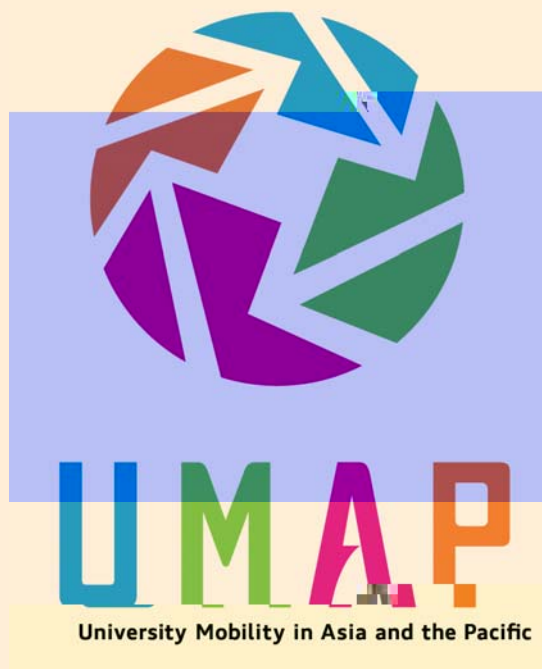


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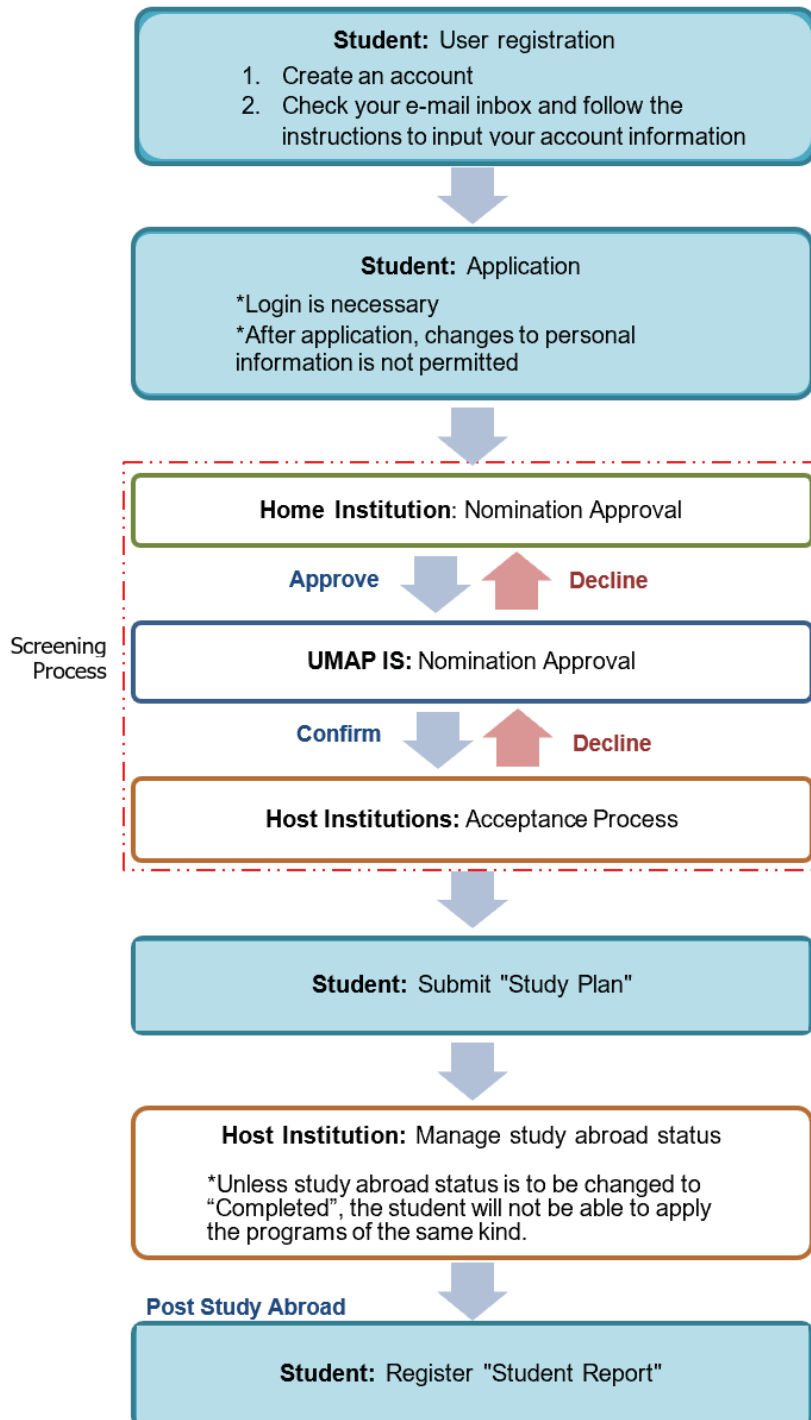


umap-is@umap.org

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I. OVERALL FLOW



II. USER REGISTRATION

1. Email Registration

a. Open this link:

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

to create your USCO
account.

*It



III. PROGRAMS APPLICATION PREPARATION

1. Maximum of 5 institutions can be selected for Program A/B and 3 institutions for Program C.

*Please make sure to read the program details of preferred institutions before selecting them. Some important points to consider:

- a. Language requirements
- b. GPA (displayed only for program A/B)
- c. Exchange duration
- d,

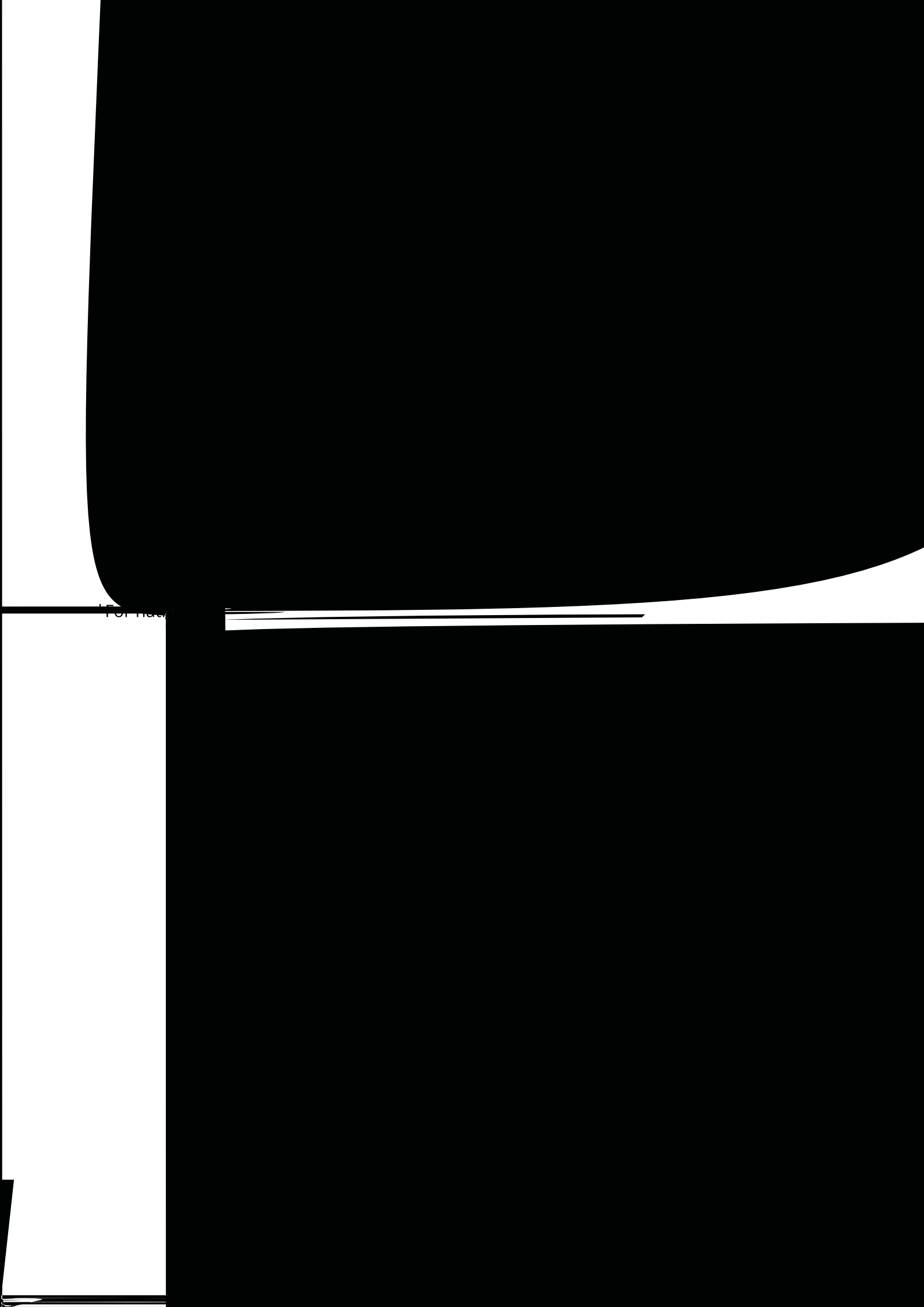
IV. APPLICATION TIMELINE

Click the Timeline tab on the main menu to display the current timeline list and its details.

UMAP open applications for our programs t

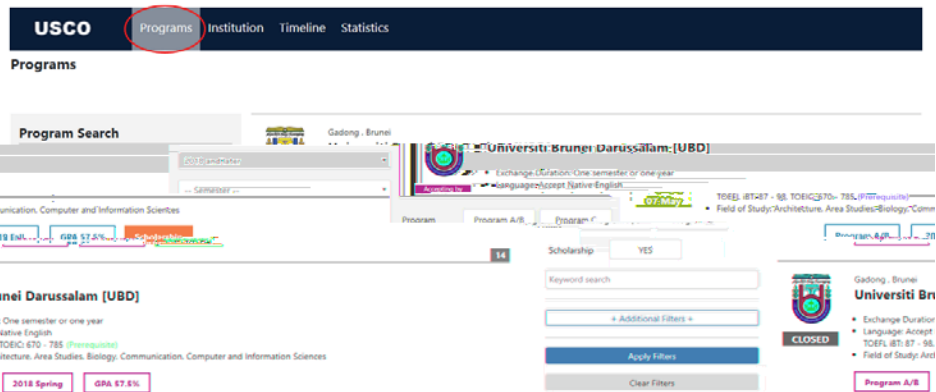
4. Explanation of Timeline chart:

a. Web Publishing: The starting date



VI. SELECTING AND APPLYING PROGRAMS

1. Find suitable programs for you by checking the available programs in "Programs" tab on the main menu.



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



3. Check your information and submit the required documents (Transcript and Certificate of Official Language Exams).

Applicant (Temporarily saved)

Student basic information Update

Student number	0123709	Native English	Yes
Name	samp133 133smp	Language Proficiency Requirements	TOEIC 945 - 900, TOEFL ITP 637 - 677, TOEFL iBT 110 - 120, IELTS 6.5 - 9
Email	133@yousai.com.jp	HSK/Diploma Proficiency Tests	HSK/Diploma de Espanol como Lengua Extranjera/ DELE C1, DELF/DALF C1
Gender	Male	GPA	100 / 100 (100%)
Nationality	Japan	Menu(Student)	test
Mailing Address	eicho101, Aoyagyominami3-47-8, Suginami-ku, Tokyo 1660004		
TEL	+81-090-1234-5678		
Home institution	Country/Territory	Japan	
	Institution	TU / Toyo University	
	School year	Not year	
	Graduation date	Apr / 2023	

Documents to be submitted

Transcript	Custom PDF	Certificate of Official Language Exams	Custom PDF
Motivation Letter	PDF not registered	Copy of Passport	PDF not registered
	Upload		Upload

4. Add more progr

VII. POST APPLICATION SUBMISSION

Click on a pro

Applicant (Submitted)

The application has been complete. Downloading the application as PDF is not allowed. If you need any information, however, is not allowed. If necessary, please contact your Home Institution.

Student basic information	
Student number	0129769
Name	samp139
Email	123@yca
Gender	Male
Nationality	Japan
Mailing Address	e-chigo16 1660004 +81-090
TEL	
Country/Territory	Japan
Institution	TU / Toyo Univ
Send institution	
Send year	1st year
Submission date	Apr / 2023

Native English	Yes
Language Proficiency	TOEIC: 945 - 960, TOEFL ITP: 637 - 677, TOEFL IBT: 110 - 120, IELTS: 8.5 - 9.0
Examinations	HSK(Chinese Proficiency Test): 5, DELE (Diploma de Español como Lengua Extranjera): DELE C1, DELF/DALF: DALF C1.
GPA	100 / 100 (100%)
Memo(Notes)	test

Certificate of Official Language Exam *
Copy of Passport *PDF not registered
Return date *PDF not registered

Return

VIII. CHECKING APPLICATION STATUS

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
2019-Spring Semester	2 Semesters	TU/Toyo University	Japan	1st	A/B	1	Decline
2019-Spring Semester							Decline

*When your Home institution decli...

2. Information check by UMAP International Secretariat

Application				Nomination	
Country/ Territory	Cycle	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: "Confirmed"
- Not accepted (Return Process): "Decline"

3. Decision from Host Institution

Application			Nomination		
Cycle	Program	Preference	Home	UMAP IS	Home
1st	A/B	1	A	Confirm	No
1st	A/B	2	A	Confirm	No
1st	A/B	1	C	Confirm	No
1st	A/B	2	C	Confirm	No
1st	C	3	C	Confirm	C

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 Order

Accepted and preparing for departure

When accepted, "A, B or C" (the program type) will be displayed
When declined, "No" will be displayed

IX. APPLICATION ERROR?

If any of these messages is displayed and you cannot 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. Earliest application period can be found on this link: https://usco.umap.org/std/apply_period
Please apply to another program	This program has been closed because there are no more spots available. Please apply to another program.
You cannot apply before logging in. Please Login to apply.	You cannot apply before logging in. Please Login to apply. If you don't have an account, you may register first through this link: https://usco.umap.org/std/
You have already submitted an application (or during study abroad in the program of the same kind).	You have already submitted an application (or during study abroad in the program of the same kind).
Home institution has not accepted the program. Please contact the coordinator in charge of UMAP at your Home institution.	Home institution has not accepted the program. Please contact the coordinator in charge of UMAP at your Home institution.
You do not meet the language or GPA requirements to apply for this program.	You do not meet the language or GPA requirements to apply for this program.
Both Language Requirements and GPA Requirements are not met. You may apply to any other institution where the requirements are met.	Both Language Requirements and GPA Requirements are not met. You may apply to any other institution where the requirements are met.

X. STUDY PLAN

After your application has been accepted, it is recommended to prepare your study plan.

Please wait for an official notice from the Host Institution first, as they might ask you what kind of curriculum you would like to study.

If your Host Institution requires you to submit your study plan: Please communicate with them to finalize your study plan. Upload the plan after finalizing it. It is possible to register the study plan after communicating with the Host Institution.

PDF download for Study Plan

Download Study Plan

Host institution	Application	Nomination	Student information
program: A/B, Preference: 1, Home: --, UMAP IS: --	Country/Territory: Brunei	Abroad Year: 2019-Fall Semester	Institution: UBD/Universiti Brunei Darussalam, Study: Brunei, Cycle: --

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

Past application information

Study Abroad Year	Duration of Study	Institution	Country/Territory	Cycle	Program	Preference	Home	UMAP IS	Host	Cancel	Study Report
2018-Spring Semester	2 Semesters	AP11A/Archi. Profectors Uloauesitr	Japan	2nd	Archi	1	Archi	Archi	N/A	N/A	Study Report
2018-Spring Semester	12 Semesters								N/A	N/A	Study Report
2018-Spring Semester	1 Semester								N/A	N/A	Study Report

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

XIII. FORGOTTEN PASSWORD AND EMAIL ADDRESS

1. Forgotten Password:

- a. Click on "**Password Reminder**" located at USCO login page (<https://usco.umap.org/std>).

-
- b. Enter email address you registered

2. Forgotten Em



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If you have any questions, please contact UMAP International Secretariat.

▶ Tel: +81-3-3945-7190

▶ Fax: +81-3-3945-7190