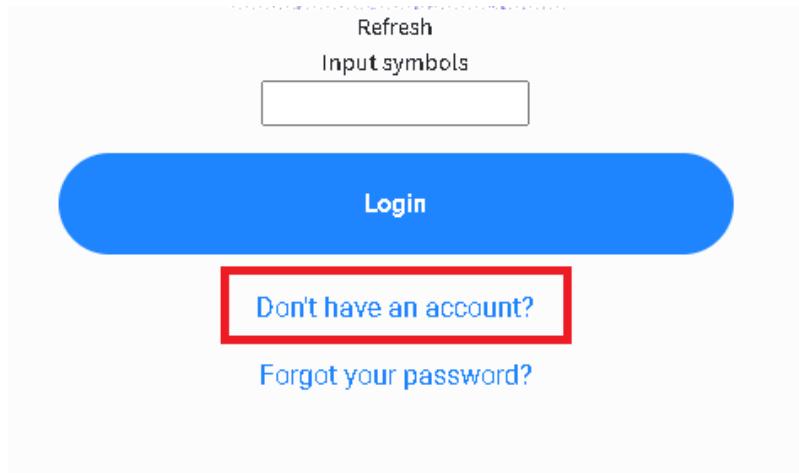


## 2 Guideline for Students

This chapter guides students in filing an scholarship application using [The Apply Tool](#).

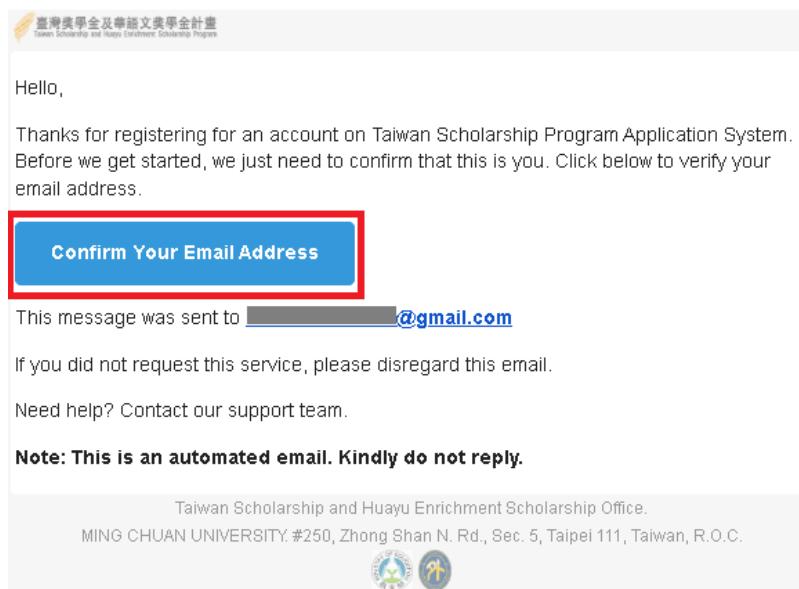
### 2.1 Register and Login

1. Click **Didn't have an account?** to create a user account.



2. Confirm Your Email Address

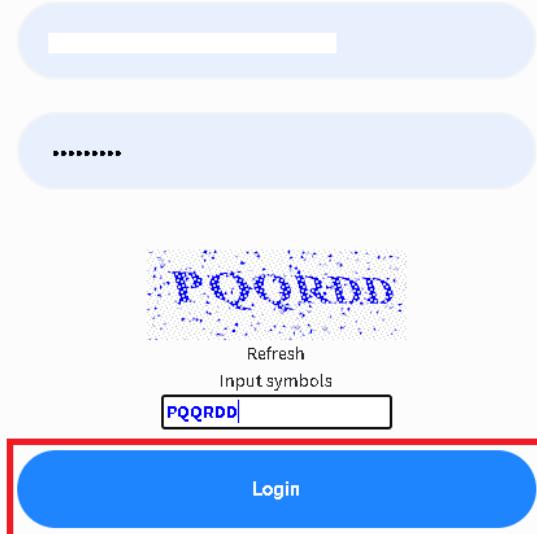
- You will receive an email to confirm your email address. In the email, click on the **Confirm Your Email Address** button to activate your account.



3. Navigate to the index page of [The Apply Tool](#) and [Login](#).

# Welcome Back!

Enter your email address and password to  
access your account



The image shows a login interface. At the top, there are two input fields: one for the email address and one for the password, both represented by blue rounded rectangles with placeholder text. Below these is a blue button with the text 'POQRDD' in white. To the right of the password field are 'Refresh' and 'Input symbols' buttons. Below the password field is a text input box containing 'PQQRDD'. A large blue button at the bottom is labeled 'Login'. This 'Login' button is highlighted with a red rectangular border. Below the interface, there are two links: 'Don't have an account?' and 'Forgot your password?'. The entire interface is set against a white background.

- If you have not completed the previous step, **Confirm Your Email Address** and activated your account, the system will not allow you to login and will resend another confirmation email to you.

4. Select **the mission** to which you are applying for a scholarship, and select **your nationality** before clicking **Save**.

- **The mission** and **your nationality** determine the types of scholarship you are eligible for.

## Set Mission and Nationality

Please note that your selected Embassy/ Mission/ Representative Office and nationality will determine the types of scholarship for which you are eligible to apply.

If your scholarship application has been submitted, your nationality cannot be modified.

**Please select**

Select

**Please select your nationality**

Countries that have diplomatic relations with Taiwan, or have been recognized as friendly relations with Taiwan by [MOFA](#).

Country/Region

Select

**SAVE**

5. You are now on **the dashboard page**, which means your account is ready for you to apply for scholarships.

Overview			
Government Department	Scholarship Type	Status	Action
Ministry of Education	Huayu Enrichment Scholarship	Not Applied	<b>Add</b>
Ministry of Foreign Affairs	Taiwan Scholarship	Not Applied	<b>Add</b>

## 2.2 Before Starting an Application

**Important:** Before starting any application, please ensure your selections of **the mission** and **your nationality** are accurate.

- When you change the fields of **the mission** and **your nationality**, **all existing applications remain associated with your previous selections**. This means after such edit, **you will need to start completely new applications**.
- To edit the two fields, click on your email in the upper right corner of the page and select **Set Nationality**.
- After submitting an application, you can no longer edit the two fields.



## 2.3 Fill Out the Application Form

1. Select the type of scholarship you would like to apply for.

Overview			
Government Department	Scholarship Type	Status	Action
Ministry of Education	Huayu Enrichment Scholarship	Not Applied	<button>Add</button>
Ministry of Foreign Affairs	Taiwan Scholarship	Not Applied	<button>Add</button>

2. You are now on the application form page. Fill out each field to the best of your knowledge.

臺灣獎學金及華語文獎學金計畫  
Taiwan Scholarship and Huayu Enrichment Scholarship Program

Dashboard

1. Scholarship

2. Profile

3. Education

4. Upload Documents

Save Draft

Application Form for the Taiwan Scholarship and Huayu Enrichment Scholarship

This application form should be completed by the applicant. Each question must be answered clearly and completely. Detailed answers are required in order to make the most appropriate arrangements.

**1. Scholarship**

You are eligible only if you are a national of a country that maintains diplomatic relations with Taiwan.  
You may click [this link](#) to view the list of countries maintaining diplomatic relations with Taiwan.

**Scholarship Type**

**TAIWAN SCHOLARSHIP (MOFA)** 

If one or both of your parents was an R.O.C. national at the time of your birth, you are an R.O.C. national as well and therefore not eligible to apply.

3. A red apostrophe(\*) indicates that the field is required. Filling in the field contributes to the section's **completion percentage**.

### Data Collection Policy Agreement

I agree to the data collection policy 

Fig. 1: An apostrophe indicating the field is required

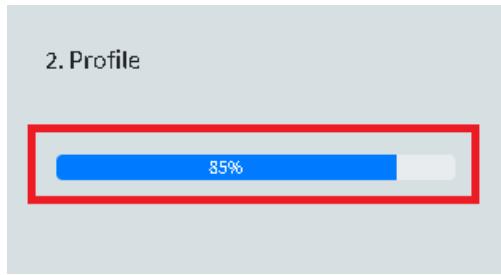
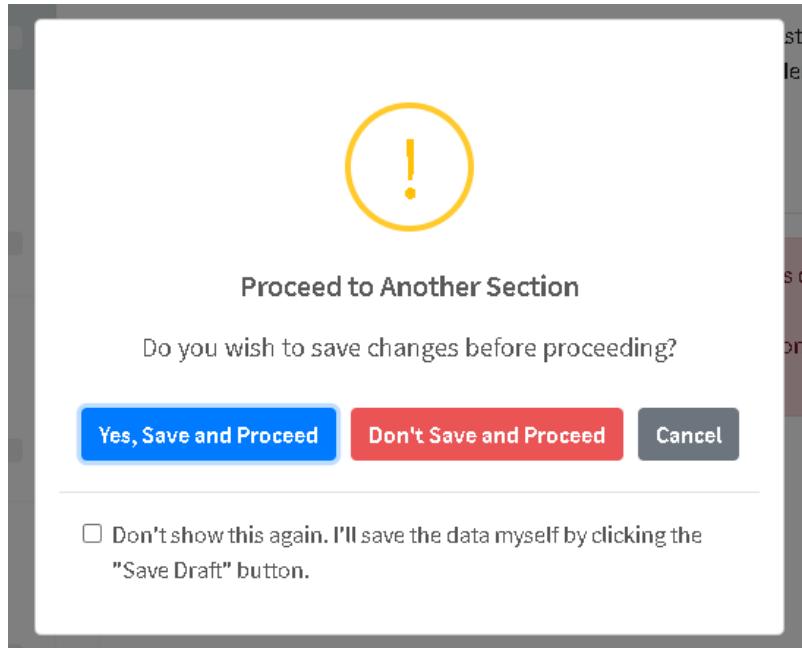


Fig. 2: The completion percentage

- When you switch to a different section, a pop-up **save reminder** panel appears, prompting you to save your progress.
  - The application form calculates **completion percentages** after each save.
  - Check **Don't show this again.** will disable the reminder panel. This setting is saved in your browser cookies. To re-enable it, clear your browser cookies.



- When the percentage in every section reaches 100% completion, **the preview button** appears. Your application is then ready to submit.



6. Preview application.



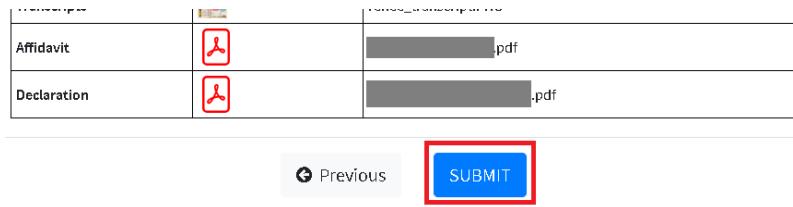
The screenshot shows the application preview page for the Taiwan Scholarship and Huayu Enrichment Scholarship Program. At the top, there is a logo and the text "臺灣獎學金及華語文獎學金計畫" and "Taiwan Scholarship and Huayu Enrichment Scholarship Program". Below this, the "Dashboard" button is visible. The main content area is titled "Scholarship Type" and "獎學金申請". It displays the following application details:

Embassy Name 外館	Embajada de la República de China (Taiwán) en el Paraguay
Application Number 申請單號	10623
Department 部會	Ministry of Foreign Affairs
Scholarship Name 獎學金類型	Taiwan Scholarship
Degree 學位	Doctor

Below this, there is a section titled "Personal Information" with a table:

	Title	Ms
	First Name	[Redacted]
	Last Name	[Redacted]
	Middle Name	[Redacted]

7. Submit at the bottom of the page.



The screenshot shows the submission interface. At the top, there are two document attachments: "Affidavit" and "Declaration", each with a red document icon and a redacted file name. Below the attachments, there are two buttons: "Previous" and "SUBMIT". The "SUBMIT" button is highlighted with a red box.

8. Done

You have submitted an application.