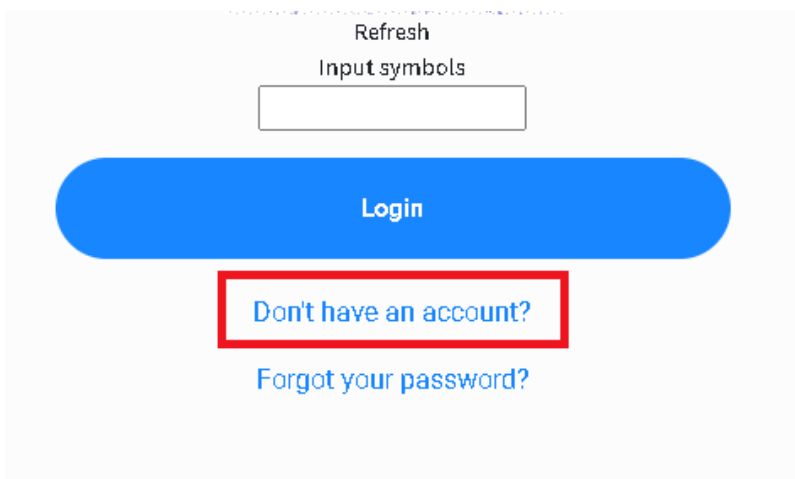


2 Guideline for Students

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

2.1 Register and Login

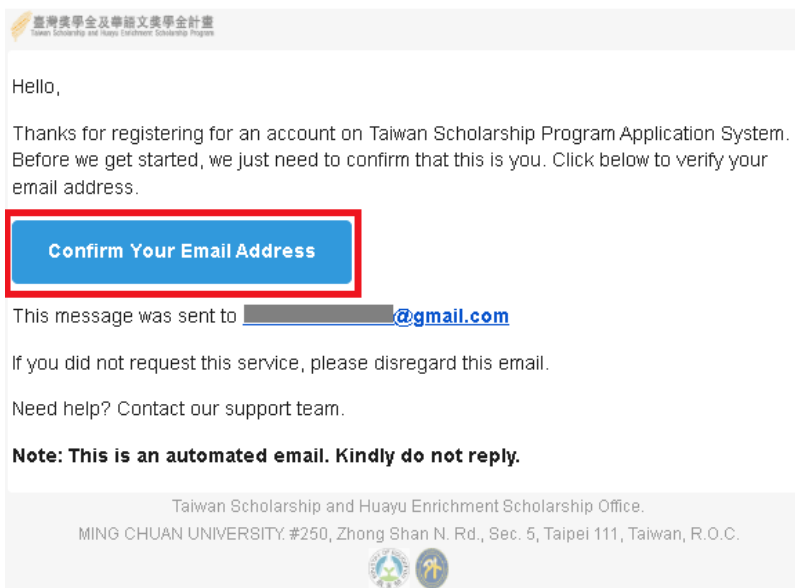
1. Click **Didn't have an account?** to create a user account.



The image shows a login page with a light gray background. At the top, there is a 'Refresh' link and an 'Input symbols' label above a text input field. Below the input field is a large blue rounded rectangle button labeled 'Login'. Underneath the 'Login' button is a red rectangular box containing the text 'Don't have an account?'. Below this box is a blue link that says 'Forgot your password?'.

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.



The image shows an email confirmation page. At the top is the header for the 'Taiwan Scholarship and Huayu Enrichment Scholarship Program'. The main body of the email starts with 'Hello,' followed by a message thanking the user for registering and asking them to confirm their email address by clicking a button. The button is a blue rounded rectangle with the text 'Confirm Your Email Address', which is highlighted by a red rectangular box. Below the button, the email states 'This message was sent to [redacted]@gmail.com'. It also includes a note to disregard the email if not requested and a link to contact support. At the bottom, there is a note stating 'Note: This is an automated email. Kindly do not reply.' and contact information for the Taiwan Scholarship and Huayu Enrichment Scholarship Office at Ming Chuan University, including the address and two logos.

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

Welcome Back!

Enter your email address and password to
access your account



Refresh

Input symbols

[Don't have an account?](#)

[Forgot your password?](#)

- 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

Please select your nationality

Countries that have diplomatic relations with Taiwan, or have been recognized as friendly relations with Taiwan by MOFA.

Country/Region

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	Add
Ministry of Foreign Affairs	Taiwan Scholarship	Not Applied	Add

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.

██████████@██████████

Dashboard

Set Nationality

Logout

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	Add
Ministry of Foreign Affairs	Taiwan Scholarship	Not Applied	Add

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

@gmail.com

Dashboard

1. Scholarship

2. Profile

3. Education

4. Upload Documents

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.

Save Draft

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

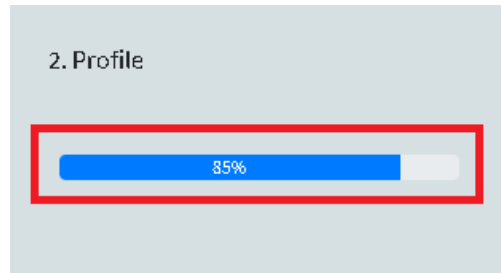
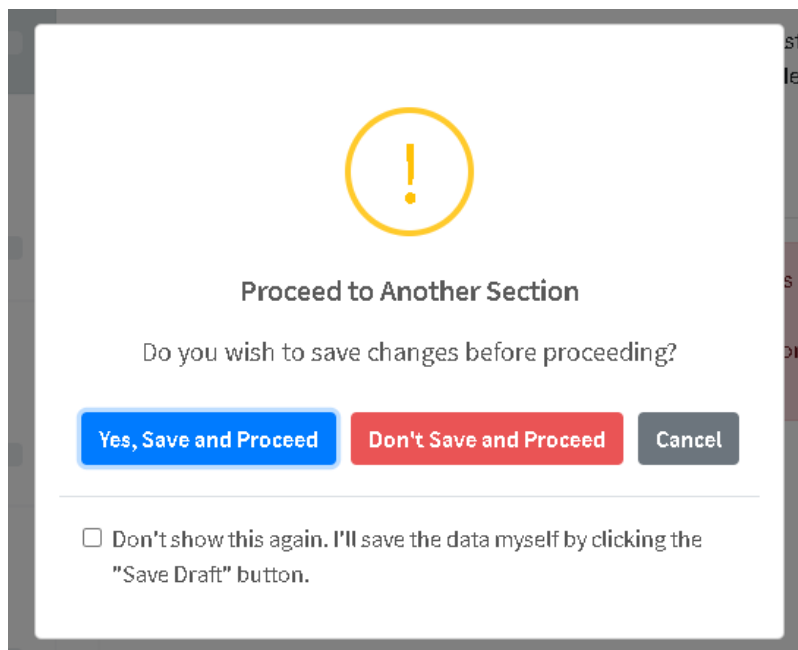


Fig. 2: The completion percentage

4. 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.



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



6. Preview application.

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

Dashboard

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

Scholarship Type
獎學金申請

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

Personal Information

	Title	Ms
	First Name	
	Last Name	
	Middle Name	

7. Submit at the bottom of the page.

Affidavit		 .pdf
Declaration		 .pdf

Previous

SUBMIT

8. Done

You have submitted an application.