
The TSP Web System User Manual

Taiwan Scholarship and Huayu Enrichment Scholarship Program

Jan 08, 2025

Contents

1	Introduction	2
1.1	Tools within The TSP Web System	2
2	Guideline for Students	5
2.1	Register and Login	5
2.2	Before Starting an Application	7
2.3	Fill Out the Application Form	8
3	Guideline for Missions	11
3.1	Process Overview	11
3.2	Student Initiates the Process using The Apply Tool	11
3.3	Review Student Profiles using The Admin Tool	11
3.4	Import Student Profiles to The TSP Tool	17
4	Contact	21
4.1	Email	21
4.2	Additional Contact Information	21

1 Introduction

Taiwan Scholarship and Huayu Enrichment Scholarship Program (The TSP Program) has been promoting international education for over two decades by providing three different types of scholarships. The process of applying for and offering these scholarships can involve tedious paperwork. To address this issue, **The Office of The TSP Program (The TSP Office)** has been designing and developing a web system –**The TSP Web System** –that aims to make the entire process available online. This will reduce paperwork, making the process more efficient and user-friendly.

This document aims to guide user roles involved in the process in using The TSP Web System.


The next section introduces **the four tools** that comprise The TSP Web System.

1.1 Tools within The TSP Web System

The TSP Web System is composed of the following four tools:

1. The Official Website
2. The Apply Tool
3. The Admin Tool
4. The TSP Tool

1. The Official Website




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

COVID-19 繁體中文 English Español INFOSEC

INTRODUCTION - APPLY - LINKS - FAQ - PICTURES - NEW STUDENTS -

2024 Fabulous Taiwan Contest

Photography and Caption Second Prize Winner
National Taiwan University of Science and Technology | Lee Xin Yu



- **URL** <https://taiwanscholarship.moe.gov.tw>
- **User Role:** Everyone
- **Usage:** For information on policies of each scholarship and links to the external websites associated with the scholarship.

2. The Apply Tool



Welcome Back!

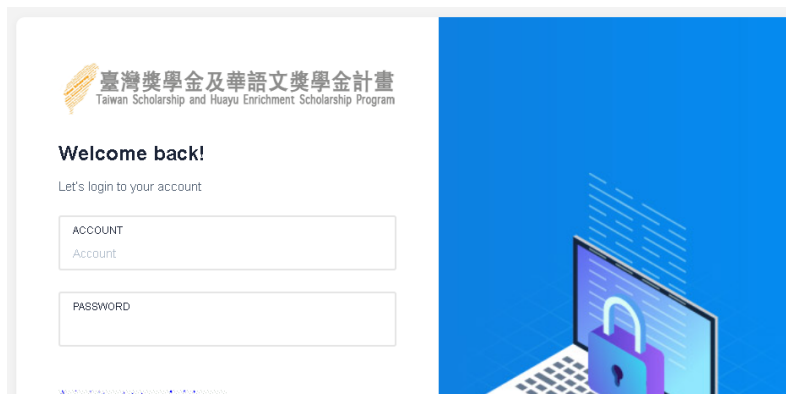
Enter your email address and password to
access your account

Email Address

Password

- **URL:** <https://taiwanscholarship.moe.gov.tw/Apply>
- **User Role:** Student
- **Usage:** For applying for scholarships associated with The TSP Program.
- **Version:** Apply & Admin v1.2.0, 2024/12/31

2. The Admin Tool



- **URL:** <https://taiwanscholarship.moe.gov.tw/Apply/Admin>
- **User Role:** Mission
- **Usage:** For reviewing students' profiles.
- **Version:** Apply & Admin v1.2.0, 2024/12/31

3. The TSP Tool



- **URL:** <https://taiwanscholarship.moe.gov.tw/tsp/tsp/000LoGin.aspx>
- **User Role:** As listed in the figure **User Roles in The TSP Tool**.
- **Usage:** Users of different roles have different usage patterns with this tool, as listed in the figure **User Roles in The TSP Tool**.
- **Version:** TSP v1.5.0, 2024/12/31

Table 1: User Roles in The TSP Tool

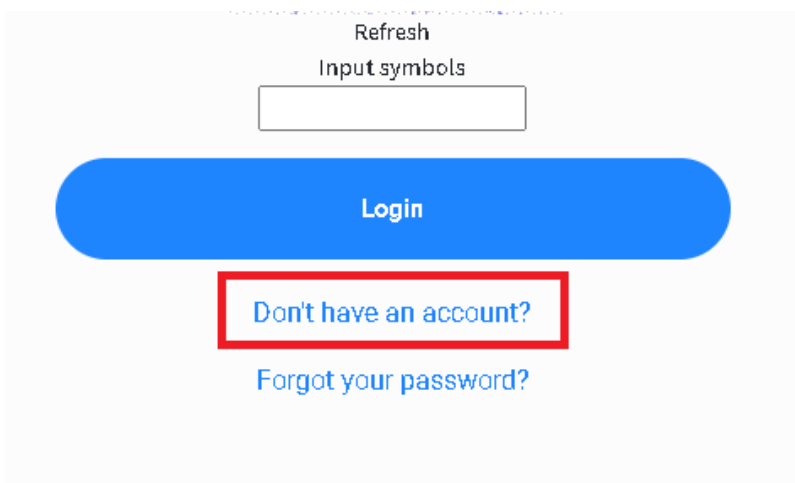
#	User Role	Usage
1	Mission	Import profiles of students selected for The TSP Program.
3	School or Language Center	Confirm students' enrollments.
4	The TSP Office	Process funding and verification

2 Guideline for Students

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

2.1 Register and Login

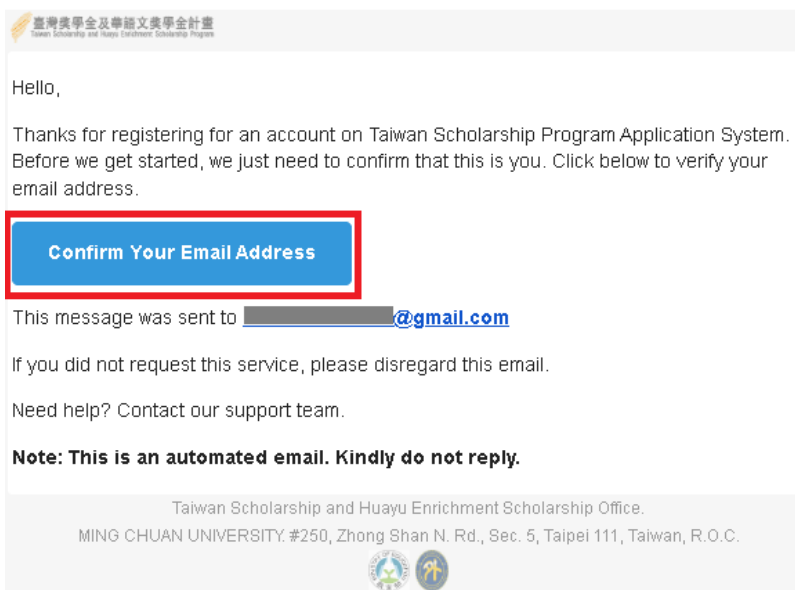
1. Click **Didn't have an account?** to create a user account.



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 labeled '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.



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

8

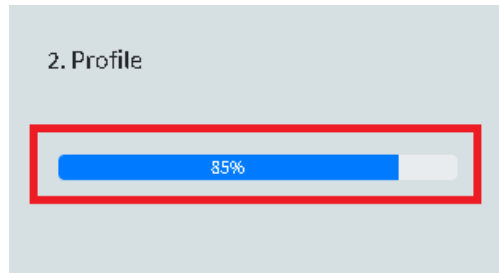
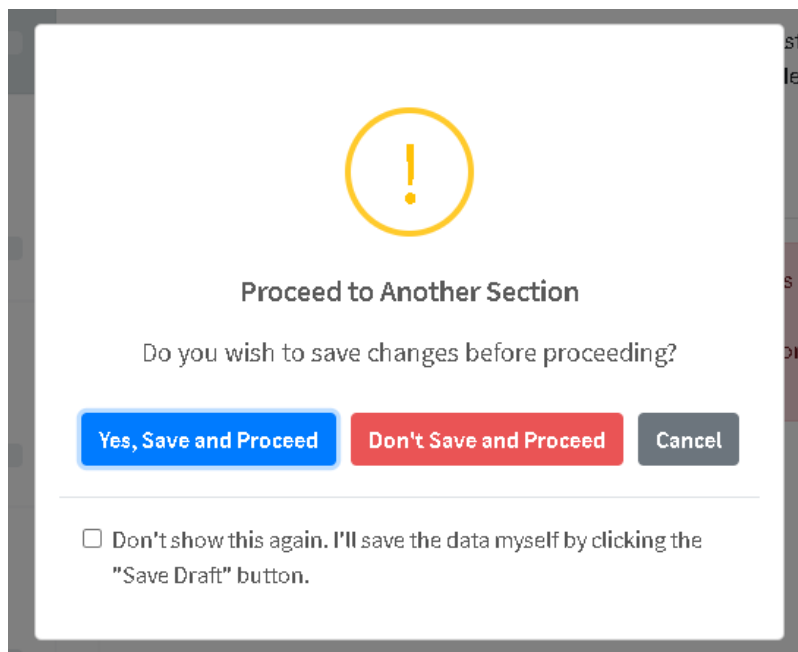


Fig. 2: The completion percentage

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.

3 Guideline for Missions

This chapter guides missions in the review and admission process of students' online applications.

3.1 Process Overview

The admission process involves both **the student** and **the mission**. This page separate the process into three sections:

1. Student initiates the process using [The Apply Tool](#).
2. Review student profiles using [The Admin Tool](#).
3. Import student profiles to [The TSP Tool](#).

This chapter explains the use of each tool.

3.2 Student Initiates the Process using The Apply Tool

Students often seek guidance from you regarding the use of The Apply Tool, so it is important for you to be adequately familiar with it. For detailed instructions, refer to [Guideline for Students](#) for instructions.

3.3 Review Student Profiles using The Admin Tool

After the student successfully submits the application, the mission can review the student' s qualifications by using The Admin Tool.

1. Open [The Admin Tool](#) and **Login**



Welcome back!

Let's login to your account

ACCOUNT

TESTE

PASSWORD

...



Refresh

The answer is

30

Login Account

[Forget your Password? Contact Us!](#)

- If you don't already have an account, please contact the office of The TSP Program via email at taiwanscholarship@mail.moe.gov.tw.

2. On the **navigation panel**, select the type of scholarship you would like to review.



Fig. 3: The Navigation Panel

3. Within the scope of The Admin Tool, there are no further “steps” to introduce; it’s time explore the features of this tool that may assist you in the review process.

Features of The Admin Tool

This section introduces the three features of The Admin Tool:

1. Direct Review
2. Download a Name List
3. Download Detailed Profiles

1. Direct Review

Click on a **student’s data row** to view the detailed profile.

Show entries

<input type="checkbox"/>	Id	FirstName	Gender	Passport
<input type="checkbox"/>	10612	Renee	F	1111111
<input type="checkbox"/>	10613	Chen	F	12121212
<input type="checkbox"/>	10619	JULIE	F	K9866543
<input type="checkbox"/>	10620	ROBIN	M	12121212
<input type="checkbox"/>	10621	FIRDHAUS	M	12121212

Fig. 4: A Student’s Data Row

← AMY Chen / Application Detail Dashboard / Application Detail

Scholarship Type **Profile** School / Language Center Education Language Proficiency Reference Employment

Study Plan Documents Export

Personal Information

a. Basic Information	Title	Ms		
	First Name	Chen		
	Last Name	AMY		
	Middle Name			
	Chinese Name 中文姓名	陳艾米		
	City or Country of Birth 出生城市及國別	montana, united states	Nationality 國籍	R.O.C
	Gender 性別	Female	Marital Status 婚姻狀況	Married

Fig. 5: Detailed Profile

2. Download a Name List

The **EXCEL** button downloads a name list.

Export Name List File

- A name list.
- If no items are selected, all items across all pages will be exported.

EXCEL

ODS

Fig. 6: The EXCEL Button

row no	id	applicant	embassy	gov. dept.	applicant	applicant	last name	first name	permanent	permanent	permanent	gender	birthdate
1	10612	2024	中華民國	MOFA	臺獎	學士班	Chen	Renee	reneedch	123456789	123456789	女	1971-01-01
2	10613	2024	中華民國	MOFA	臺獎	碩士班	AMY	Chen	reedreed	098367282	091827363	女	2000-06-21
3	10619	2024	中華民國	MOFA	臺獎	學士班	YEAP	JULIE	chen.3140	121212121	121212121	女	2003-01-31

Fig. 7: EXCEL Result

3. Downloads Detailed Profiles

The **checkboxes** on the left side of the table allow flexible selection for downloading **the name list** and **detailed profiles**. This example demonstrates using them for downloading detailed profiles.

Show 10 entries

<input type="checkbox"/>	Id	FirstName	Gender
<input checked="" type="checkbox"/>	10612	Renee	F
<input checked="" type="checkbox"/>	10613	Chen	F
<input checked="" type="checkbox"/>	10619	JULIE	F
<input type="checkbox"/>	10620	ROBIN	M
<input type="checkbox"/>	10621	FIRDHAUS	M

Fig. 8: The Checkboxes

1. The **PDF button** downloads detailed profiles.

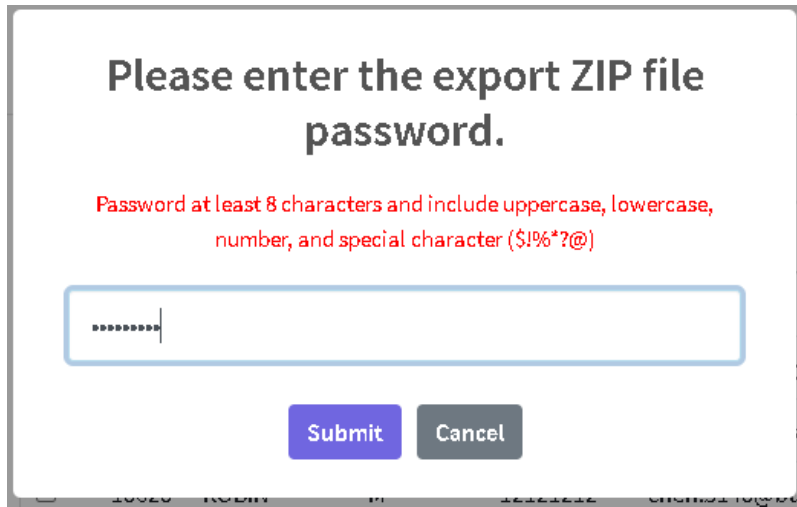
Export Detailed Student Files

- Detailed profiles of each student.
- If no items are selected, all items across all pages will be exported.
- This process may take longer for large batches.



Fig. 9: The PDF Button

2. A password is required upon download for zipping the files. Use the same password to unzip the downloaded file.



Please enter the export ZIP file password.

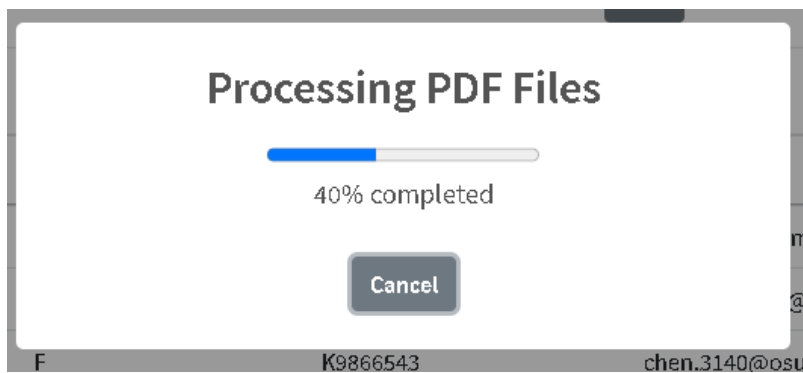
Password at least 8 characters and include uppercase, lowercase, number, and special character (\$!%*?@)

.....

Submit Cancel

Fig. 10: PDF Password

3. Processing may take some time, especially for large batches. Please wait until it's done.



Processing PDF Files

40% completed

Cancel

F K9866543 chen.3140@osu

Fig. 11: Batch Download PDF Files

4. Click **Download** the batch-selected student profiles.

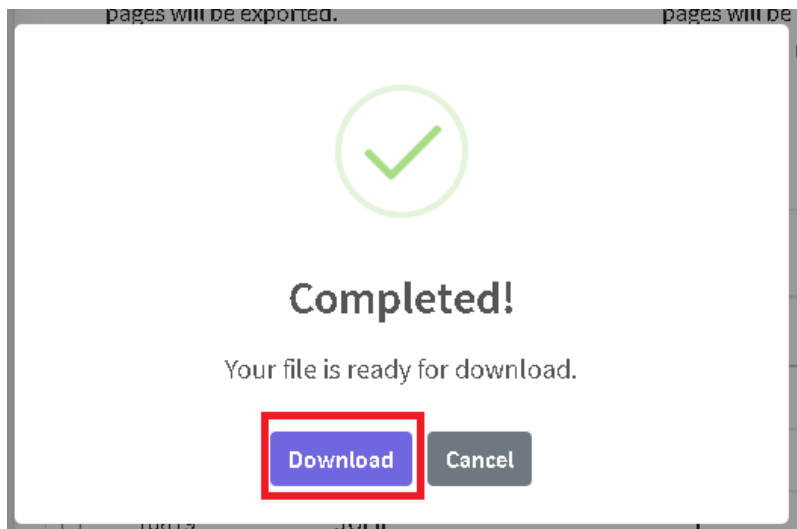
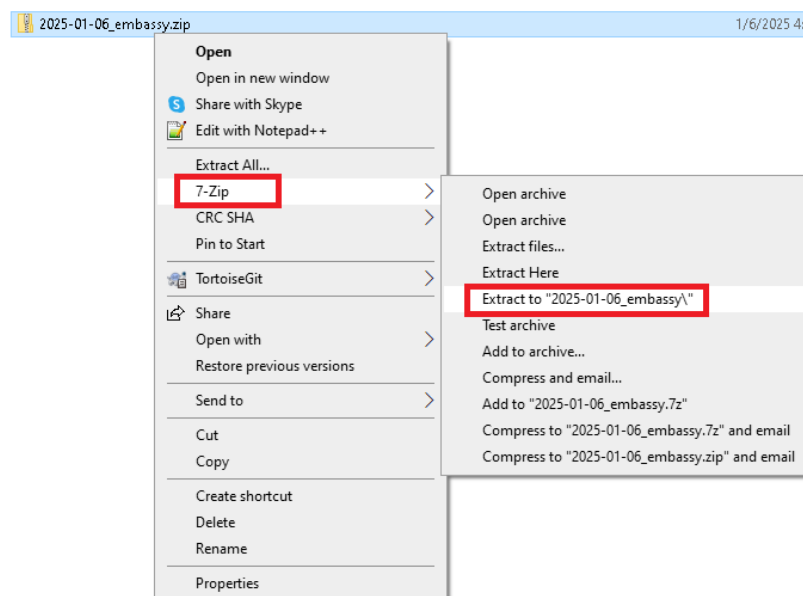


Fig. 12: Batch Download PDF Done

5. Use 7z or Rar to unzip; if the unzipping fails, it may be due to an incorrect password.



To proceed further with an application, import your selected student profiles into [The TSP Tool](#). The next section will outline the steps.

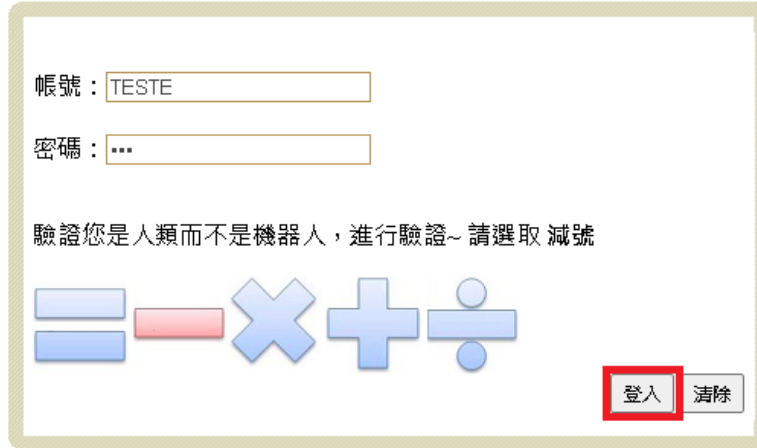
3.4 Import Student Profiles to The TSP Tool

To accept selected students into The TSP Program, you need to import their profiles into The TSP Tool. Follow these steps:

1. Open [The TSP Tool](#) and **Login**

● 登入系統 Sign in

- 依規定，唯有已授權之系統作業人員替各成員建置代號及密碼。
- 如不清楚自己密碼，詳見「[忘記密碼](#)」。

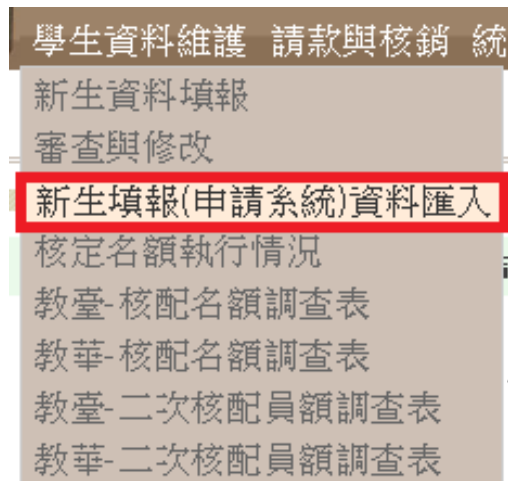


The login form contains the following elements:

- A label "帳號:" followed by a text input field containing the text "TESTE".
- A label "密碼:" followed by a password input field with three dots "..." inside.
- A text instruction: "驗證您是人類而不是機器人，進行驗證~ 請選取 減號".
- A visual math problem: $2 - 3 \times 4 + 5 \div 2$, where the minus sign is highlighted in red.
- Two buttons at the bottom right: "登入" (Login) and "清除" (Clear). The "登入" button is highlighted with a red border.

- If you don' t already have an account, please contact the office of The TSP Program via email at taiwanscholarship@mail.moe.gov.tw.

2. Go to 學生資料維護 > 新生填報 (申請系統) 資料匯入



The navigation menu lists the following options:

- 學生資料維護
- 請款與核銷
- 統
- 新生資料填報
- 審查與修改
- 新生填報(申請系統)資料匯入** (highlighted with a red border)
- 核定名額執行情況
- 教臺-核配名額調查表
- 教華-核配名額調查表
- 教臺-二次核配員額調查表
- 教華-二次核配員額調查表

3. Select the type of scholarship.

獎學金類型				
獎學金類型	<input checked="" type="radio"/> 外交部 壹獎【核配名額010/執行名額000/剩餘名額010】 <input type="radio"/> 教育部 華獎【核配月數120】			
	壹獎學位別	<input type="radio"/> 博士班〔DT〕 <input type="radio"/> 碩士班〔MT〕 <input type="radio"/> 學士班〔UG〕	壹獎先修語文	<input type="radio"/> 有先修語文 <input checked="" type="radio"/> 無先修語文
受獎生	<div> <input type="text"/> </div>			
受獎新生資料檢核				
目前受獎生資料重覆如下：【「2004年至2009年資料並非完整正確，請各駐外館處承辦人員務必進行人工核對」】				

4. Select the student's name from the dropdown list.

獎學金類型	<input checked="" type="radio"/> 外交部 壹獎【核配名額010/執行名額000/剩餘名額010】 <input type="radio"/> 教育部 華獎【核配月數120】	
	壹獎學位別	<input type="radio"/> 博士班〔DT〕 <input type="radio"/> 碩士班〔MT〕 <input type="radio"/> 學士班〔UG〕
受獎生	<div> <input type="text"/> </div>	
目前受獎生資料	<div> 10612 - Renee Chen 10613 - Chen AMY 10619 - JULIE YEAP 10620 - ROBIN KEHINDELLE 10621 - FIRDHAUS LEE </div>	

5. The profile is automatically filled in. Carefully review each field before submitting.

受獎新生基本資料						
受獎生所屬國籍	000 中華民國		護照號	12121212		性別 <input type="radio"/> 男 <input checked="" type="radio"/> 女
出生年月日	2000-06-20 (西元年-月-日) 設定生日		英文姓名	名字 (First Name) Chen	中間名字 (Middle Name)	姓氏 (Family Name) AMY
			※請依『護照』的「英文姓名」填入欄位 (1)必須是英文字母 (2)欄位內不要「,」逗號			
中文姓名	陳艾米		電子郵件	@gmail.com		推薦人
駐處推薦理由						
遴選程序						
最高學歷	請選取		最高學歷學校名稱	northvale high		在校成績 GPA (教育部臺灣生必填) 1 . 000 (整數一位,小數三位,例如: 4.500)
就讀語言中心	5 國立成功大學		000001 文學院華語中心		就讀學校系所	
					13 國立彰化師範大學 210101 美術學系	
<input type="checkbox"/> 尚未申請學校請勾選						
連絡電話/地址	該國居住電話		該國居住地址			
		在臺居住電話		在臺居住地址		
備註			<input type="checkbox"/> 專案生 <input type="checkbox"/> 全英語公共衛生學位學程		儲存這筆資料 儲存這筆遞延受獎生資料	

4 Contact

4.1 Email

The TSP Office welcomes questions and feedback. If you have any, please contact us via email at taiwanscholarship@mail.moe.gov.tw.

4.2 Additional Contact Information

You can find more detailed contact information on [The Contact Page](#) of our official website.