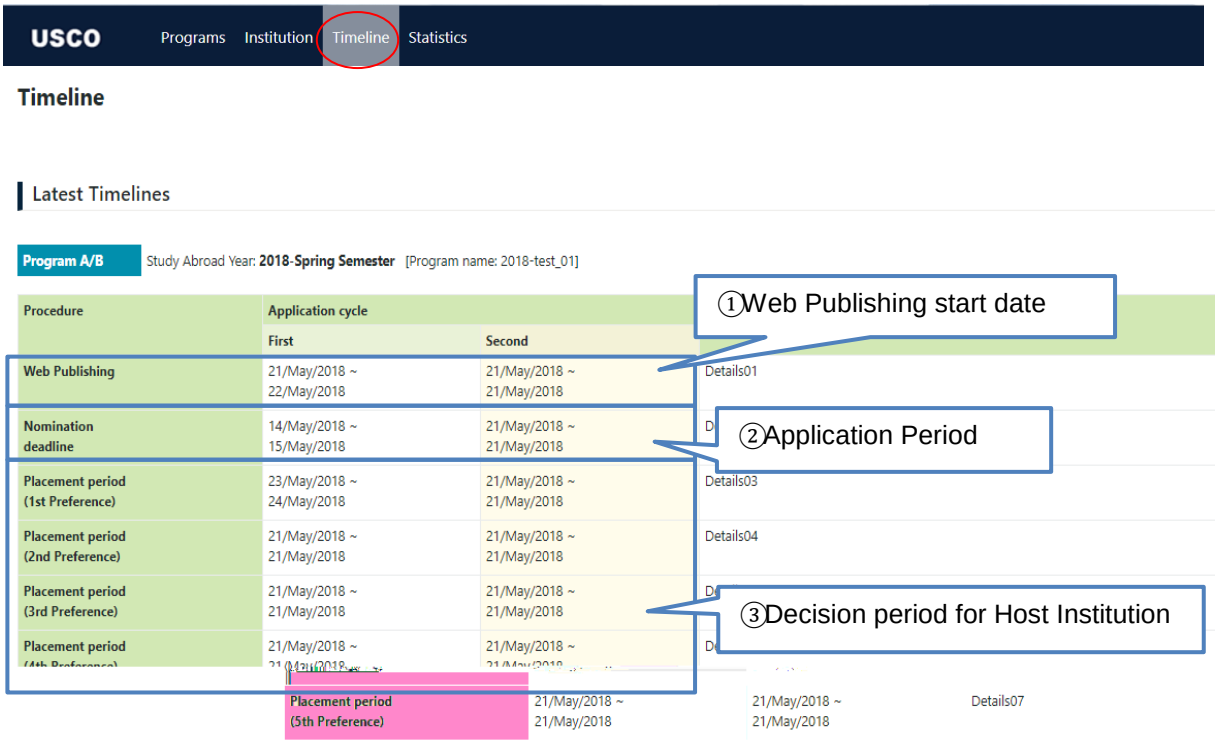
<u>In the case that the nomination period ended while Temporarily saved</u>

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

4. Other Application Details

A.) Application Timeline



*In the case of "Accept":

*In the case all host institutions choose to "Decline":

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

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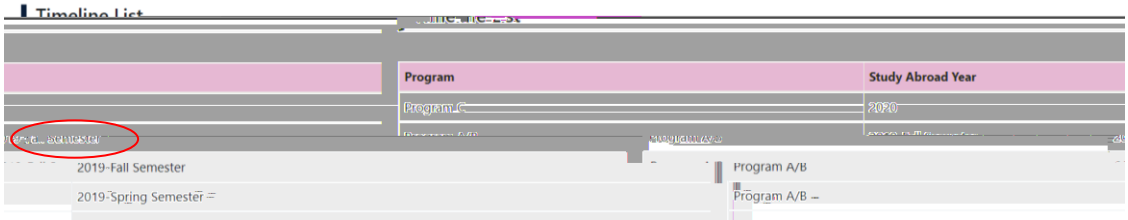

B.) Errors During Application

Message	Cause
The Nomination period has not started.	
This program has been closed for applications	
Please Login to apply	
You have already submitted an application	

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
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

Changes are not allowed for required items after submission

*Required items

Transcript *

Medical certificate

Upload

Upload

Language Exams *

Study plan

Upload

D.) Checking Status After Submission

Stage 1:

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

Symbol Meanings

9 NP PO --

9 TL PO A,B or C SP d P RL

9 LNNP PO P NP 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	[illegible]	Philippines	1st	A/B	2	Decline

*When your home institution declines your L WL T L O P NP
Temporarily saved will be displayed and resubmission will be necessary.

Stage 2:

		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

9 NP PO --

9 TL PO A,B or C (the type of program)

9 LNNP PO P NP Decline

Stage 3:

	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			
		1	C	Confirm	No		
			C	Confirm	C		Accepted and preparing for departure
1st	C	3	C	Confirm			

Preference Ranking

B SP LNNP PO , - . SP R L d P b TWWP OT WdPO
? SP NPWWT Od LM LO L b TWWP N WPOT T

E.) Application Cancellation

Before home institution approves

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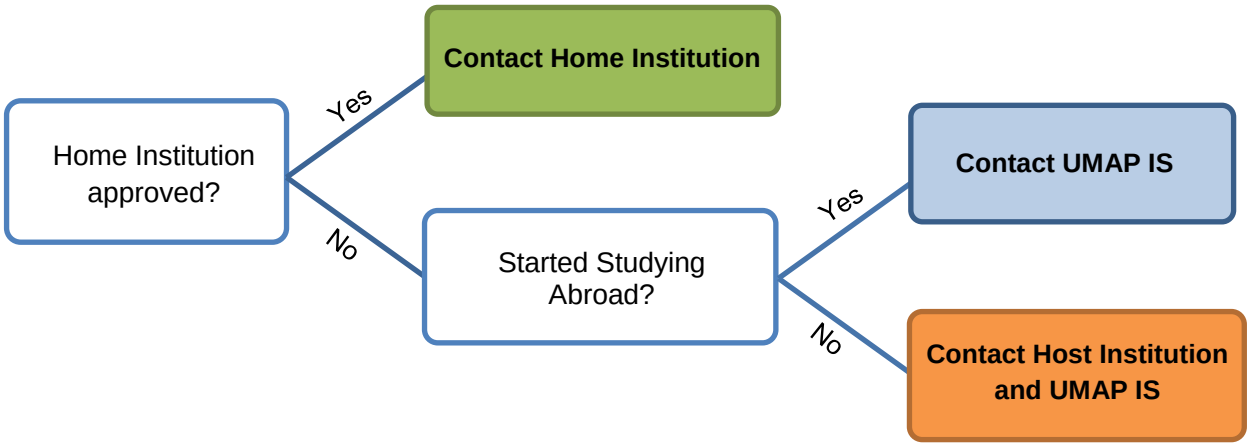
After home institution approves and before study abroad

→

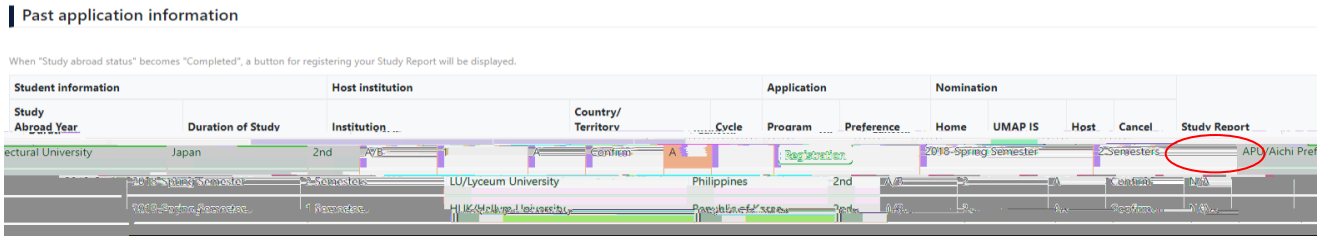
After study abroad

→



5. After Study Abroad

Submission of Study Report



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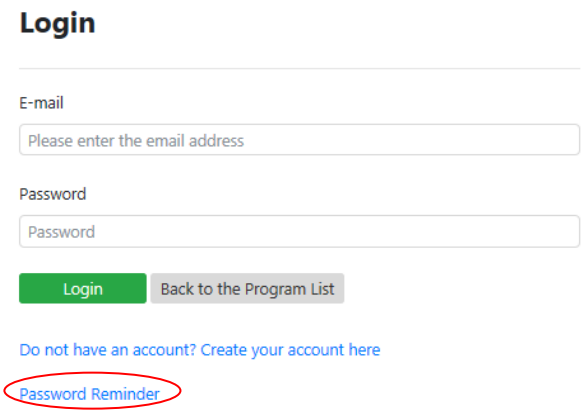
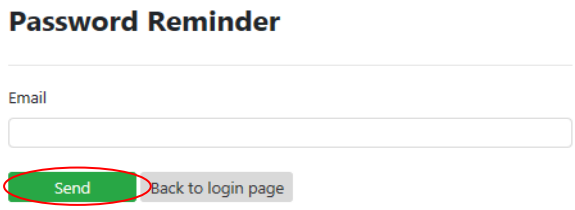
6. Forgotten Email Address or Password

❖ Forgotten Email Address

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

❖ Forgotten Password