



USCO MANUAL

▶ Students

October 19, 2018

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1. Overall Process Diagram

Student: Register for USCO account



2. User Registration

Link to USCO System:

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

A.) Email Address Registration

UTC: 19/June/2018 (Tuesday) 10:22:12
Sign Up Login

How to start your application?

You would like to apply for. (This button will only appear during the application period) to add the program.

1. Use "Program Search" to find a program that you would like to apply to.
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.

*You may apply for a maximum of five programs in one session.

1st cycle: 09/May/2018 2nd cycle: 09/May/2018

For more details: See "Timeline"

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

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

Agree and Register

Please check your mailbox

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.

Please check your mailbox

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.

B.) Account Registration

PK n cœp nukqnl nokj hē bkri pēkj l h o bkllks pd ē qnq pēkj o ē pd kj bēri pēkj i ēpd ps o o jppk ukqn i ē nrēn

*Required items

*Basically please input single-byte alphanumeric characters.

The screenshot shows a registration form with the following sections:

- Email ***: Input field containing "002@yousui.xsrv.jp".
- Password ***: Includes instructions: "Please be sure to use half-width alphanumeric characters and specify the password within 8 to 16 letters. [Available symbols] @!# \$% * ^ _ ~". It has two input fields: "Password" and "Password (Confirmation)".
- Native English ***: Radio buttons for "Yes" and "No".
- Language Proficiency Requirements**: A section with a dropdown menu for "Language Proficiency" and a "Score" field. A blue callout box points to this section with the text: "Used to check whether your application fulfills programs language requisites or not". Below this are "Other language Requirements" and another "Language Proficiency" dropdown.

3. Applying for a Program

A.) Check Program Details

bn ll hē c l h o i g oqn pkn pd bkllks ē c l kē pokj Lrkni pē l c pd j dkko pd ē oēpēkj o l tē qi kb ē oēpēkj o j o h p

Hjcqc Nmēn i jp

CL? ē hu kj h Lrkni ?

At djc qn pēkj °o i o p nkn j o i o n j o r p j p

Lrkni o nē pēkj

S o d kns o d k q p kri o k n u

B.) Prepare Required Documents

- Pn j o nē po
Nmēn s d j o q i o pē c
- nē p kb bē e h Hjcqc At i o
Nmēn s d j o q i o pē c
- l k pē pēkj H p p n o
l j ē c k j d ē oēpēkj
- kl ukbL o d k r p
l j ē c k j d ē oēpēkj
- l e h nē p
? b n l p j d o j k j bēri l j ē c k j d ē oēpēkj

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

C.) Select Programs

L u p p j p k j p k p d l l l e p k j l n k U k q j k j h u l l h u p k p d l r k c n i u h s d e d e q k n j c

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	1st cycle	2nd cycle
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 details, see **Timeline**.](#)

h e g k j p d l r k c n i o q p p k j k j p d i e i j q k n d k k o O h p p d l r k c n i e
 l l l e p k j e l q p l c p k l l h u b k n p d l r k c n i o



Programs

Program Search

2010 and later
 -- Semester --
 Program: Program A/B Program C
 Adjoining: YES
 Keyword search

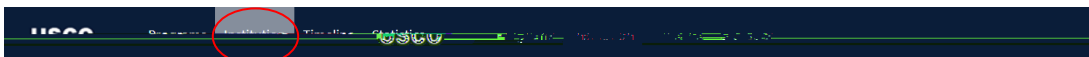
+ Additional Filters +
 Apply Filters
 Clear Filters

Universiti Brunei Darussalam (UBD)
 Exchange Duration: One semester or one year
 Language: Accept Native English
 TOEFL iBT: 67 - 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

Universiti Brunei Darussalam (UBD)
 Exchange Duration: One semester or one year
 Language: Accept Native English
 TOEFL iBT: 67 - 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%

O h p k j p d r k c d e j o p p k j h e p

h e g p d e j o p p k j e p d i e i j q p k e l h u p d h e p k b h r e h e j o p p k j o



Institutions

Institution Search

-- Country/Territory --
 -- Featured Institution --
 Keyword search

Apply Filters
 Clear Filters

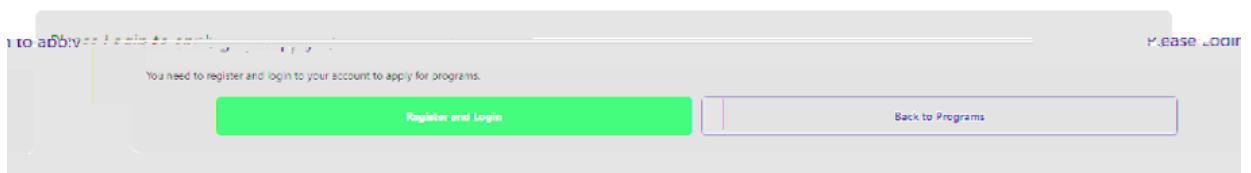
Maple University [MU]
 Cambridge, Ontario
 Program List | Institutions Information

Nepalika, Japan
 Program List

h e g e j o p p k j e j b k n i p k j e p d e j o p p k j o h e p k e l h u p e h e p k b p d e j o p p k j

he gkj pd Lrkcni Hcp qpkj pk o pd hcpkb lhr d h t djc lrcni o upde
e opcpkj

D.) Create New Application



Applicant (Temporarily saved)

Student basic information Update

Student number: 0433700	Major: English	Yes
Agency: 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, 100 / 100(100%)	Name: samp133_133samp	Language Proficiency Requirements
test	Email: 133@yousui.xsrv.jp	GPA
	Gender: Male	Memo(Student)
	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

Official s*	Confirm PDF	Delete	Transcript *	Confirm PDF	Delete	Certificate of Original Language Exam
Medical certificate	PDF not registered	Upload	Motivation Letter	PDF not registered	Upload	Copy of Passport
	PDF not registered	Upload	Study plan	PDF not registered	Upload	

For Program A/B, the button for PDF upload of "Study plan" will not be displayed because of the reason that you have not yet submitted your wait for approval.

② i kn l r k c n i o p k u q n l l h e p k j e p d l n b m k n n

Application Save

Required items

2023 Fall semester Program A/B

2023 Fall semester Program A/B

Save

Save and Submit

Save

Delete

leg O h p p d l r k c n i p k i k r p k p d l r k c n i h e p o n j
 S d j u k q b j e d o h p e c l r k c n i o e p d p k l n b n j n p d
 O h p p d l r k c n i o p p k j s e h e d h u k j j t p l n b n j n
 l r k c n i o n l h e o g e l e c k n n o q d o o p n p d j p d
 L n b n j p d l n b n j o s e h q p k i p e h u f q o p
 A t o p n j p d l n b n j -> o p j j n L n b n j

《 o p p k j o k j p d p i l k n n e u o r l l h e p k j o n j 》

Save and Submit Save Delete

- Or j Oq i ø:
 - ① d gpd n nqæ i j pø i
 - ② 2 qki pæ d gæ ckj pd llæ pæj ki lhp on j
 - Or P ilkn nœu or
 - hp hp pd p ilkn nœu p jkj llæ
 - 2 bp nukq n kj bæ c è pd llæ pæj læ gkj pd Or j Oq i ø appkj pk l q hœd pd llæ pæj
- S ø bkn pd llæ rkr hœrki ukqndki è ø pœ pæj

Note: S d j qm j p llæ pæj o n œ l h u p i l k n nœu o r p d l p appkj s œn œ l h u
 (Oq j p œ è bknri pæj j ø pœn d j c)
 Ukq cannot make changes pk ukq n è bknri pæj s dœn ukq n ø pœ u è c r k
 œ ukq j pki g d j c o l h o k j p p u k q n Dki è ø pœ pæj

In the case that the nomination period ended while Temporarily saved

d ø pd jki è pæj l nœ œ kr n ø ø pœn kœœ h pœ q i ø pœ q n llæ pæj Pk k pd p l h o k j p pœs ø d è u ø è h è c s g j o pd nœ bœ n uo pd p i l k n nœu o r p s œn h p

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

læ g l u 2 llæ pæj A ø llæ pæj kj pd q l l nœ d p d j knj nkbpd o n j pk œ l h u ukq n llæ pæj hœp

My Application

Application information

Applicable schools can be added.

Program A/B, Program C are available. Multiple applications of the same / Applications of the same program.

L B ks j lk bknœ pœ u l h j
 S d j Dkœ pœ pœ pæj o d r l p pœ œ appkj s œn œ l h u

Download the study plan delivered to the institution, fill it in and upload it at the time of application.

You can open your Study Plan PDF

You need to download **Acrobat Reader** on to your PC before

Host institution		Application			Nomination				
Institution	Country/Territory	Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	Study Report
UBD/Universiti Brunei Darussalam	Brunei		A/B	1	--	--			

Student information

Study Abroad Year	Duration of Study
Temporarily saved	

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
m	N/A	2	Asy/Acc. Prentice University	2011	A/B						Confir

D U R N œ f N O N œ b 0 R œ d œ
 œ b f ? R a R T a N œ C œ œ d O R N œ R

When you are accepted to your preferred aœba œ œ 5 œ œ R d O R P R N T R and will display the types of accepted programs.

4. Other Application Details

A.) Application Timeline

Placeholder text for the application timeline section.

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

Callouts:

- ① Web Publishing start date
- ② Application Period
- ③ Decision period for Host Institution

Submission

Placeholder text for the submission section.

Application Period

Placeholder text for the application period section.

Decision Period

Placeholder text for the decision period section.

Placeholder text for the decision period section.

*In the case of "Accept":

Placeholder text for the "Accept" case.

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

Placeholder text for the "Decline" case.

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

Application Details

Placeholder text for the application details section.

Timeline List

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

B.) Errors During Application

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

Applicant (Submitted)

PDF Download

This application has been complete.

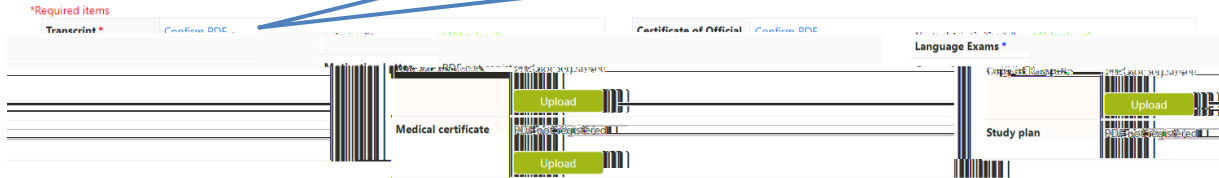
Downloading the application as PDF is possible after submission
 ✖Changes to personal information, however, is not allowed.
 If change is still necessary, please contact your Home institution.

Student basic information

Student number	0123789	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@yousui.xrv.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



D.) Checking Status After Submission

Stage 1: Application and Nomination

Application		Nomination	
Country/Territory	Program	Country/Territory	Home
--	--	Japan	
--	--	Philippines	
C	--	Taiwan	
C	--	Taiwan	
C	--	Taiwan	1st C 3

Symbol Meanings
 a PR R --
 NAR A,B or C aURd R S TN
 aNPPR dR ?Rab PR Decline

Student information	Host institution	Application	Nomination
Study Abroad Year	Institution	Country/Territory	Home
Temporarily saved 2019-Spring Semester	TU/Toyo University	Japan	Decline
Temporarily saved 2019-Spring Semester	University	Philippines	Decline

*When your home institution declines your N PNa N ?Rab PR
 Temporarily saved will be displayed and resubmission will be necessary.

Stage 2: Eligibility

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
 a PR R --
 N R A, B or C (the type of program)
 a N P P R R ? R d PR Decline

Stage 3: Eligibility

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

S... knjc s d j l h i j p e e c k j o e n
 E j p d e o e i j o p d p u k q n s e s c p k g j k s s d p d n
 u k q d r j l p p k u k q n o p l n b n j e o p p k j

Preference Ranking

D U R N P P R a R . / 0 a U R T N a R d O R N f R
 A U R P R a b f N O N a b d O R P R

E.) Application Cancellation

Lh o j k p p d p p d k j p p n o o b k n l l l e p k j j h n p k j s e n e b n l j e c k j p d o p c k b l l l e p k j

Before home institution approves

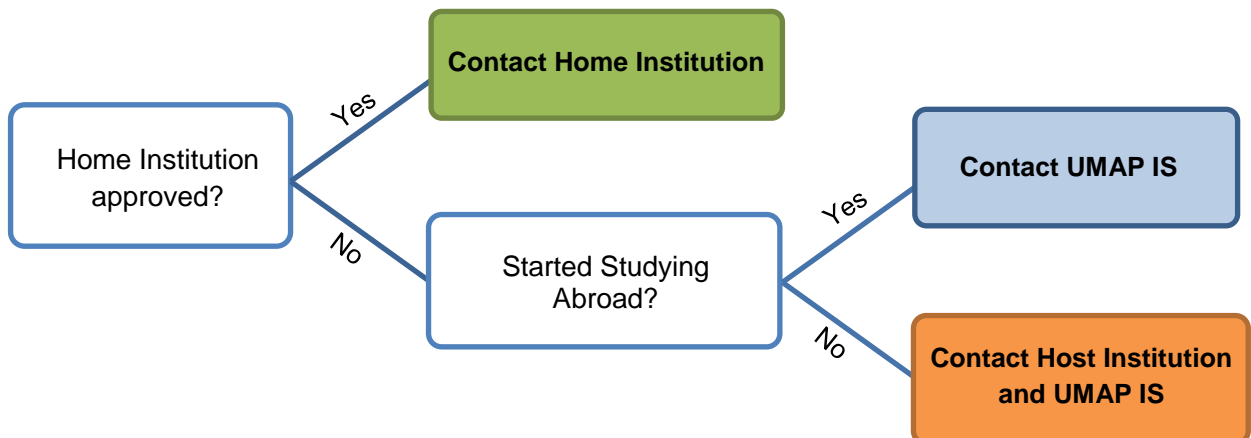
→ k j p p u k q n d k i e o p p k j p k j h u k q n l l l e p k j

After home institution approves and before study abroad

→ k j p p p d l e o q i l e q i l k r c u i e p k j h u k q n l l l e p k j

After study abroad

→ k j p p u k q n d k o p e o p p k j j l e o u i e p k j h u k q n l l l e p k j



5. After Study Abroad

Submission of Study Report

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

Past application information

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

《Opq uN I krp Op pepe o》

Opq uN I krp uukq j kpd nopa jpos en qo bkn p c pd nq c l qn ko Pkres pd l op p j op pepe o tpn p brki Opq uN I krp l h o hegkj pd Op pepe o appkj brki pd i e i j q

6. Forgotten Email Address or Password

❖ Forgotten Email Address

Eukqn cep nbkn O Quopi qoc pd i en n ooc j np uukqndki e appkj l h o kjp pukqndki e appkj pkn prer ukqn i en n oo

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

Ej pd o ukqbkrn pukqnl nokj hi en n oo j j j k p l k c e p k O Quopi l h o n p j s O kqjps pd j s i en n oo

❖ Forgotten Password

hegkj L oos kn Ni e n appkj tk p kj pd Hkc e l c

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](#)

Aj p npd i en n ooukqn cep n j pd j hegpd O j appkj

Password Reminder

Email

Send

Back to login page

Eukqn e j i es pd l oos kn n op NH ukqi uop j s l oos kn