I. Overall Flow 02
II. Coordinator Information 03
III. Institution Information 05
IV. Program Registration - Registering Programs A/B & C 07
V. Additional Settings for Program Registration 10
VI. Timeline 14
VII. Checking Student Application List as Home Institution 15
VIII. Nomination Decision 16
IX. Accepting Inbound Students as Host Institution 19
X. Viewing Number of Participants 23
XI. Viewing Study Report 24
XII. Quota for Outbound Exchange Students 25
XIII. Downloading Applicants Data 26
I. OVERALL FLOW

1. Home / Host: Register Coordinators
2. Home / Host: Register Institution Info
3. Host: Register Programs
4. Promotion
5. Student: Submit Application
6. Home: Determine Nominations
7. Approve
   - UMAP IS: Nomination Complete
8. Confirm
   - Host: Reject or Accept Nominations
9. Student: Submit “Study Plan” Application
10. Host: Manage Study abroad Status
11. Exchange Complete
12. Student: Submit "Study Report"
13. Home / Host: View Study Report Statistics, etc
II. COORDINATOR INFORMATION

1. Coordinator Registration / Update:
Use the login ID and Password which were sent by email from UMAP IS.
Click “Institution > Coordinator Update” to view the screen.
Visit this link to log in: https://usco.umap.org/incw/

![Coordinator Update Screen]

a. Institution registers coordinator information
(Note that at least 2 different coordinator email addresses are required, and up to 6 coordinators may be registered)
※ Only basic half-width alphanumeric characters are accepted by the system
b. UMAP IS confirms the information and pass it on USCO system
If there are any problems with the content, UMAP IS will return the information. In this case, please correct the applicable areas and resubmit this information
※ You must register your institution's coordinators before registering your institution and program information
※ Because automatic updates will be sent by email, it is necessary that your coordinators register valid email addresses
c. Update the contents timely whenever necessary.
2. **Viewing Coordinator List**

Choose “Institution > Coordinator List” on the main menu. Click on a coordinator to display their details.
III. INSTITUTION INFORMATION

1. Institution Registration
After registering your institution’s coordinators, proceed to the following steps:
   a. Choose “Institution > Institution Information”
   b. Register your institution’s information, make sure to input all necessary items marked with red asterisk (*),
      then click “Save and Submit” to send it to UMAP IS
      ※ It is required to upload logo image (emblem) of your institution
   c. If change is needed afterwards, please contact UMAP IS
      ※ When changes can be made, the ‘Editing’ icon will appear on the screen

Only PNG, JPEG, and GIF picture formats smaller than 2MB are supported
2. Viewing Details of Other Institutions

Choose “Institution > Institution List” to view the Institution List.
IV. PROGRAM REGISTRATION

You may submit your “Outline of Proposals” during the registration period. To check registration period, please refer to Timeline. To submit a proposal, choose your selected program type from the menu and enter your program information.

1. Registering for Program A/B

Choose “Program > Registration (Program A/B)”
※ Program A: Tuition waived; Program B: Tuition charged or reduced

※ If you select “Accept applications from both 1st and 2nd cycles”, recruiting will continue into 2nd cycle if the two person quota is not reached in the 1st cycle.

Institution’s login info should be displayed automatically.
When a study abroad period has concluded, the study abroad status will be set as "Completed", and a "Study Report" registration email will be sent to participants.

2. Registering for Program C

Choose “Program > Registration (Program C)”
### 3. Viewing Programs List of All Institutions

Choose “Program > Program List”

Clicking on a column in the ‘Program List’ displays program details.

※ New program registrations **aren’t allowed**

when there are **no “Valid Timelines”** registered in the ‘Timeline Settings’
V. ADDITIONAL SETTINGS
FOR PROGRAM REGISTRATION

1. Timeline setting:
   Click here and select an appropriate “Study Abroad Year” timeline.

2. Accept Program A:
   Program A is a student exchange program with the tuition waived and Program B is a program that is either under the Bilateral agreement or with the tuition charged. You are required to offer at least two students for Program A. Please click and adjust the number which you are going to offer.

Accept Program B:
If you would like to offer your program with a tuition fee, you need to input the number of students you are going to accept. Please input the approximate cost in US dollars as well as the cost in your local currency.
3. **Language Proficiency Requirements:**
This is to automatically reject applicants whose scores are lower than the registered figures. You need to input required scores of each Language proficiency tests. If you check “Accepts lower scores with explanation”, USCO system will not reject them.

4. **Accept Native English:**
If you check “Accept Native English”, the system will accept applicants of English speaking Countries/Territories who usually don’t have English Proficiency Certificates. Without checking this, the system will automatically reject applications of those who don’t have scores of English proficiency.
5. **Setting minimum requirement of Language Proficiency Requirements:**
   If you would like to set minimum scores in English Proficiency, you need to select the type of Language Proficiency Test and set the minimum numbers. Please note only those students who have equal or better scores of the registered tests are able to apply for your program.

![](image)

6. **Exchange Duration:**
   Input the duration of accepted students’ study period (either one semester or two semesters) depending upon your program. In case of a tri-semester system, please mention it in the explanation of your program contents. Afterwards, input the starting date and the ending date of the first semester and the second semester for the students. If students will start their study in the spring semester, the dates of the first semester should be that of the spring semester.

7. **Other language requirements:**
   If you request language proficiency requirements other than English, please specify the language and set the required scores.
8. **Academic Field:**
Please click “Academic Field setting” and select faculties and fields that your institution will offer to exchange students.

![Academic Field Setting](image)

9. **GPA:**
If you would like to set a minimum requirement, please input both the numerator and the denominator. If you don't input the denominator, the system will not accept students unless they have a 100% score.

![GPA Setting](image)
VI. TIMELINE

To view the valid timeline period for Program Registration, click “Timeline List”.

1. Program registration period: Input Program Information during this period.
2. Web Publishing: UMAP IS checks the uploaded information and activates them.
3. Nomination by home institution: Students apply for programs and their home institutions’ coordinators select and nominate them.
4. Placement period: coordinators of host institutions select applicants and accept them.

Program A/B

Study Abroad Year: 2019-Fall Semester
Program: Timeline for Multilatera Exchange Program (2019 Autumn Session)

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Application cycle</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Publishing</td>
<td>16/Oct/2018 ~ 15/Feb/2019</td>
<td>Checks the uploaded information if they look fine</td>
</tr>
</tbody>
</table>
| Nomination deadline                      | 16/Feb/2019 ~ 05/Mar/2019 | Approve students’ applications and nominate them to UMAP IS as home institution’s coordinators.  
                                      |                      | *The number of nominees for program A (tuition waived) is two unless institutions have Quota.  
                                      |                      | Please prioritize students who should be accepted as Program A (tuition waived) if there are more nominees than you can send as tuition waived.  
                                      |                      | For those who are not nominated as program A, their conditions will depend on their host institutions even though all the students have been accepted as program A until 2018.  |
| Placement period (1st Preference)        | 02/Dec/2018 ~ 26/Dec/2018 | Select applicants as coordinators of their 1st preference’s host institution |
| Placement period (2nd Preference)        | 21/Dec/2018 ~ 16/Mar/2019 | Select applicants as coordinators of their 2nd preference’s host institution |
| Placement period (3rd Preference)        | 21/Jan/2019 ~ 27/Mar/2019 | Select applicants as coordinators of their 3rd preference’s host institution |
| Placement period (4th Preference)        | 21/Jan/2019 ~ 05/Apr/2019 | Select applicants as coordinators of their 4th preference’s host institution |
| Placement period (5th Preference)        | 21/Jan/2019 ~ 14/Apr/2019 | Select applicants as coordinators of their 5th preference’s host institution |

Program C

Study Abroad Year: 2019
Program: Timeline for Multilateral Exchange Program (2019 Winter Session)

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Application cycle</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Publishing</td>
<td>01/Mar/2019 ~ 22/Apr/2019</td>
<td>UMAP International Secretariat (UMAP IS) will check the uploaded information and activate them.</td>
</tr>
<tr>
<td>Nomination deadline</td>
<td>01/Mar/2019 ~ 25/Mar/2019</td>
<td>Approve students’ applications and nominate them to UMAP IS as home institution’s coordinators.</td>
</tr>
<tr>
<td>Placement period (1st Preference)</td>
<td>27/Mar/2019 ~ 30/Mar/2019</td>
<td>Select applicants as coordinators of their 1st preference’s host institution.</td>
</tr>
<tr>
<td>Placement period (2nd Preference)</td>
<td>08/Apr/2019 ~ 08/Apr/2019</td>
<td>Select applicants as coordinators of their 2nd preference’s host institution.</td>
</tr>
<tr>
<td>Placement period (3rd Preference)</td>
<td>13/Apr/2019 ~ 17/Apr/2019</td>
<td>Select applicants as coordinators of their 3rd preference’s host institution.</td>
</tr>
</tbody>
</table>
VII. CHECKING STUDENT APPLICATION LIST AS HOME INSTITUTION

You are able to check whether your students have applied for any UMAP program.

1. To view all applicants, choose “Applicant > Applicant List” on the menu.

![Applicant List](image)

<Explanation>

- **Switch your display from Host to Home institution**
- **When checked, only information from accepted Host institution and students will be displayed**
- **When checked, will display only the students that Home institutions have declined**

Background will be displayed in orange for applications of the current placement period (whether accepted or not accepted):

- When “N/A” is displayed, it means that the student has already been accepted by another institution
- If a student has not been accepted and the placement period has already ended, “-” will be displayed

2. Download CSV Data

- Cautions when using the ‘CSV Download’ button to download the table:
  a. Please do **NOT** click multiple times!
     If the button is pressed continuously, empty data will be downloaded unless the screen is updated
  b. When browsing CSV downloaded contents on Excel, please set the cell formatting to a **string character** and then copy and paste it
1. Making Nomination Decision:
   - Click a student's name in the ‘Applicant List’ to display the students' details. This will lead you to the ‘Nomination Decision’ screen

   **Note that you can change your student’s information any time before nomination**

   a. When applications are received from your students for UMAP Programs, decisions to nominate those students or not are required to be made by the nomination deadline in the USCO System.
   
   b. To see a list of applicants, refer to the “Checking Student Application List” and click a student’s name in the ‘Applicant List’ to display the students’ information. After checking the data of students, you must decide which student you nominate and which condition the student is nominated through.
   
   c. Program A/B:
      After making decision on nomination, you need to select either Program A or Program B, and then click “Save and Submit”.
   
   d. Program C:
      Select the appropriate applicants and approve.
2. **Acceptance Results:**
Once the host institution accepts your student’s application, the result will be displayed on the “Applicant List” screen.

3. **After Acceptance by Host Institution:**
After the student is accepted by host institution, the student should communicate with the host institution and create a study plan. Accepted students can download a template of “Study Plan”.

---

**Button Explanation**

- **Approve as Program A**
  Nominations up to two students per semester for Program A is permitted. Program A is an exchange program with the tuition waived. If you have Quotas, you may send an equal number of additional students to the Quota. When the maximum number of outbound students has been reached, the Button will disappear.

- **Approve as Program B**
  If you send students under Bilateral student exchange, please use this button. In addition, if you would like to send more than two students, you may do so by approving their applications in Program B. Conditions for the waiver/non-waiver of the tuition fees will depend on the host universities/institutions.

- **Approve as Program C**
  There is no limitation in the number of nominees.

**Decline**

- Return to student’s page (as temporarily saved)
- Once clicked, students will have to modify their applications and submit once again

**Cancel This Application**

- Cancelling your student’s application (*No changes allowed*)
  *Will only be displayed when the application is declined from IS
  *When making changes to desired schools, please be sure to check that application conditions have been met.
After nomination, you cannot modify the contents of student application.
IX. ACCEPTING INBOUND STUDENTS AS HOST INSTITUTION

As a preferred host institution, you are requested to decide the acceptance or refusal of each applicant by the deadline shown on Timeline. If the number of applicants exceed the number of register acceptance limit, the host institution must select students to accept. If that is not done by the registered Timeline, applications will be passed to the next priority institution after the deadline.

1. Select “Applicant List”
2. Select “Host Institution (Incoming)”

3. Check list of applicants:
   On the “Applicant List”, you can view students who have chosen your institution and were approved by their home institution and confirmed by UMAP IS. You need to decide the acceptance or refusal of those students with “Host” marked in orange color.

4. View the detail of applicants:
   Click on the name of the student who you would like to display that student’s information. You are able to see the Transcript and Certificate of Official Language Exams by clicking the data.
5. **Acceptance or rejection:**
   After reading the student's information, please select either “Yes” or “No” to accept or decline the application on the “Application Status” section of the screen.

6. **Acceptance procedure for Program A/B:**
   a. Select “Yes” to “Accept this application”
   b. Select the type of accepted program in “Accepted Programs”. Program A is a student exchange with tuition waived and Program B is a student exchange either under Bilateral agreement or with tuition charged
   c. Select “Accepted and preparing for departure” in “Study abroad status”
   d. Click “Save”
   e. If you receive an application under Program B and you still have vacancy of acceptance of Program A, and you are alright to accept the applicant with tuition waived, you are able to do so by selecting “Program A” of “Accepted Programs”
7. Acceptance procedure for Program C:
   a. Select “Yes” to “Accept this application”
   b. Select “Program C” in “Accepted Programs”. Program C is a student exchange for short-term (mainly summer) program
   c. Select “Accepted and preparing for departure” in “Study abroad status”
   d. Click “Save”

8. Declining procedure:
   a. Select “No” for “Accept this application”; *Select items on “Accepted Programs” and “Study abroad status” will disappear
   b. Please input the reason on “Reasons for not being able to accept applicants”
   c. Click “Save”

9. Change number of accepting students:
   When the sign “Maximum number of accepted applications reached” has appeared and if you would like to accept more students than you had previously registered, please contact UMAP IS at (umap-is@umap.org) to change the number of recipients.

**Applicant error**

Can not be accepted because this institution has reached the maximum number of recipients.
To change the number of recipients, please contact the IS.

**Applicant List**

10. Cancellation:
   When canceled, the background will be colored in gray.
11. Student’s Study Abroad Status:
When accepted students start their study at your institution, please change the status to “Studying”.

a. After Studying Abroad:
The study abroad status is automatically updated by the system as “Completed” on the actual completion date of the study abroad program.
b. Changes may not be made to the study abroad status after the study abroad status is registered as “Completed” or “Cancelled”.
c. To update the status as “Completed” before the program’s completion date, select “Completed” on “Study abroad status” then click “Save”.
d. Unless a study abroad status is listed as “Completed”, the student will not be able to apply to programs of the same kind.
X. VIEWING NUMBER OF PARTICIPANTS

This function enables you to see statistical data which students of your institution studied abroad through USCO System.

Click “Applicant > Number of participants” on the main menu.

*In the case that enrollment criteria had been met in both the 1st and 2nd cycle, it will be necessary to calculate the status of acceptance (ACC) and confirm the situation*
XI. VIEWING STUDY REPORTS

You are able to read ‘Study Reports’ which your students submitted in the past. Choose “Applicant”, then “Study Report List” or “Study Report Statistics” on the main menu.
Quota List is the maximum number of students per institution that can be dispatched to study abroad, depending on which programs.

Click “Quota List” in the main menu to display the “Quota History”

<table>
<thead>
<tr>
<th>Institution ID</th>
<th>Institution</th>
<th>Country/Territory</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Nanzan/Nanzan University</td>
<td>Japan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Study Abroad Year</th>
<th>Previous Quota</th>
<th>Accepted</th>
<th>Sent</th>
<th>Quota for the next semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-Spring Semester</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

a. Institutions may dispatch up to two students each semester
b. Institutions with quotas are permitted to send equal number of additional students to quota besides regular students in the next semester for Program A (Tuition Waived)
XIII. DOWNLOADING APPLICANTS DATA

You are able to download applicant data for both Incoming and Outgoing students. Please follow the steps below:

1. Select “Applicant List” of “Applicant” on the top bar menu.
2. Select either “Host Institution (Incoming)” or “Home Institution (Outgoing)” depending upon your purpose.
3. In case that you would like to download a list of applicants who have placed your institution as the first priority, choose “1st” of “Placement”. If you do not select the priority, all of applicants such as “2nd” and “3rd” priority will appear in the list.
4. Check “Year”, “Semester”, “Program” and “Cycle” are selected appropriately.
5. Click “Apply Filters” and the list of applicants which you would like to download will appear in the screen.
6. Click “CSV Download” and save the data on your Document holder (text data).

7. Open the Excel spreadsheet and then open text data which you have saved on your Document.
8. The list of applicants will appear on the spreadsheet.