



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

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To: Coordinators of Pledged Institutions

From: UMAP International Secretariat

Re: Student Application Procedure for Program C

We are pleased to announce the instructions on how to apply for the Super Short-Term Programs (SSTP or Program C) to be offered by member institutions of UMAP in 2019!

Please promote the programs which are available on UMAP Student Connection Online (USCO) System (<https://usco.umap.org/>).

There are two cut-off dates for the student application period as shown below;

1. Program C (March-May Application) 1st Cycle from March 1st to March 23rd
2. Program C (March-May Application) 2nd Cycle from Apr. 25th to May 28th

To apply, the following **three steps** must be completed by each deadline.

- 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** must complete the Application Form in the USCO System for up to three 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 based on each Timeline.
- 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 appropriate students by clicking “Approve”.

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

Please note;

1. Only students of universities/institutions that have signed the “Pledge of Agreement” are able to apply for those programs. However, unlike Program A&B, their home universities/institutions do not have to participate or offer this program in order for the student to participate in this specific program.
2. There are no limits for the number of nominees from home universities/institutions.
3. We only accept applications with endorsements (applications that were approved) from home universities/institutions. Please kindly support students toward their research for suitable programs and check the programs’ contents, length, available credits, and Tuition fees before applying.
4. Please follow the Timeline of each cycle, because all transactions in the application procedure (such as submission of student applications) of nominations by home institutions and acceptance/ refusal by host institutions, will be completed using the USCO System.

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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