



STUDENT HANDBOOK

2023-2024



TABLE OF CONTENTS

1

What is UMAP?
p.3

2

Student Eligibility & Participation
p.3

3

UMAP Programs
p.4

4

What is USC02?
p.5

5

Getting Started
p.6-9

6

Apply to a Program
p.10-13

7

Check Application Status
p.13-17

8

Personal Info
p.18

9

Change Password
p.18

10

Log Out
p.18

1 & 2

WHAT IS UMAP?

University Mobility in Asia and the Pacific (UMAP) is a consortium of Higher Education Institutions and partners, collaborating to increase opportunities for study abroad across the Asia Pacific region through a variety of short and long-term in-person and virtual exchange opportunities, as well as Collaborative Online International Learning (COIL) experiences.

The 25 members represent countries in and around Central Asia, South Asia, and the Pacific Rim, including East and Southeast Asia, Australia, and North, Central and South America. Since UMAP's founding in 1991, membership across the region has grown steadily. UMAP strives to facilitate greater understanding of member countries' cultures, economies, and societies through collaborative partnerships and increased exchange activities.

STUDENT ELIGIBILITY & PARTICIPATION

To participate in UMAP programs, students must be enrolled at a [UMAP member institution](#) and their applications must be nominated by that institution. Students of any nationality are eligible to participate in UMAP exchanges as long as they are enrolled in a UMAP member institution. Students from non-member institutions are not eligible for participation.

3

UMAP PROGRAMS

UMAP offers semester-long exchange opportunities, as well as short-term programs of one to eight weeks, and virtual programming, including Collaborative Online International Learning (COIL) courses, micro-credentials, and virtual research and internship opportunities. The main categories of UMAP programs are:

Program A

An exchange program through which UMAP participating institutions send and receive up to two students with tuition waivers each semester

Program B

A negotiated bi-lateral exchange between two institutions that have agreed to exchange more than two students per semester.

Program C

Short-term programs of one to eight weeks, for which tuition may be charged.

Virtual Program

Virtual programs offered entirely online and may include both short-term and semester-long programs.

4

WHAT IS USCO2?

The UMAP Student Connection Online (USCO) application management platform was introduced in 2019 as a “one-stop-shop” to manage all programs offered by UMAP member institutions, student applications, the application review processes, information sharing, and member networking and communications. It was revised in 2022 as USCO2. In general, the terms USCO and USCO2 will be used interchangeably to refer to the system now in use.

The screenshot shows the USCO2 application management platform interface. At the top, there is a dark blue header with the UMAP USCO logo on the left, and 'PROGRAMS' and 'INSTITUTIONS' in the center. On the right side of the header are 'REGISTER' and 'LOG IN' links. Below the header, the main content area is titled 'Programs'. It contains several paragraphs of text explaining the program types: Program A (exchange program), Program B (bilateral exchange), and Program C (short-term programs). It also mentions that Programs A and B follow a timeline with two application cycles, and that Programs A and B are marked with a blue dot, while Programs C are marked with a green dot. A link to 'https://umap.org/program-definitions/' is provided for more information. Below the text is a search filter section with dropdown menus for 'Country', 'Institution', 'Program', 'Year', 'Semester (Prog. A/B)', 'Scholarship', and 'Level of Study'. Below the filters is a table with columns for 'Program', 'Program Description', and 'Program Dates'. The first row shows the 'UFV UMAP Test Program' from the 'University of the Fraser Valley' in 'Abbotsford, Canada'. It includes details about English requirements (TOEFL ITP, English Score: 550) and application deadlines (30/Oct/2023). A green circular badge with '1st & 2nd' is next to the program name. The second row shows the 'UMAP Discovery Camp Winter 2024' in Indonesia, with details about the dates (February 17th - February 29th, 2024) and the host institution (Institut Teknologi Sepuluh Nopember (ITS)).

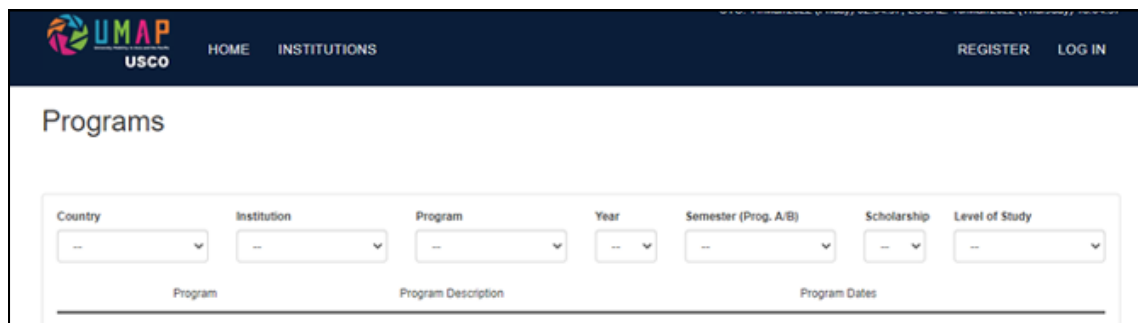
Good to know! After you submit an application, your home institution must review it. It is strongly recommended that you contact the UMAP Coordinator at your home institution as you begin the application process. If you are unsure who what is, the International Programs office or an office with a similar title is a good place to start.

5

GETTING STARTED

Step 1: Explore Available Programs

Go to: <https://usco2.umap.org/> to find the USCO2 landing page. This is where program offerings are available to search and apply to.



The screenshot shows the 'Programs' section of the USCO2 UMAP website. The header includes the UMAP USCO logo, navigation links for 'HOME' and 'INSTITUTIONS', and buttons for 'REGISTER' and 'LOG IN'. Below the header, the 'Programs' title is followed by a search filter interface. This interface consists of a row of seven dropdown menus labeled 'Country', 'Institution', 'Program', 'Year', 'Semester (Prog. A/B)', 'Scholarship', and 'Level of Study'. Each dropdown menu has a small downward arrow icon. Below these filters, there is a table with three columns: 'Program', 'Program Description', and 'Program Dates'. The table is currently empty, showing only the column headers.

All current and recent program offerings will be available on this page.

Step 2: Register an Account

When you are ready to log-in and apply to programs, you will first need to register for an account.

Good to know! You can register for an account any time, but you can only apply to programs during the designated application period. Please see 'Apply to Programs' below for more information.

5

Register for an account

1 Choose your country and institution from the drop-down menu. If your institution is not listed, it is not a UMAP member. You must be enrolled at UMAP member institution to be eligible to apply for programs.

2 Choose a password with at least 10 characters, Upper and lower case letters, a number, and a symbol (!@#\$% etc).

Register. Fill in every box that has a red asterisk *

Create a new student account.

Home Institution

Country: PHILIPPINES

Institution: De La Salle University

User Account Info

Email: [redacted]@gmail.com

Password: [redacted]

Confirm password: [redacted]

Personal Info

Student Number: [redacted]

First Name: [redacted]

Last Name: [redacted]

Date of Birth: [redacted]

Preferred Email: [redacted]

Gender: [redacted]

Nationality: [redacted]

Anticipated Graduation Date: [redacted]

Native English: ☐ No ☒ Yes

English Language Proficiency: IELTS

Score (English): 8.0

If Other, specify: [redacted]

Score (Other): [redacted]

Other Language Certification: [redacted]

My GPA: [redacted] Scale: [redacted]

List your GPA and scale, for example 85 / 100. If 85 is your GPA and 100 is the maximum possible GPA.

Attachment: [redacted]

Good to know! It works better if you use your Institutional email address to register your account, instead of a Gmail or another general email provider.

3 Student number is from your home institution. If you don't have one, use 0

4 You will receive notifications at the Preferred email address. You can use the address above or add a new one.

5

Personal Info

Student Number: 00000

First Name: Phil

Last Name: Student

Date of Birth: 10/10/1992

Preferred Email: umapstudent@gmail.com

Gender: Male

Nationality: PHILIPPINES

Anticipated Graduation Date: [redacted]

Native English: ☐ No ☒ Yes

English Language Proficiency: IELTS

Score (English): 8.0

If Other, specify: [redacted]

Score (Other): [redacted]

Other Language Certification: [redacted]

My GPA: [redacted] Scale: [redacted]

List your GPA and scale, for example 85 / 100. If 85 is your GPA and 100 is the maximum possible GPA.

Attachment: [redacted]

The information you use to create an account is your personal information. It will automatically be added to every application. You cannot change the information in most of the fields once it has been saved. You will only be able to change your graduation date and attachments. Please make sure this information is correct before you submit it.

Some fields are required. These will have red asterisks *. You will not be able to SAVE or SUBMIT your application until all required items are completed.

5

Good to know! It is best to avoid using ALL CAPITAL LETTERS. Use upper and lower case (e.g. John Smith, not JOHN SMITH). Also, make sure that you spell your name/institutional name correctly and in English characters; Special characters and accents such as ä, é, ç, ñ may not input correctly.

The screenshot shows the 'Register' page of the UMAP USCO website. The page has a dark blue header with the UMAP USCO logo and navigation links: HOME, INSTITUTIONS, REGISTER, and LOG IN. The main content area is titled 'Register.' and includes a section to 'Create a new student account'. This section has dropdown menus for 'Country' (set to PHILIPPINES) and 'Institution' (set to De La Salle University). A note states 'UMAP Programs are available to students at active UMAP member institutions only.' Below this is a 'User Account Info' section. To the right, a green callout box says: 'You can add attachments later by updating the "personal information" link in your new account!'. Below the registration form, there are three numbered steps: 1. Upload a copy of your transcripts. File can not be larger than 4 mb. 2. Upload a copy of your English language test scores (if applicable). 3. If you have another language test score, for example Spanish or Japanese, upload it here. To the right of these steps are three file upload buttons: 'Transcript', 'Certification of English Language Exams', and 'Certification of Other Language Exams', each with a 'Choose File' button and 'No file chosen' text. A red circle highlights a message at the bottom right: 'You will receive a confirmation message in your email. Check your spam/junk folders. Click the link in the message to complete the registration process'. At the bottom left, a red arrow points to a 'Register' button with the text 'Click Register to create your account!'.

Step 3: Confirm your account

Once you have clicked on register your account, you will receive a confirmation message in your email. Check your spam/junk folders if you do not receive it right away in your inbox. Click the link to verify your address and complete the account registration process. **The confirmation link is only good for one hour. If you do not confirm your account in this time, you will have to start over.** Once you have confirmed your account, return to USCO2.umap.org to Log In.

5

Log in using the email address and password that you used to create your account.

Once logged in, hover your mouse over the box on the upper right corner.

This will show the menu of actions you can take.

The screenshot shows the UMAP USCO website. At the top, there is a dark blue header with the UMAP USCO logo on the left, and 'HOME' and 'INSTITUTIONS' links in the center. On the right side of the header are 'REGISTER' and 'LOG IN' links. Below the header is a 'Log in.' section with a 'User Name' input field, a 'Password' input field, a 'Remember me?' checkbox, and a 'Log in.' button. A pink arrow points to the 'User Name' field. Below the login section is a 'Forgot your password?' link. The main content area has a dark blue header with the UMAP USCO logo, 'HOME', 'INSTITUTIONS', and a user profile box on the right. The user profile box shows 'PHIL STUDENT' and 'U@MAIL.C'. A pink arrow points to this box. Below the header is a 'Programs' section with a table of search filters: Country, Institution, Program, Year, Semester (Prog. A/B), and Scholarship. Below the filters is a table with columns: Program, Program Description, and Program Dates. A pink arrow points to the 'Program' column. On the right side of the 'Programs' section, there is a dropdown menu with options: 'MY APPLICATIONS', 'PERSONAL INFO', 'CHANGE PASSWORD', and 'LOG OUT'. A pink arrow points to this menu.

Good to know! You can search the Programs page at any time, but you must be logged in to begin the application process.

6

APPLY TO A PROGRAM

Step 1: Search Available Programs

- Use the drop-down menus to filter Program information for programs you are interested in.
- You can filter by Country, Institution, Program, etc. It will work best if you only search for one or two options at one time.
- Program refers to Program type: semester-long exchanges (A/B), short term (C), or Virtual.
- Year refers to the year that the exchange program starts.
- For level of study, you can indicate Undergraduate or Graduate.
- Click on the name of the program to read the details or apply.

Programs

Program A is an exchange program through which UMAP participating institutions send and receive up to two students with tuition waivers each semester.

Program B is a negotiated bilateral exchange between two institutions that have agreed to exchange more than two students per semester.

Programs A and B follow a timeline that has two application cycles. Programs that are open for application only during the early or First application cycle are marked with ●.



Programs that are open for application during both early/late or First and Second application cycles are marked with ●.

Program C consists of short-term programs of one to eight-weeks, for which tuition may be charged.

Virtual Programs are offered entirely online and may include both short-term and semester-long programs.

For more information please visit: <https://umap.org/program-definitions/>.

Country	Institution	Program	Year	Semester (Prog. A/B)	Scholarship	Level of Study
JAPAN	--	--	2024	--	--	--

Program	Program Description	Program Dates
 Student Exchange Program Kansai University of International Studies Amagasaki, Japan	Kansai University of International Studies welcomes you to study in any of our six departments: Global Communication, Tourism, Sociology, Psychology, Child Education and Social Welfare, and Management for a semester or a year. Kansai University of International Studies is located in Hyogo prefecture with lots of tourist destinations.	Program A/B Application deadline: 04/Oct/2023 Semester 1 dates: 01/Apr/2024 - 31/Jul/2024 Semester 2 dates: 01/Oct/2024 - 31/Jan/2025 First Year
 Aichi Prefectural University Exchange Program Aichi Prefectural University Nagakute, Japan English Requirements: Other	We are a small local university with 3500 students approximately residing in Aichi Prefecture, Central Japan, where is famous for automobile. Our program offers undergraduate courses in the wide specializations to exchange students, which is the best destination for students with study-mind.	Program A/B Application deadline: 04/Oct/2023 Semester 1 dates: 01/Apr/2024 - 30/Sep/2024 Semester 2 dates: 01/Oct/2024 - 31/Mar/2025 First Year

6

Step 2: Review details for programs you wish to apply to

Semester Abroad Program - Program Details		
General Information	Institution	FPT University
	Program A/B Status: Cycle 1	Open
	Program A/B Status: Cycle 2	Closed
Timeline	Study Abroad Year	2024
	Semester	Spring
Program Information	Program Name	Semester Abroad Program
	Program Type	Program A/B
	Program Description	We offer Spring and Fall Semester Abroad Programs, where in students can engage in the most interesting global semester in the beautiful country of Vietnam
	Contact Information	Ms. Chau Pham, chauP04@fpt.edu.vn
	Teaching Language	English
	Degree Level	Undergraduate or Graduate
	Exchange Duration	1 semester
	Accept Native English	Yes
	English Language Requirements	None
	Other English Language Requirements	Be proficient in English (it is recommended that students be at IELTS 6.0 or equivalent)
Language Proficiency Requirements	Other Language Requirements	None
	Academic Field	Business, Communication, Computer and Information Systems, Education, Engineering, English Language and Literature, Foreign Languages and Literatures, Hospitality and Tourism, Human Services, International / Global Studies

Click on other Institution Name to see the Institutional Profile

Read the Program Description to learn about the program

If you have questions, send a message to the listed Contact person

Look for language proficiency and grade requirements to make sure you are eligible to apply

Program fees will explain how much the program costs

Check out any links for additional useful information

Program Fees (All values are in USD)	Facilities and Resources	None
	Scholarships Available	No
	Scholarship Information	N/A
	Tuition or Program Fee	\$2750.00
	Average Housing Cost	\$300.00 average per month.
	Local Transportation	\$0.00 average per month. This can include cost of buses, trains, and other forms of public transportation.
	Other Program Fees	\$0.00 excluding tuition. These may include activity, lab/materials, or other fees.
	Cost of Living	\$0.00 average per month. This can include meals, pocket money, and entertainment.
	Medical Insurance	\$0.00 per month.
	Visa	\$0.00
Supplementary Links	Additional Program Information	Students have the option to work on a four to six-week project at a local company to put into practice what they have learnt in class.
	Program brochure	Link
	FPT Semester Abroad Factsheet	Link
Program A/B Information	Semester Abroad Course List - Fall 2023	Link
	Additional Information	N/A
	Required GPA	N/A
Program Schedules	1st Semester Start Date:	01/Sep/2023
	1st Semester End Date:	31/Dec/2023
	2nd Semester Dates:	01/Jan/2024
	2nd Semester End Date:	30/Apr/2024
	Credit Transfer	Yes, 3-4 credits per course UCTS Calculator
	Number of Tuition Waived Participants	1
	Additional Number of Students Accepted	30
	Number of Fee Paying Students Accepted	30

[Add to My Applications](#)

6

Step 3: Apply to Programs

After reviewing the program information and confirming with your home institution, you can apply for the program. Click on the blue “Add to My Application” button.

You will not see the blue button if you are trying to apply outside of an official application period. Check the Program A/B timelines for more information about the dates of student application periods: <https://umap.org/timelines/> The application period for Program C or Virtual programs will be listed in the program description.

You can apply for up to **three** Program A/B opportunities each semester. There is no limit to applications for Program C or virtual programs.

Good to know! If you are selected for Program A, you will not need to pay tuition. You will still need to pay for travel, local transportation, housing, meals, pocket money, etc. The fees section will outline those costs. If you are applying for Program C or Virtual programs, tuition may also be charged.

6

Charlotte Li

Program Info

Program Name: UMAP Test Program

Study Abroad Year: 2022

Program: Virtual

Exchange Duration - Program C/V: Semester

Host Institution: University of the Fraser Valley

Host Country/Territory: CANADA

Student

Action Status: ☐ I am applying ☐ I would consider paying tuition required ☐ I am not applying

Reference: ☐ 1 ☐ 2 ☐ 3

Motivation Letter: Click here to upload your Motivation Letter

Other: Click here to upload your Other documents

Home Institution

Student required to pay tuition: Click here to upload your tuition receipt

Nomination Status: Click here to upload your nomination status

Host Institution: Click here to upload your host institution information

Acceptance Status: Click here to upload your acceptance status

Study Abroad Status: Click here to upload your study abroad status

On the “Edit Application” Screen, you will need to:

- Choose the length of the program (Program A/B only)
- Select if you are able to pay tuition. You will be required to pay any tuition shown in the fees section for Programs B, C, and Virtual
- For program A/B select your preferred ranking. You can submit up to 3 applications. Each must be ranked.
- Upload your Motivation Letter, see below for more information
- The “Other” section can be used to upload any additional documents required by the host institution.

The **Motivation Letter** is optional, but is an important document. Your motivation letter can make you stand out and show your potential host institutions why you are a good fit for their program. The Motivation letter should be approximately one page long and should describe the relevant skills or experience you would bring to the program, why you are interested in their program or subject, and what makes your application special or strong.

Good to Know! You cannot make any changes to your application after you have submitted it. Please double check to make sure all the information is complete and correct before you submit.

After you submit, your application will be reviewed by the UMAP Coordinator at your home institution. If your application is nominated by your home institution, it will automatically be sent to the host institution coordinator for review.

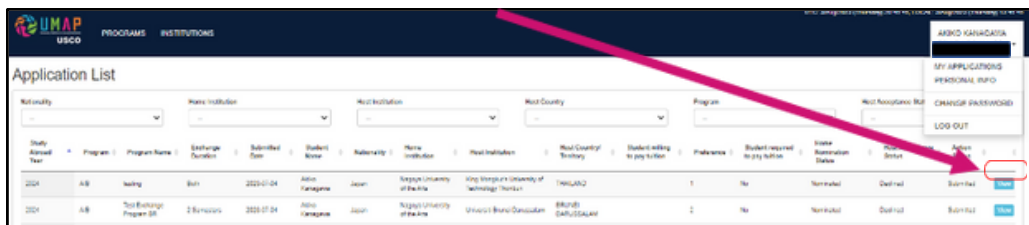
7

CHECK APPLICATION STATUS

After you submit, your application will be reviewed by the UMAP Coordinator at your home institution. If your application is nominated by your home institution, it will automatically be sent to the host institution coordinator for review.

To check the status of your draft or submitted applications: Go to “MY APPLICATIONS.”

- Click on the blue View button to open an application.



Check the Home and Host Institution boxes at the bottom to see the status of your application:

7

HOME INSTITUTION REVIEW STATUSES

In Review

The application has been received and they are reviewing it.

Nominated

The home institution supports and has endorsed the application.

Declined

The home institution has declined to support the application.

7

HOST INSTITUTION REVIEW STATUSES

In Review

The application, has been nominated, and is now eligible for review by ranked institutions.

Selected

A host institution has selected the application.

Declined

A host institution has declined the application.

Unavailable

An institution has selected an application and lower ranked applications are no longer available for selection.

Pending

The application has not yet opened for that institution to decide on. This refers to the ranking of programs on the application.

Skipped

An institution did not make an acceptance decision during their review period and the application passed automatically to the next ranked institution for consideration.


Cancelled

The application has been withdrawn and is no longer active.

7

Home Institution	
Student required to pay tuition	No ▼
Nomination Status	Nominated ▼
Host Institution	
Acceptance Status	Accepted ▼
Study Abroad Status	Accepted and preparing for departure ▼

Good to know! You can add a document to the “Other” field using the blue Upload button if your host institution requires any additional paperwork.

Home Institution	
Student required to pay tuition	No ▼
Nomination Status	Nominated ▼
Host Institution	
Acceptance Status	Skipped ▼
Study Abroad Status	-- ▼
	

8 & 9 & 10

PERSONAL INFO

Go to “Personal Info” to add or update your transcripts or language scores.

CHANGE PASSWORD

Change Password allows you to re-set your password. The new password will require: 10 or more characters, lower case and CAPITAL letters, a number, and a symbol (@#\$\$%^)

LOGOUT

Click “Log Out” to exit the USCO2 system.

Study Abroad Year	Program	Program Name	Exchange Duration	Submitted Date	Student Name	Nationality	Home Institution	Host Institution	Host Country/Territory	Student willing to pay tuition	Preference	Student required to pay tuition	Home Nomination Status	Host Acceptance Status	Action Status
2024	A/B	Isling	Both	2023-07-04	Akiko Kanagawa	Japan	Nagoya University of the Arts	King Mongkut's University of Technology Thonburi	THAILAND	1	No	Nominated	Declined	Submitted	View
2024	A/B	Test Exchange Program-01	3 Semesters	2023-07-04	Akiko Kanagawa	Japan	Nagoya University of the Arts	Universiti Brunei Darussalam	BRUNEI DARUSSALAM	2	No	Nominated	Declined	Submitted	View



UMAP

University Mobility in Asia and the Pacific

UMAP.org
USCO2.UMAP.org

