



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

c/o Toyo University, 5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606 Japan
Phone: (+81) 3-3945-7190 | Fax: (+81) 3-3945-7994 | Email: umap-is@umap.org

To: Coordinators of Pledged Institutions

From: UMAP International Secretariat

Re: Student Application Procedure for Program C

We are pleased to announce that the first cycle of student applications for the Super Short-Term Programs (SSTP or Program C) has started today. This is to inform you of the instructions on how to apply for Programs C 2020 offered by member institutions of UMAP in 2020.

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

This year UMAP operates three cycles for Program C and each university/institution offer their programs depending upon their schedules of courses. There will be more programs coming in the second and third cycles.

The application period of each cycle for students as well as UMAP Coordinators is as follows;

From 18 November to 2 December 2019 (deadline) (for the 1st Cycle)
From 6 February to 25 February 2020 (deadline) (for the 2nd Cycle)
From 13 April to 22 May 2020 (deadline) (for the 3rd Cycle)

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 their programs in order for the students to apply for Program C.**
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,



Yuko Kobayakawa, Ph.D.

CC: National Secretariat

Executive Director
University Mobility in Asia and the Pacific
International Secretariat (UMAP IS)
c/o Toyo University (Tokyo, Japan)

5-28-20 Hakusan, Bunkyo-ku,
Tokyo 112-8606 Japan
TEL:+81-3-3945-7190
e-mail: umap-is@umap.org
URL: www.umap.org

