



University Mobility in Asia and the Pacific (UMAP) International Secretariat

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To: Coordinators of Participating Institutions for the 2nd Cycle of
Multilateral/Bilateral Student Exchange Program (Program A&B) for
Autumn 2019

From: UMAP International Secretariat

Re: Student Application Procedure

Thank you for your participation in the 2nd Cycle of UMAP Multilateral/Bilateral Student Exchange Program (Program A&B 2019-1) for Autumn 2019.

If your students are interested in applying for one of these programs, we recommend they review the information on UMAP Student Connection Online (USCO) System (<https://usco.umap.org/>) and research the programs' contents, length, available credits, and fees before applying.

Beginning the previous cycle, all transactions in the application procedure, such as submission of student applications, nominations by home institutions, and acceptance or refusal by host institutions, have been completed using the USCO System. .

To apply, the following **three steps need to be completed by 5th March 2019:**

- REGISTRATION - **Students** create an account on the USCO System by registering their email address and password (<https://usco.umap.org/std/>). For more information about the USCO System, students can check the Student User Manual through this link (<http://umap.org/usco/#students-manual>).
- APPLICATION - **Students** complete the Application Form in the USCO System for up to five preferred programs and click "Save and Submit". The USCO System will automatically inform the UMAP coordinators at the home university/institution that an application has been submitted. Applications will be accepted from **16 February through 5 March**.
- NOMINATION -- **Coordinators** log into the USCO System (<https://usco.umap.org/incw/>), using the ID and password previously sent by UMAP IS. They can then check the applications they have received, and nominate up to two students by clicking "Approve as Program A". Institutions with additional quotas for outbound students are able to nominate additional students according to the number of quotas they have

available. Any additional students you want to nominate can be approved for Program B. Please note: Students in Program B may be required by their host institutions to pay tuition fees.

For more information, please refer to the User Manual (<http://umap.org/usco/#institutions-manual>).

Please note;

1. Only institutions that participate in the 2nd cycle are able to send their students to other participating institutions during the cycle.
2. For Program A-Tuition waived exchange students:
Institutions can nominate up to two (2) students per semester; however, institutions that have accepted additional students in the past are able to nominate an equal number of additional students.
3. For Program B-Tuition non-waived exchange students :
Institutions can also nominate additional students for Program B if they do not have quotas available for nominating them for Program A. Following the placement period, host institutions notify accepted students about whether they will study abroad on a tuition-waived or non-waived basis.

If you have any questions about the application procedure, please do not hesitate to contact us.

We look forward to receiving many applications.

Sincerely yours,



Takashi Sekiyama, Ph.D.

CC: National Secretariat

Executive Director
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