



USCO MANUAL

► Students

October 19, 2018

Contents

	3
	4
	4
	5
	5
	5
	5
	6
	7
	9
	10
	10
	11
C.)	11
	12
	13
	14
	14
	14
❖	14
❖	14

1. Overall Process Diagram

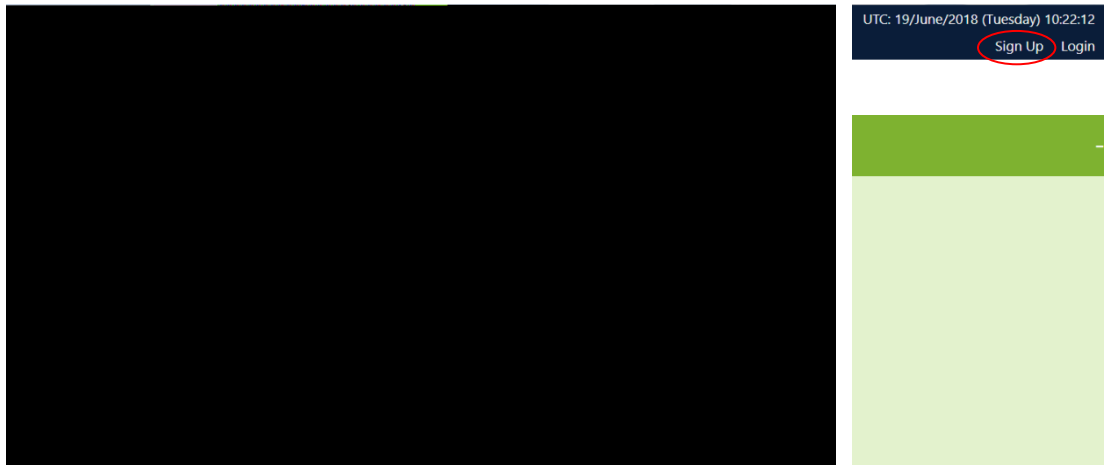


2. User Registration

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*

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 to Privacy policy and Terms and Conditions

Agree and Register

[Back to login page](#)

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.

[Back to login page](#)

B.) Account Registration

***Required items**
*Basically please input single-byte alphanumeric characters.

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

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

3. Applying for a Program

A.) Check Program Details

B.) Prepare Required Documents

-
-
-
-
-

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

C.) Select Programs

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 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 detail: See "Timeline"

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

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%

Institutions

Institution Search

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

Apply Filters
Clear Filters

Search Results 9 Hits

Maple University [MU]
Cantaberry, Canada
Program List Institution Information

Nagakute, Japan
Program List Institution Information

D.) Create New Application



Applicant (Temporarily saved)

Student basic information

Update

Student number	0133780	Native English	Yes
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	TOEFL iBT: 110, HSK: 5, DELE: C1		
GPA	100.0		
Memo(Student)	test		

Documents to be submitted

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

For Program A/B, the button for PDF upload of "Study plan" will not be displayed
 The PLNP POM SP 3 T T T
 VL PO b WLO SP P WP / 1 , VL T 7T L O P L P T O T R
 your wait for approval.

Application Status (Program A/B)

Please refer to the application status of the applicant in the application form. Program A/B is the preferred Program A/B. Please refer to the application status of the applicant in the application form. Program A/B is the preferred Program A/B. Please refer to the application status of the applicant in the application form. Program A/B is the preferred Program A/B.

*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 even if I am accepted by my home Institution as a fee-paying student *	Approve this application	Confirm & Nominate this student
Clear	Republic of Korea	Yes	-- --	-- --
Outline ID:11	2018-Fall Semester Program A/B		Messages to the applicants	--
Check Application Requirements				
3rd Preference				
Clear				
Outline ID:16				
Check Application Requirements				
4th Preference				
Select the program				

《 《

Save and Submit Save Delete

4. Other Application Details

A.) Application Timeline

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			
	First	Second		
Web Publishing	21/May/2018 ~ 22/May/2018	21/May/2018 ~ 21/May/2018	Details01	① Web Publishing start date
Nomination deadline	14/May/2018 ~ 15/May/2018	21/May/2018 ~ 21/May/2018	D	② Application Period
Placement period (1st Preference)	23/May/2018 ~ 24/May/2018	21/May/2018 ~ 21/May/2018	Details03	③ Decision period for Host Institution
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	

*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

《 》

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

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 *	Confirmer PDF	Certificate of Official	Confirmer PDF	Language Exams *	Confirmer PDF
Medical certificate	Upload	Upload	Study plan	Upload	Upload

D.) Checking Status After Submission

Stage 1:

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

Symbol Meanings

9 NP PO --
 9 TL PO A,B or C SP d P RL
 9 LNP 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	University	Philippines	1st	A/B	2	Decline

*When your home institution declines your L VML 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 LNP 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		
		2	C	Confirm	C		Accepted and preparing for departure
1st	C	3	C	Confirm			

Preference Ranking

B SP LNP PO , - . SP RL d P b ~~TM~~ P OT ~~W~~ PO
? SP NP ~~WT~~ α LM LO L b ~~TM~~ P N WPOT T

E.) Application Cancellation

Before home institution approves

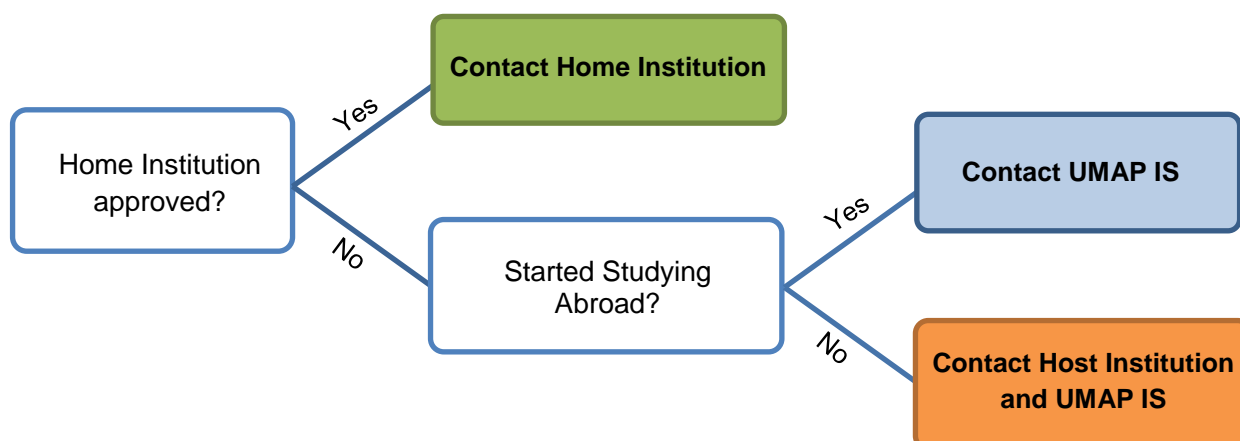
→

After home institution approves and before study abroad

→

After study abroad

→



5. After Study Abroad

Submission of 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
ectural University	Japan	2nd	2nd	1st	1st	1st	2018-Spring Semester	2 Semesters	1st	1st	APU/Aichi Pref
2018-Spring Semester	2 Semesters	LU/Lyceum University	Philippines	2nd	2nd	2nd	2018-Spring Semester	2 Semesters	1st	1st	APU/Aichi Pref
2018-Spring Semester	2 Semesters	LU/Lyceum University	Philippines	2nd	2nd	2nd	2018-Spring Semester	2 Semesters	1st	1st	APU/Aichi Pref

>>

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

Login

E-mail

Password

Login

Back to the Program List

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

Password Reminder

Password Reminder

Email

[Send](#) [Back to login page](#)