

Application Portal Step-by-step Briefing



Application Portal Instruction

- Sign up your application account.
- Complete and submit your CV



INDUSTRIAL DEVELOPMENT BUREAU,
MINISTRY OF ECONOMIC AFFAIRS
經濟部工業局



Registration



INDUSTRIAL DEVELOPMENT BUREAU,
MINISTRY OF ECONOMIC AFFAIRS

經濟部工業局



Registration (1/5)



DIGI+Talent
跨域數位人才加速躍升計畫
Accelerator & Jumpstart Program



人才循環交流推動計畫
TALENT CIRCULATION ALLIANCE PROGRAM

DIGI+Talent 計畫網站: DIGI+Talent FB專頁: TCA 計畫網站: TCA FB專頁

推薦報名
Sign Up

面試邀請
Interview

媒合確認
Admission

遞補備取
Admission for waiting list

登入 LOGIN

信箱 E-MAIL

密碼 PASSWORD

登入LOGIN

忘記密碼?
Forget Password!

還沒註冊嗎? 現在開始註冊吧!
Don't have an account? Register now!



DIGI+研習生



TCA Trainee



學校窗口



主辦單位: 經濟部工業局

執行單位: 跨域數位人才加速躍升計畫辦公室, 人才循環交流推動計畫辦公室

DIGI+ Website DIGI+ FB TCA Website TCA FB

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Step 1: Proceed to Registration Website: https://www.digitalent.org.tw/digiplus_reg/

Registration (2/5)



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Step 2: Select TCA Trainee if you are International (外籍生) or Overseas Chinese Students (僑生)

Registration (3/5)



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3. Your Rights with regard to Personal Information Provided

You may exercise the following rights in pursuant to the rules of the activities/project or by contacting our "Talent Circulation Alliance Program" team on our website (<https://www.talentcirculationalliance.org/>):

- (1) any inquiry and request for a review of the personal information;
- (2) any request to make duplications of the personal information;
- (3) any request to supplement or correct the personal information;
- (4) any request to discontinue collection, processing or use of the personal information; and
- (5) any request to delete the personal information.

4. The Influence on Your Rights and Interests while You Choose not to Provide Your Personal Information

If you provide incorrect personal information or choose not to provide your personal information to IDB, IDB may not be able to provide you with services relating to the purposes prescribed above.

5.5. You understand that this document complies with the R.O.C. Personal Information Protection Act and relating regulations, and you agree that IDB keeps this document for further checking.

Version:P-V5x-DEI-E-011



I have read and understood the above notification



I agreed that IDB may collect, process and use my personal information for the purposes of collection prescribed above

Full Name (Please enter your legal name in English)

E-Mail (Please fill a valid .edu E-Mail provided by your school)

Cell Phone

Submit

Step 3: Read Personal Data Collection Policy & check both boxes to show sign-up information

Registration (4/5)



Accelerator & Jumpstart Program

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DIGI+Talent FB專頁

TCA 計畫網站

TCA FB專頁

修改密碼 Change Password

登出 Logout

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Version:P-V5x-DEI-E-011

- ☒ I have read and understood the above notification
- ☒ I agreed that IDB may collect, process and use my personal information for the purposes of collection prescribed above

Full Name (Please enter your legal name in English)

E-Mail (Please fill a valid .edu E-Mail provided by your school)

Cell Phone

Submit

Step 4: Enter your English legal name (Identical to your passport) and your school Email (ending with edu.tw)

Registration (5/5)



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Thank you for your registration! Your login password will be sent to your registered email shortly!

We have automatically registered a TCA Academy account for you. TCA Academy will send you an activation email shortly.

IMPORTANT:

1. Your TCA Academy account name and initial password is identical to this application portal.
For security, we highly suggest you to change your password immediately when you activate your account.
2. TCA program applicants must complete TCA prerequisite online course on TCA Academy. You will need to enter your prerequisite course certificate serial number in your online application at STEP 7.

[Go to login →](#)



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執行單位: 跨域數位人才加速躍升計畫辦公室, 人才循環交流推動計畫辦公室

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Step 5: Check your Email for your login information & TCA Academy Account Activation Mail

First Time Login & Change Password



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經濟部工業局



First-time Login (1/2)



【Registration Successful】Jane Doe Registration Status Notice

Hello, Jane Doe:

Thank you for registering "Talent Circulation Alliance Program-International Student Training & Internship".

Please complete and submit your resume and necessary document before 2022/04/27 5PM on the application portal: https://18.138.29.218/digiplus_reg/

Your resume and application document will be provided to Training Institutions for interview review. Please fill in your information, education background, work experience and other supplemental information carefully and as detailed as possible.

Here is your login information:

ID Number: janedoe@mail.edu.tw

Password: 761qxqOFY^#+

TCA Program Office Contact Window: Mr. Lai

-Contact Number: 02-6631-6743

-Email: talentcirculation@gmail.com

-Program Website: <https://www.talentcirculationalliance.org/>

-Facebook: <https://www.facebook.com/talentcirculation/>

Best Regards,

TCA Program Office

【註冊成功通知】Jane Doe 完成註冊通知

Jane Doe 您好：

感謝您申請註冊「TCA 人才循環交流推動計畫」，成為本計畫培訓的優秀人才。

提供您帳號、密碼如下



ID Number: janedoe@mail.edu.tw

Password: 761qxqOFY^#+

Step 1: Check your Email for your login information

First-time Login (2/2)





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TALENT CIRCULATION ALLIANCE PROGRAM

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忘記密碼?
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DIGI+研習生
僅限台灣學生
Taiwanese Only



TCA Trainee
僅限外籍學生
Non-Taiwanese Only



學校窗口
School

Step 2: Go back to Registration Website and login to your account

Change Password (1/3)



推薦報名
Sign Up

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Admission

遞補備取
Admission for waiting list

Click to change password

Application portal will be closed after 2022-03-16 05:00:00 PM, please ensure to submit your application materials before this date.

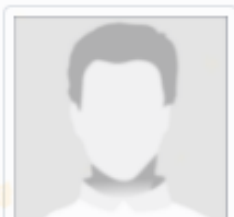
Student applying

Waiting for review

Waiting for recommendation



Personal Information



Enrollment status

☒ International ☐ Overseas Chinese

Nationality*

-- Undecided --

Step 3: Change your password before entering your personal information

Change Password (2/3)



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修改密碼 / Change Password

請輸入原本密碼 / Original password : ...

原密碼不正確 / Incorrect password

請輸入新密碼 / New password : ...

請輸入長度 12~30 碼，包含數字、符號與大小寫字母之密碼

Password length: 12~30 characters, including numbers, symbol characters, uppercase and lowercase letters

再確認一次新密碼 / Repeat your new password : ...

請輸入長度 12~30 碼，包含數字、符號與大小寫字母之密碼

Password length: 12~30 characters, including numbers, symbol characters, uppercase and lowercase letters

送出 / Submit

Password combination:

- 12-30 characters
- Numbers
- Uppercase letters
- Lowercase letters
- Special character symbols



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Step 4: Follow the instructions to create new password

Change Password (3/3)



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登入 LOGIN

janedoe@mail.edu.tw

.....

登入LOGIN

忘記密碼?
Forget Password?

還沒註冊嗎? 現在開始註冊吧!
Don't have an account? Register now!



DIGI+研習生

僅限台灣學生
Taiwanese Only



TCA Trainee

僅限外籍學生
Non-Taiwanese
Only



學校窗口

School

Step 5: Go back to login page and enter your new password

Application Process



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Prepare your Application/Resume (1/15)



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Application Timeline:

- **Sign up** before April 27th
- **Apply /Accept for Interview** before May 27th
- **Confirm admission** from Training Institution before June 6th

Application portal will be closed after 2022-03-16 05:00:00 PM, please ensure to submit your application materials before this date.

Student applying

Waiting for review

Waiting for recommendation



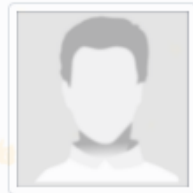
Personal Information

experience
Step 3

⚙️ Special skills
Step 4

⚙️ Intern preference
Step 5

👤 About Me



Change your
profile picture

Enrollment status:

☒ International (C)

English full name

Jane Doe

Alien Resident Certificate number *

Passport number *

Application Progress Bar:

- **Student Applying:** Applicant is still working on the CV
- **Waiting for review:** Applicant has submitted the application and is waiting for review from school
- **Waiting for recommendation:** School has yet to recommend applicant

Prepare your Application/Resume (2/15)



跨城數位人才加速提升計畫
Accelerator & Jumpstart Program



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TCA FB專頁

修改密碼 Change Password

登出 Logout

Application portal will be closed after 2022-03-16 05:00:00 PM, please ensure to submit your application materials before this date.

Student applying

Waiting for review

Waiting for recommendation



Personal Information



Change your profile picture

Enrollment status

☒ International ☐ Overseas Chinese

Nationality*

-- Undecided --

English full name*

Jane Doe

Chinese full name

Please enter your legal name

Alien Resident Certificate number *

Passport number *

Birth date*

03/15/2022



Phone*

0900-000-000

Register E-mail

janedoe@mail.nccu.edu.tw

Preferred E-mail*

Sex*

-- Undecided --

Address*

-- Undecided --

Township

Street address

8 steps to complete your application!

Personal Information

Step 1

Education Background

Step 2

Work or internship experience

Step 3

Special skills

Step 4

Intern preference

Step 5

About Me

Step 6

Upload required document

Step 7

View completed resume

Step 8

Step 1: Enter your personal information

Prepare your Application/Resume (3/15)



Step 2

Work or internship experience
Step 3

Special skills
Step 4

Intern preference
Step 5

About Me
Step 6

Upload required document
Step 7

View completed resume
Step 8

Educational background

Current educational institution*

Your University

Department*

Enter department of study

Educational system

Undergraduate

Year/Education level*

Senior

Discipline field*

-- Undecided --

Instructor

Are you graduating this year?

☐ Will be deferring current degree program till after December this year.

☒ Will graduate from current BA/MA degree in June, but already got admitted to new degree program in Sep.

Admitted school/university*

-- Undecided --

Admitted department*

Enter admitted department of study

Official letter of acceptance issued by school*

Select file to upload

<< Previous

Save

Next >>

If you are graduating in the summer, but is 100% sure to continue your education in Taiwan at different/or same school, you may still apply by attaching an official letter of acceptance issued by the next school.

Step 2: Enter your education background

Prepare your Application/Resume (4/15)

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修改密碼 Change Password

Logout

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Student applying

Waiting for review

Waiting for recommendation



Work or internship experience

+ Add

No record of any work or intern

<< Previous

Add work experience

Company/organization name*

Institute for Information Industry

Position title*

Associate Engineer

Work or internship description*

Enter working description

Starting date*

YYYY-MM-DD

Ending date

YYYY-MM-DD

+ Add

× Close

Step 3: Enter your work experience

Prepare your Application/Resume (5/15)



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Personal Information
Step 1

Education Background
Step 2

Work or internship
experience
Step 3

Special skills
Step 4

Intern preference
Step 5

About Me
Step 6

Upload required document
Step 7

View completed resume
Step 8

Student applying

Waiting for review

Waiting for recommendation



Special skills

Special skills or technical abilities

ex:Python 、 C++ 、 Microsoft Office 、 Illustrator 、 Google Analytics 、 Project manager

+ Add

Python ✕

C++ ✕

Language ability

Language

Other ▼

Japanese

Level

Advanced ▼

+ Add

Language

Level

No language skill

Supplemental document upload

Type

-- Undecided -- ▼

Attachment file

file

upload

Type

File

Step 4: Fill in your skills, technical abilities & language proficiency

Prepare your Application/Resume (6/15)

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Upload certificates, portfolio, recommendation letters or any supplementary document that might make your CV looks better.

Supplemental document upload





Type

-- Undecided --

Attachment file

file

upload

	Type	File
 delete	School Transcript	University Transcript.pdf
 delete	E-portfolio study history (competitions, awards, honors, works, internships, related work experience, etc.)	E-Portfolio study history.pdf
 delete	Cross-domain skills or training certificate (such as ICT/Internet/Community/E-commerce/Big Data/IoT etc.)	Skills and Training Certificates.pdf
 delete	Recommendation letter or other supplemental document	Recommendation Letter or other supplement.pdf

You may add website links to your online portfolio, certificates or any supplementary evidence of your past experience.

Other links to personal skill certificates/evidence

Website address

ex: <https://www.digitalent.org.tw/zh-tw>

Website description

If adding a new webpage, description is

+ Add

Website

No attachment

« Previous

Next »


Prepare your Application/Resume (7/15)





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 Personal Information
Step 1


 Education Background
Step 2


 Work or internship
experience
Step 3

 Special skills
Step 4

 Intern preference
Step 5

 About Me
Step 6

 Upload required document
Step 7

 View completed resume
Step 8

Student applying

Waiting for review

Waiting for recommendation



Intern preference

Preferred field of training & internship*

- ☒ Artificial Intelligence
- ☒ Data Science
- ☐ Smart Network
- ☐ Digital Contents
- ☐ Digital Marketing

Preferred internship location*

- ☒ Taipei, New Taipei, Keelung
- ☒ Taoyuan, Hsinchu, Miaoli
- ☐ Taichung, Changhua, Nantou
- ☐ Yunlin, Chiayi, Tainan
- ☐ Kaohsiung, Pingtung
- ☐ Yilan, Hualien, Taitung (including Penghu, Kinmen, Matsu)

<< Previous

Save

Next >>

Step 5: Choose your internship field and preferred location

Prepare your Application/Resume (8/15)



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Education Background
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Work or internship
experience
Step 3

Special skills
Step 4

Intern preference
Step 5

About Me
Step 6

Upload required document
Step 7

View completed resume
Step 8

Student applying

Waiting for review

Waiting for recommendation



About Me

Be concise and focus on your strength,
instead of writing a generic autobiography

Motive for participation and program expectations*

limit is 1500 letters

Please specifically describe your major-related skills*

limit is 1500 letters

Please write a specific autobiography*

limit is 1500 letters

Step 6: Write your resume here

Prepare your Application/Resume (9/15)



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Student applying

Waiting for review

Waiting for recommendation



Upload required document

Required Document Upload

Alien Resident Certificate (ARC)*

Click to view

Select file to upload

Passport*

Click to view

Select file to upload

Student ID*

Click to view

Select file to upload

Please prepare these documents beforehand

Please proceed to TCA Academy and complete the prerequisite online course first to obtain the completion certificate. Submit the certificate serial number here.

Prerequisite course completion certificate number*

TCA99223VENB00749

Matched

<< Previous

View resume >

- Personal Information
Step 1
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experience
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- Special skills
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- About Me
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Step 7: Upload all required documents

Prepare your Application/Resume (10/15)



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Personal Information
Step 1

Education Background
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Work or internship
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Step 3

Special skills
Step 4

Intern preference
Step 5

About Me
Step 6

Upload required document
Step 7

View completed resume
Step 8

Application portal will be closed after 2022-03-17 05:00:00 PM, please ensure to submit your application materials before this date.

Student applying

Waiting for review

Waiting for recommendation



Upload required document

Required Document Upload

Alien Resident Certificate (ARC)*

Click to view

Select file to upload

Passport*

Click to view

Student ID*

Click to view

Prerequisite course certificate serial number:

- All applicants are required to take and pass the prerequisite course on TCA Academy!
- You must enter your own completion certificate number here.

Please proceed to TCA Academy and complete the prerequisite online course first to obtain the completion certificate. Submit the certificate serial number here.

Prerequisite course completion certificate number*

TCA99223VENB00749

Matched

<< Previous

For detailed information on TCA Academy, please check out "TCA Academy Instructions".

Prepare your Application/Resume (11/15)



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Accelerator & Jumpstart Program

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DIGI+Talent FB專頁

TCA 計畫網站

TCA FB專頁

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登出 Logout

Personal Information
Step 1

Education Background
Step 2

Work or internship
experience
Step 3

Special skills
Step 4

Intern preference
Step 5

About Me
Step 6

Upload required document
Step 7

View completed resume
Step 8

Application portal will be closed after 2022-03-17 05:00:00 PM, please ensure to submit your application materials before this date.

Student applying

Waiting for review

Waiting for recommendation



Upload required document

Required Document Upload

Alien Resident Certificate (ARC)*

Click to view

Select file to upload

Passport*

Click to view

Select file to upload

Student ID*

Click to view

Select file to upload

Please proceed to TCA Academy and complete the prerequisite online course first to obtain the completion certificate. Submit the certificate serial number here.

Prerequisite course completion certificate number*

TCA99223VENB00749

Matched

<< Previous

View resume >>

Step 8: View your resume after you have completed all the steps

Prepare your Application/Resume (12/15)



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推薦報名
Sign Up

面試邀請
Interview

媒合確認
Admission

遞補備選
Admission for waiting list

Application portal will be closed after 2022-03-17 05:00:00 PM, please ensure to submit your application materials before this date.

Student applying

Waiting for review

Waiting for recommendation



Personal Information



Enrollment status
International

Nationality*

English full name*
Jane Doe

Chinese full name

Alien Resident Certificate number *

Passport number *

Birth date*

Phone*

Register E-mail

Preferred E-mail*

Sex*

Female

Address*

Review your resume before submitting

Prepare your Application/Resume (13/15)



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Motive for participation and program expectations*

Please specifically describe your major-related skills*

Please write a specific autobiography*

Please write a specific professional self-evaluation*

Upload required document

Alien Resident Certificate (ARC) File*

[Click to view](#)

Passport File*

[Click to view](#)

Student ID File*

[Click to view](#)

Prerequisite course completion certificate number*

TCA99223VENB00749

- You must submit your application by **April 27th** before 5PM.
- Please make sure you have every required information filled.

[Submit](#)

[Download PDF](#)

Click Submit when you are ready!

Prepare your Application/Resume (14/15)




Submit Successfully!
The window will be closed automatically and return to
your resume page.

Close


Successful Submission:
Your school will be able to see that you apply for this
program and review your application information.

Upload required document


Alien Resident Certificate (ARC) File*

 Click to view

Passport File*


 Click to view

Student ID File*

 Click to view

Prerequisite course completion certificate number*

TCA99223VENB00749

 Submit

Prepare your Application/Resume (15/15)

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登出 Logout



推薦報名

面試邀請
Interview

媒合確認
Admission

遞補錄取
Admission for waiting list

Application progress bar will be updated:
You can check here to see if your university has reviewed and recommended you or not.

Application materials deadline: 2022-03-17 05:00:00 PM, please ensure to submit your application materials before this date.

Successfully submitted

Reviewing by school

Waiting for recommendation



Personal Information



Enrollment status
International

English full name*
Jane Doe

Alien Resident Certificate number*

Birth date*

Register E-mail
janedoe@mail.edu.tw

Sex*
Female

Nationality*

Chinese full name

Passport

You can't edit all other details except for your phone number and your preferred Email after submission.

Phone*

0900-000-000



Preferred E-mail*

janedoe@mail.edu.tw



Address*

THANK YOU!

