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

Application Portal Step-by-step Briefing

INDUSTRIAL DEVELOPMENT BUREAU,
MINISTRY OF ECONOMIC AFFAIRS
經 濟 部 工 業 局

Application Portal Instruction

-Sign up your application account.

-Complete and submit your CV

INDUSTRIAL DEVELOPMENT BUREAU,
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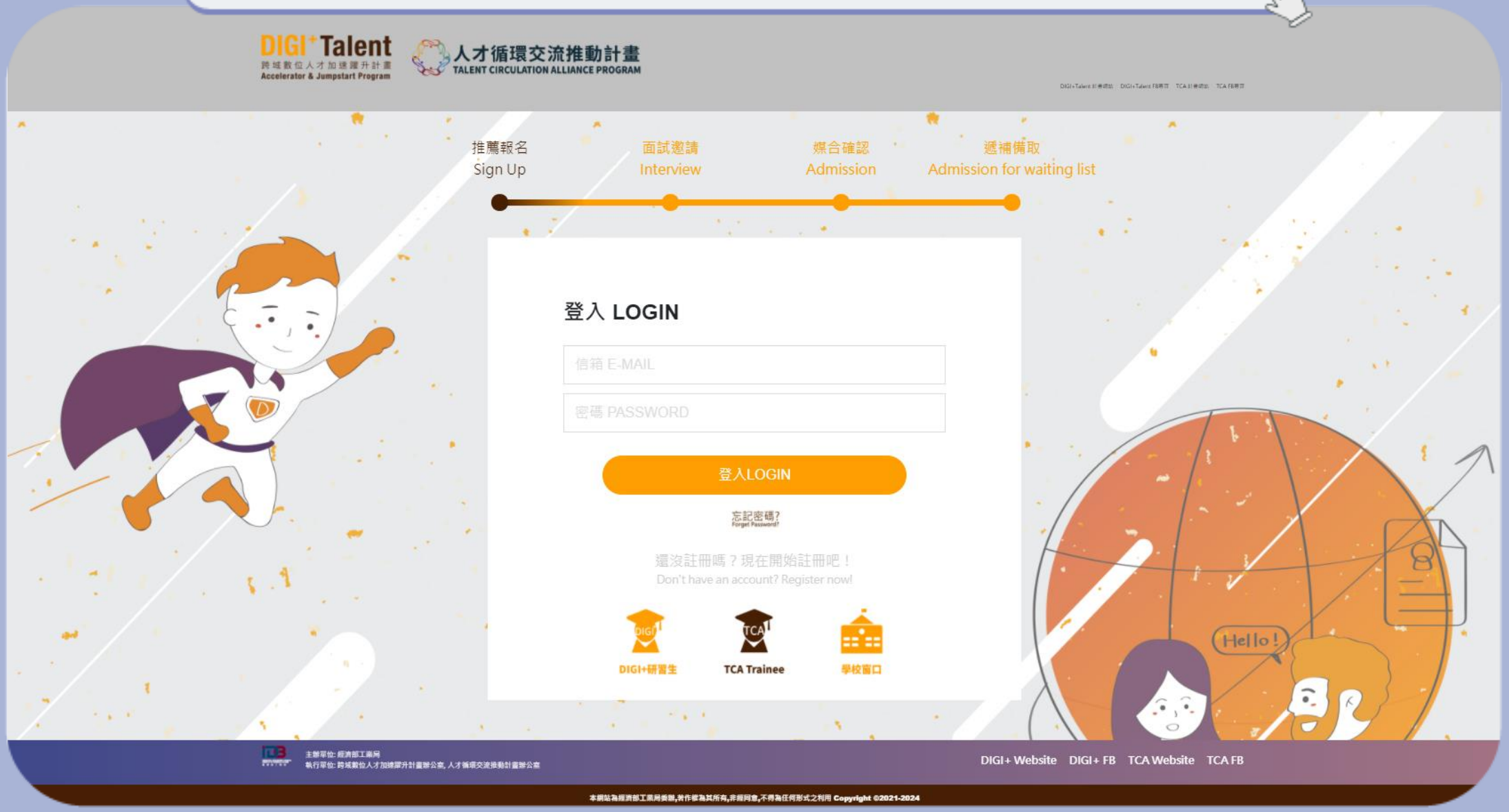
經 濟 部 工 業 局

Registration

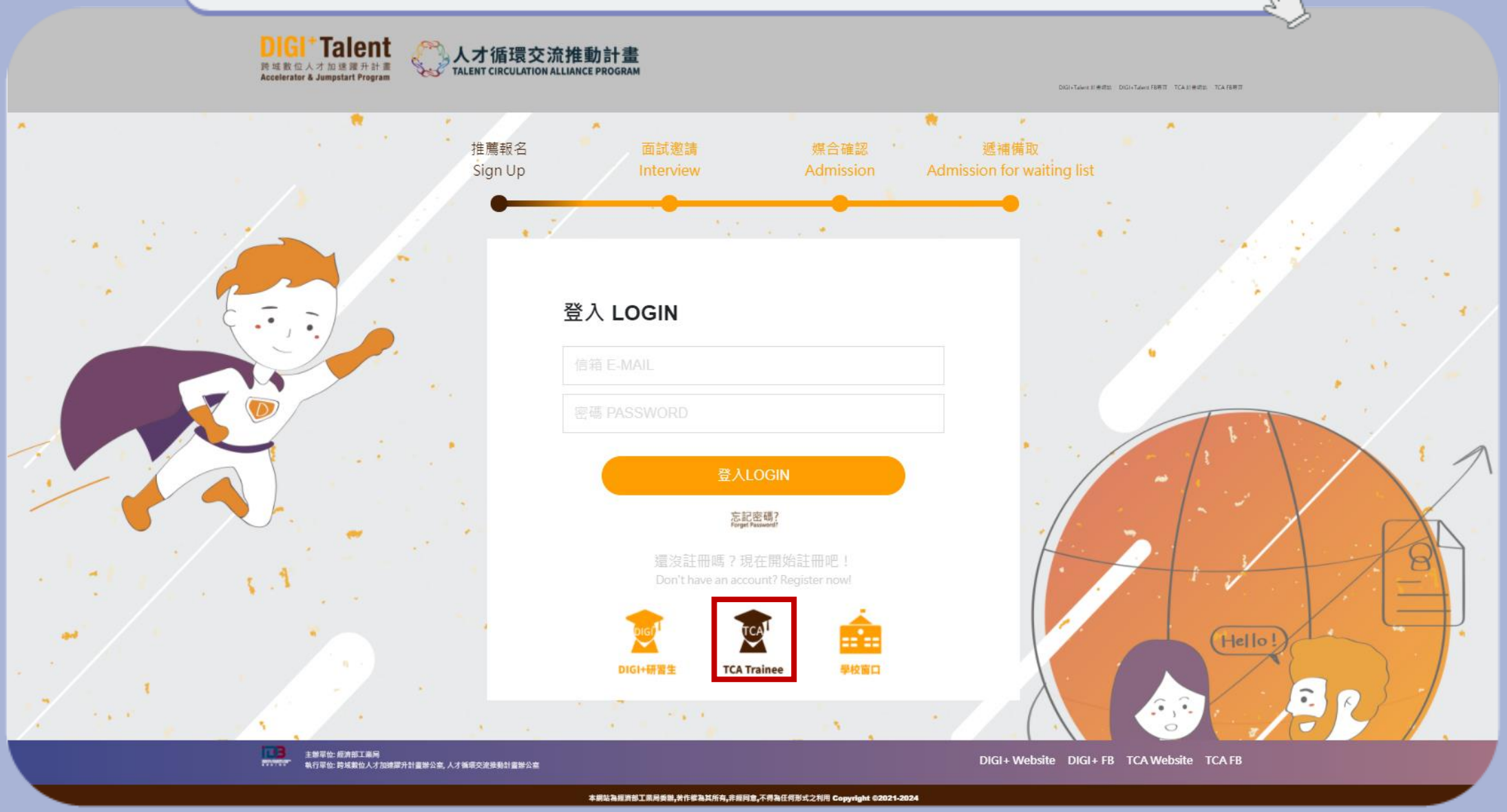
INDUSTRIAL DEVELOPMENT BUREAU,
MINISTRY OF ECONOMIC AFFAIRS
經 濟 部 工 業 局

Registration (1/5)



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

Registration (2/5)



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

Registration (3/5)

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

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

DIGI+Talent 計畫網站 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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☑ **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 Jane Doe (Please enter your legal name in English)

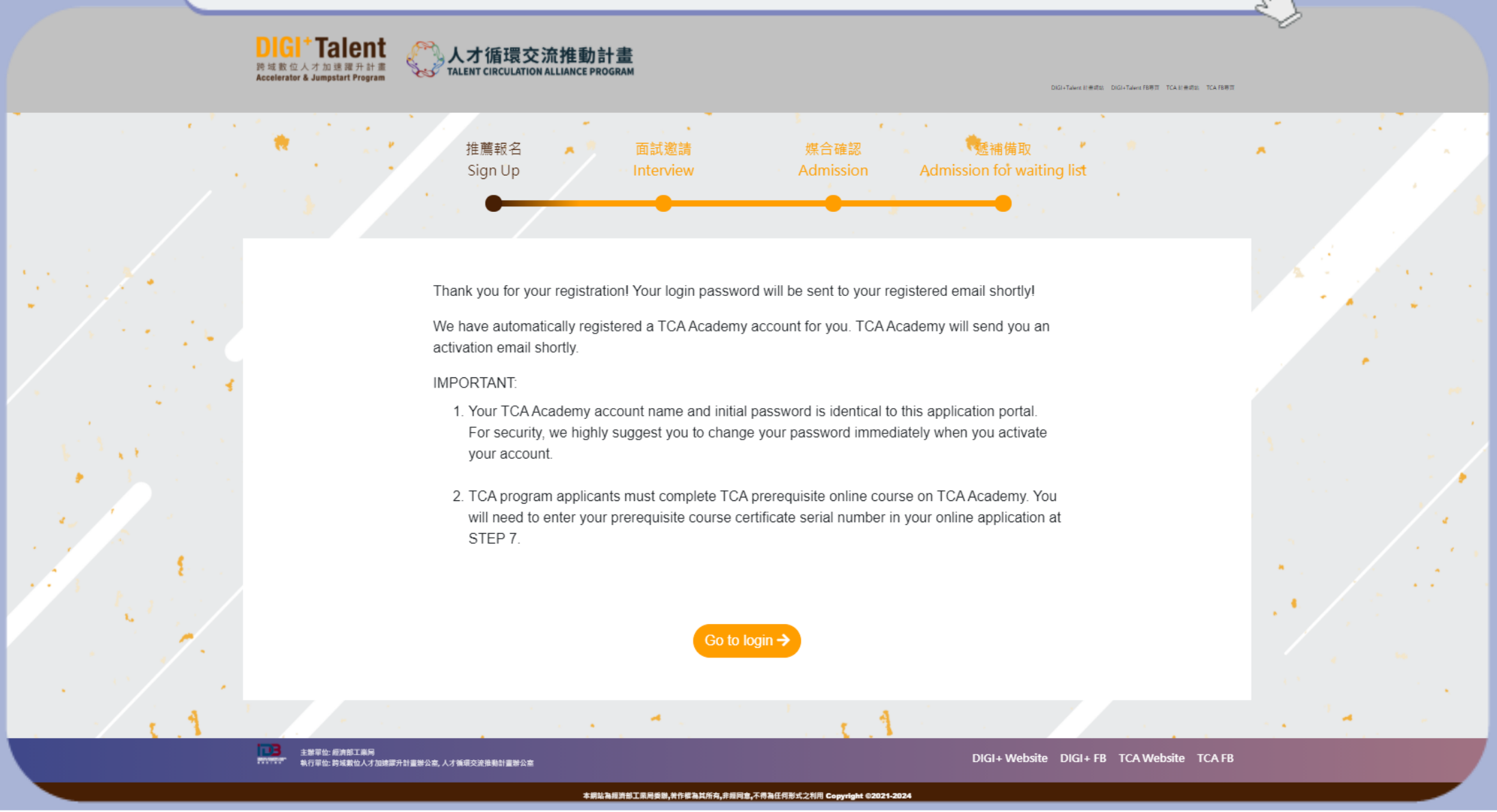
E-Mail janedoe@mail.edu.tw (Please fill a valid .edu E-Mail provided by your school)

Cell Phone 0000-000-000

Submit

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

Registration (5/5)



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

First Time Login & Change Password

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MINISTRY OF ECONOMIC AFFAIRS
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

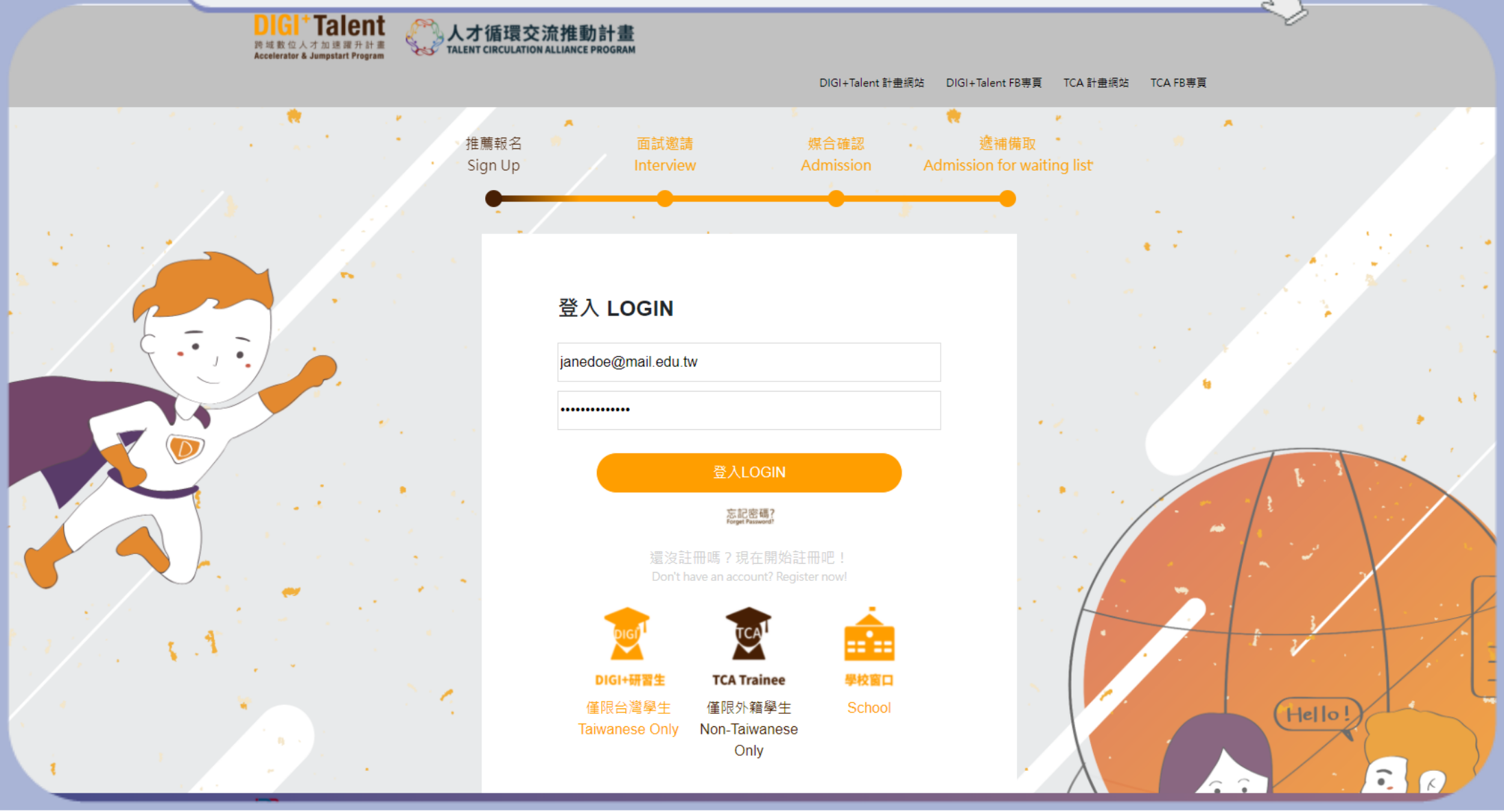
【註冊成功通知】Jane Doe 完成註冊通知

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

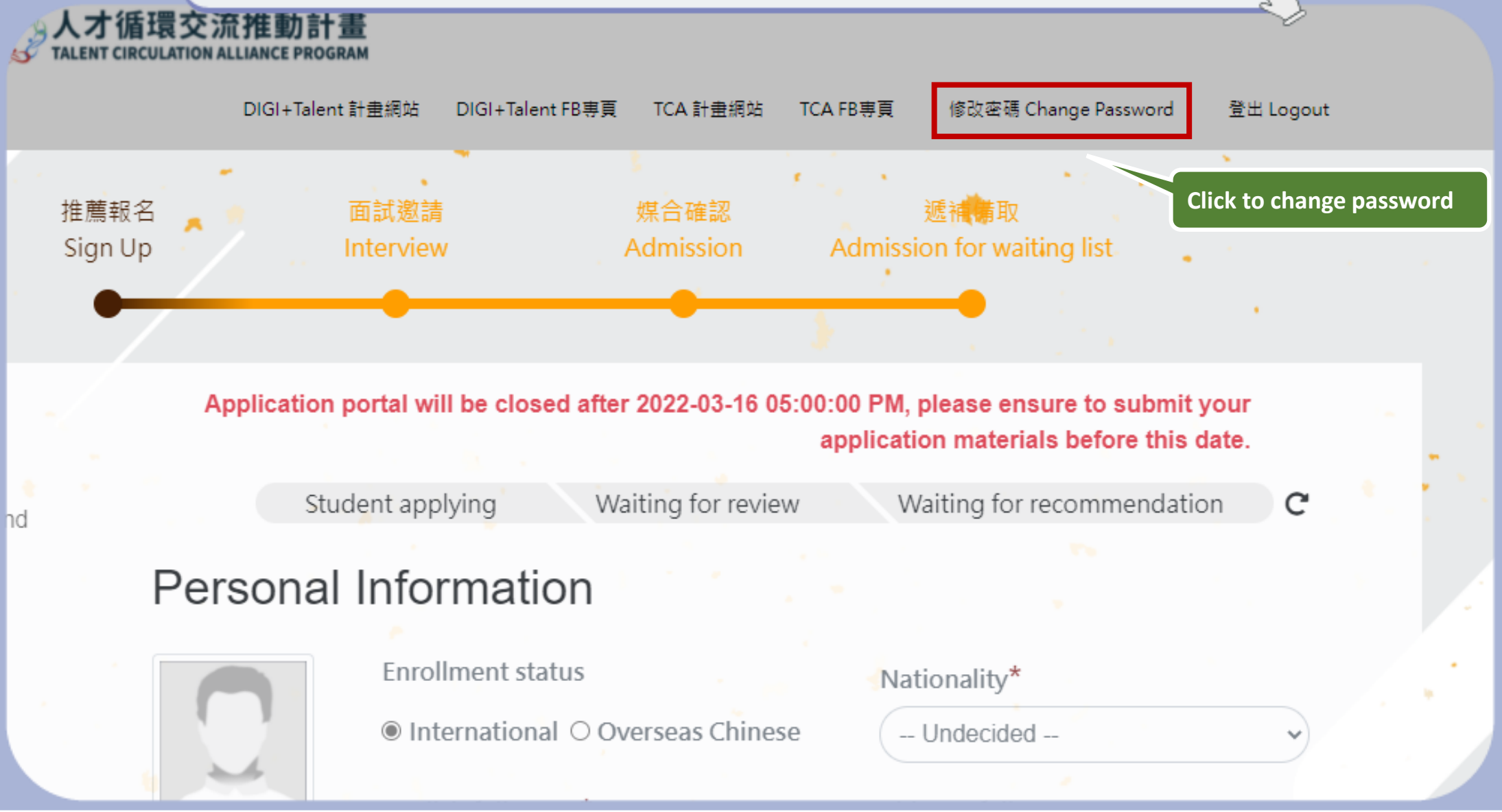
Step 1: Check your Email for your login information

First-time Login (2/2)



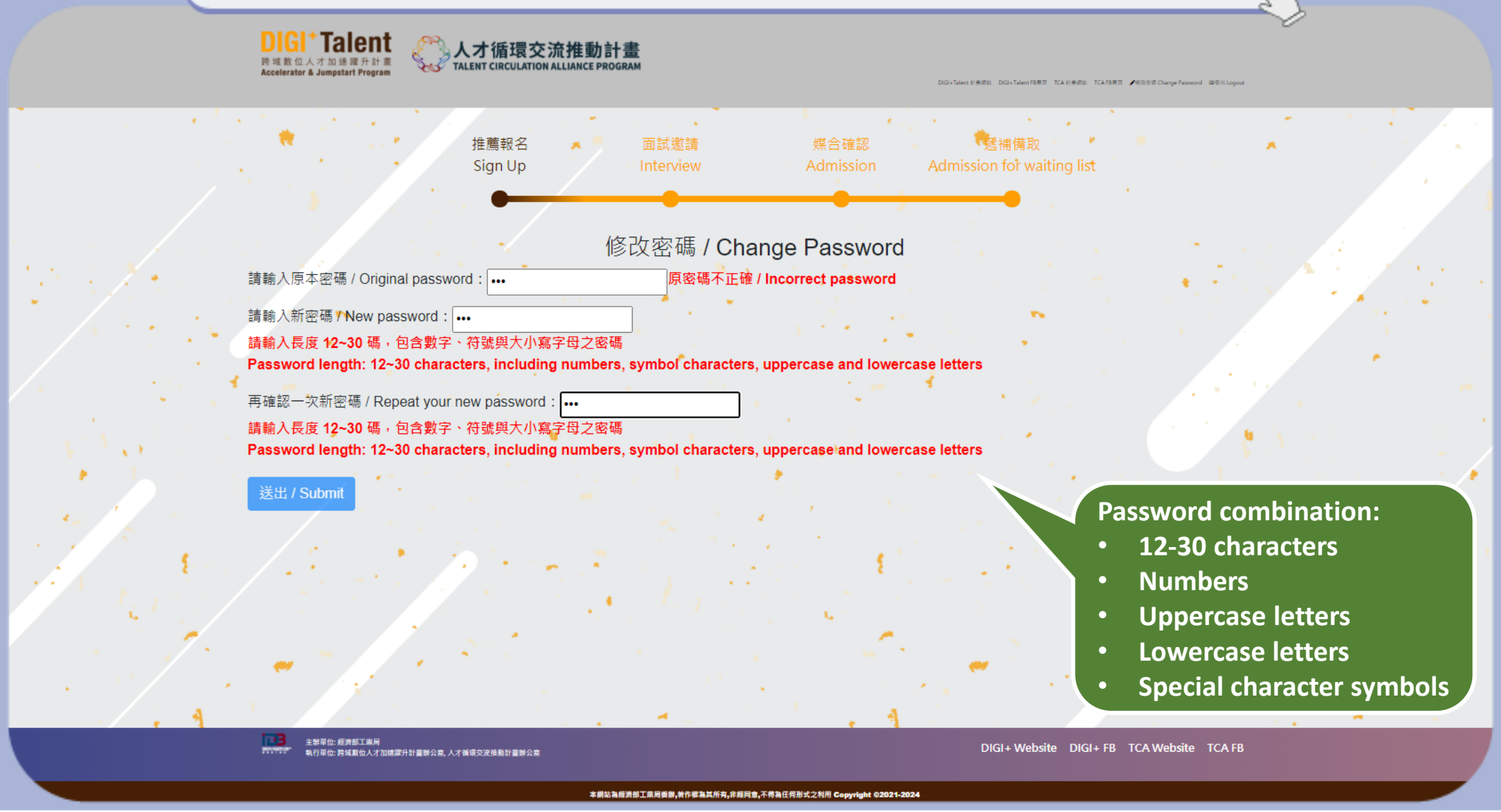
Step 2: Go back to Registration Website and login to your account

Change Password (1/3)



Step 3: Change your password before entering your personal information

Change Password (2/3)

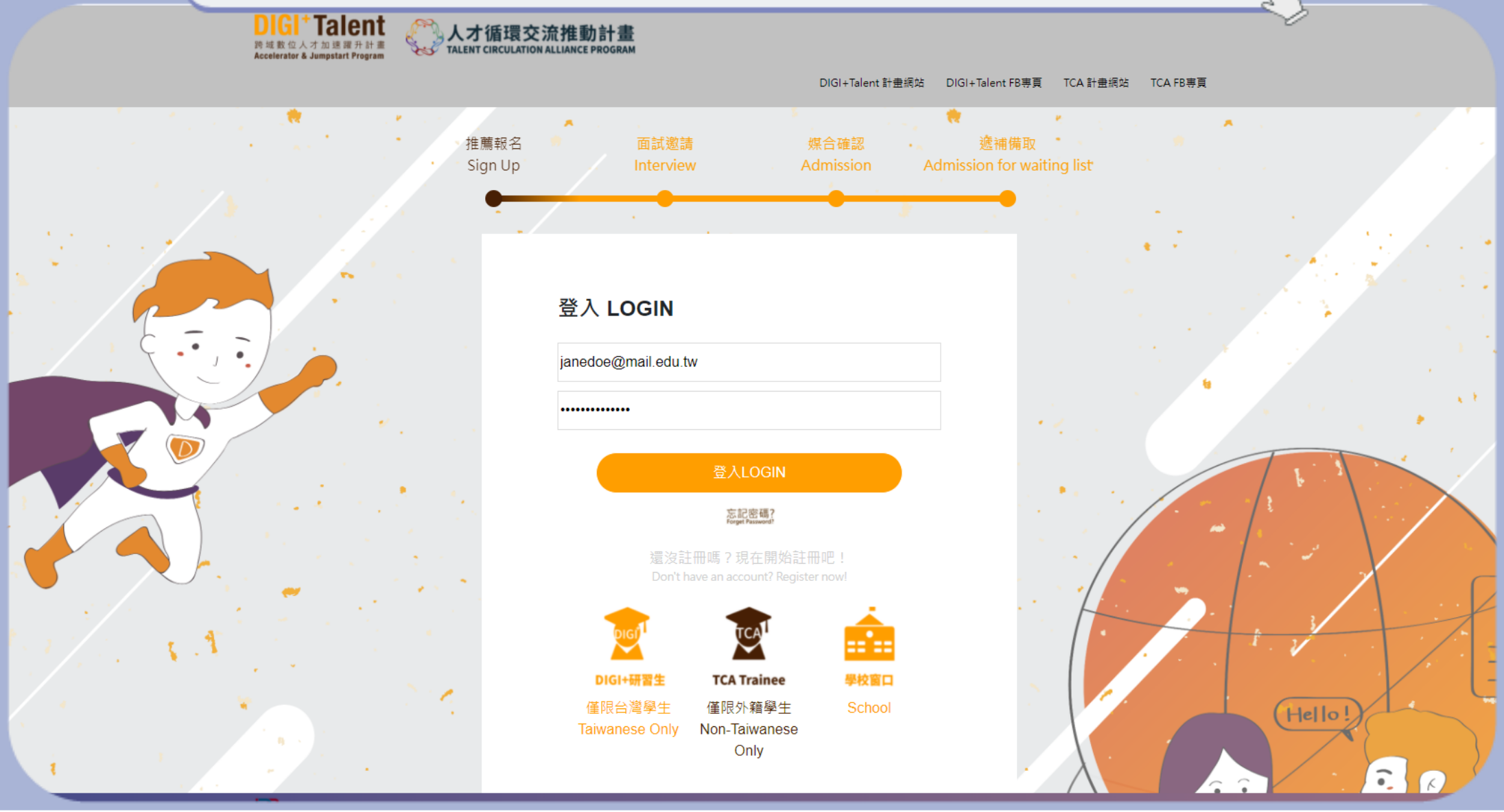


Password combination:

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

Step 4: Follow the instructions to create new password

Change Password (3/3)



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

Application Process

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Prepare your Application/Resume (1/15)

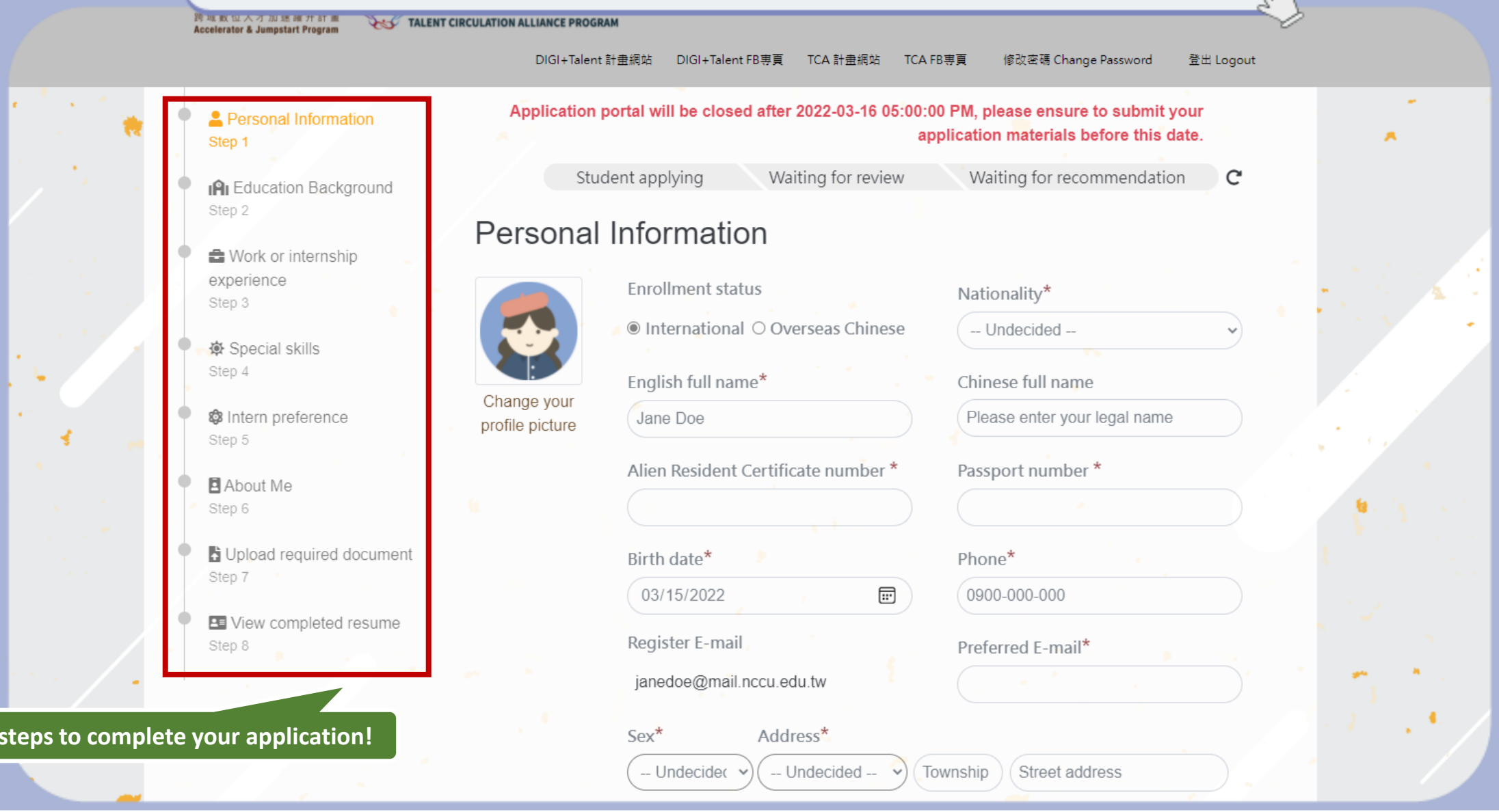
Application Timeline:

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

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

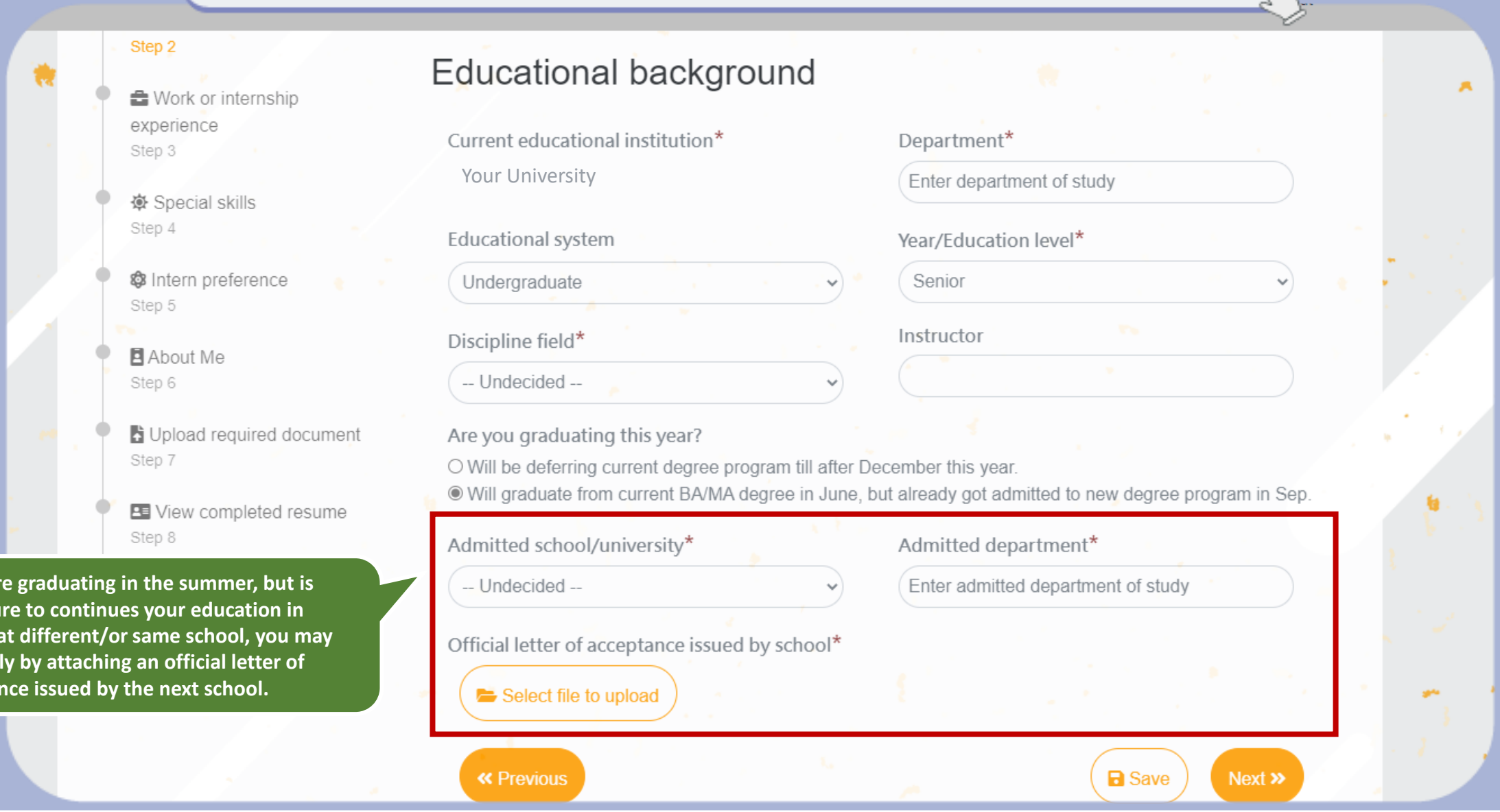
Prepare your Application/Resume (2/15)



8 steps to complete your application!

Step 1: Enter your personal information

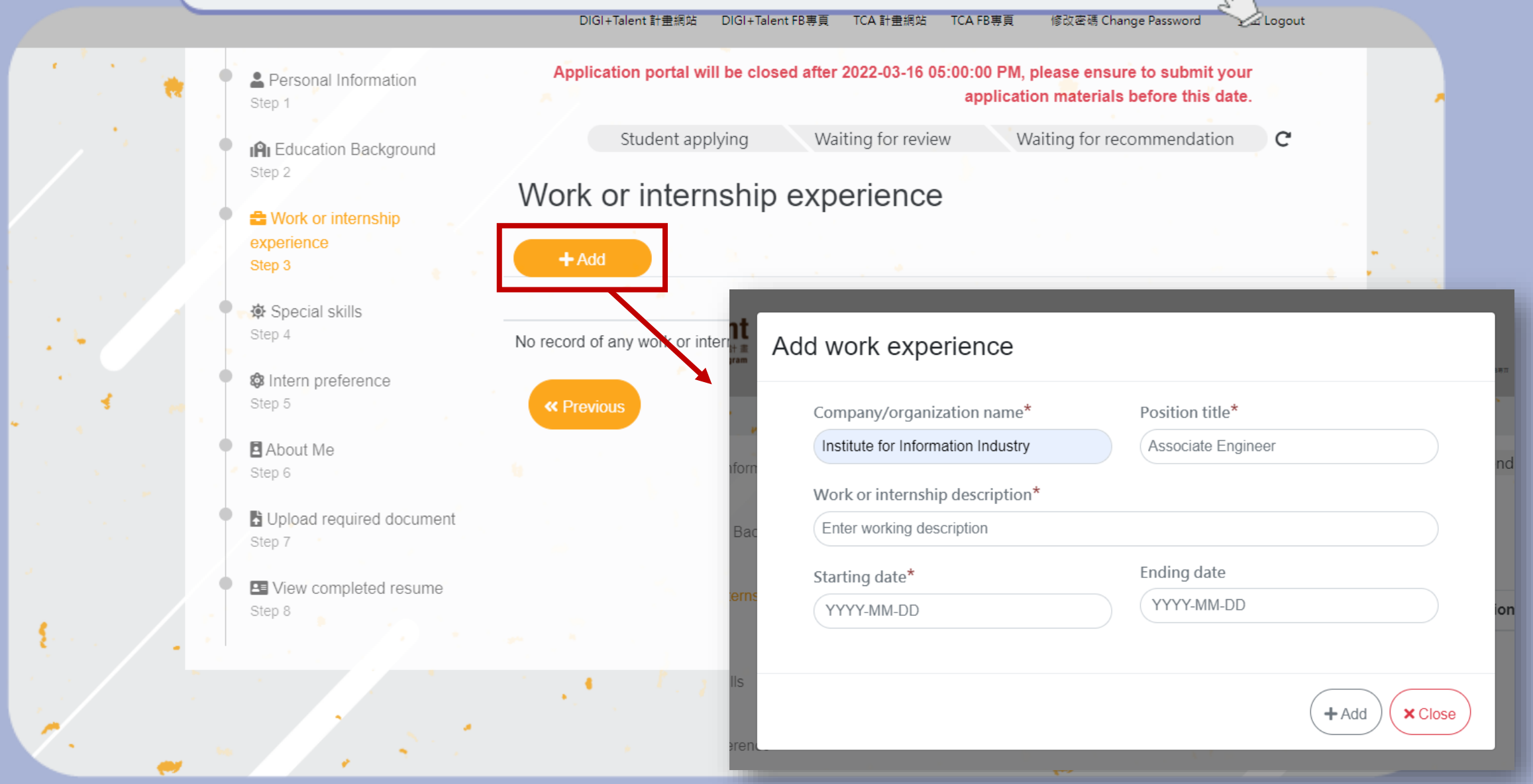
Prepare your Application/Resume (3/15)



If you are graduating in the summer, but is 100% sure to continues 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.

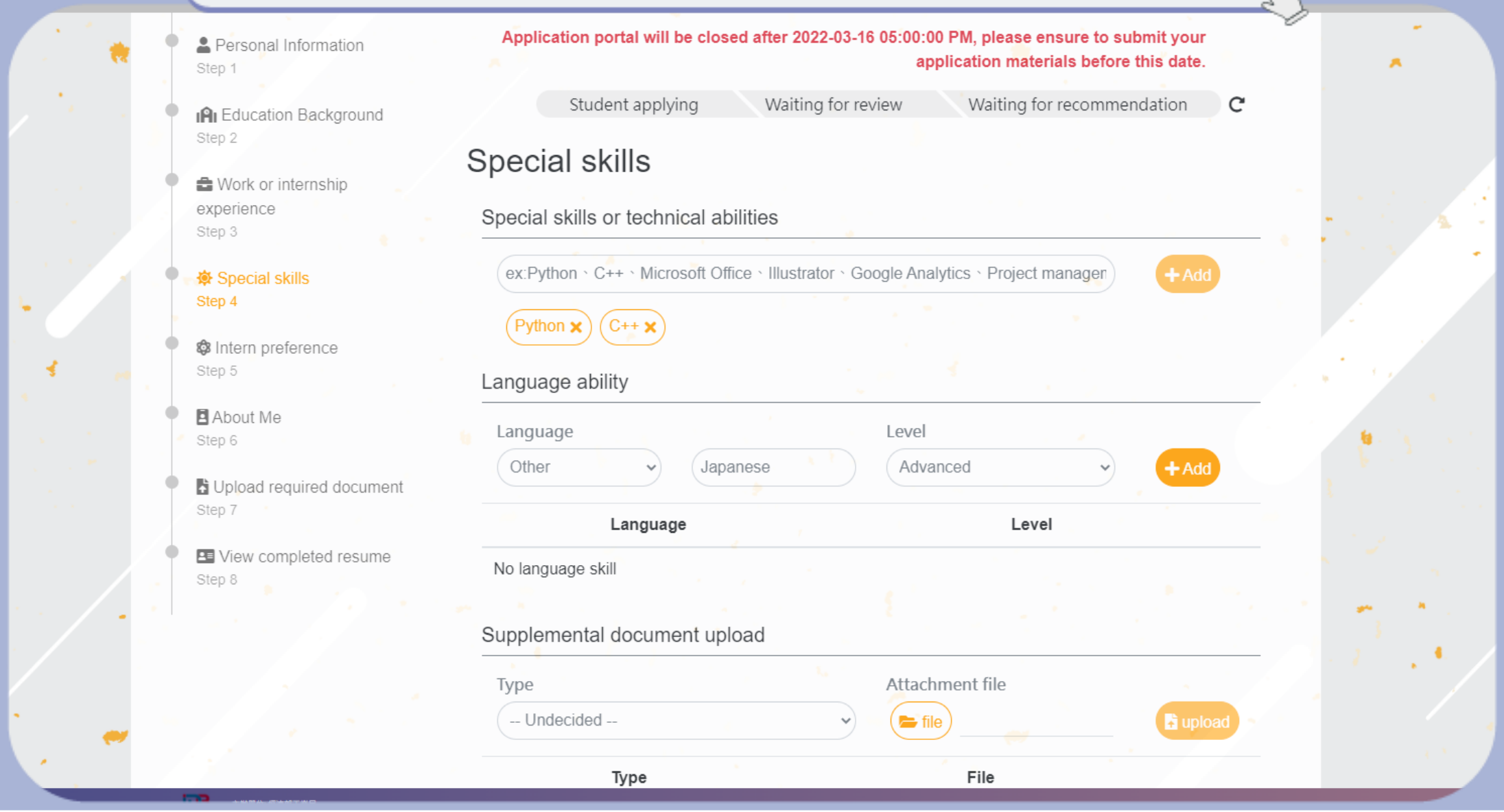
Step 2: Enter your education background

Prepare your Application/Resume (4/15)



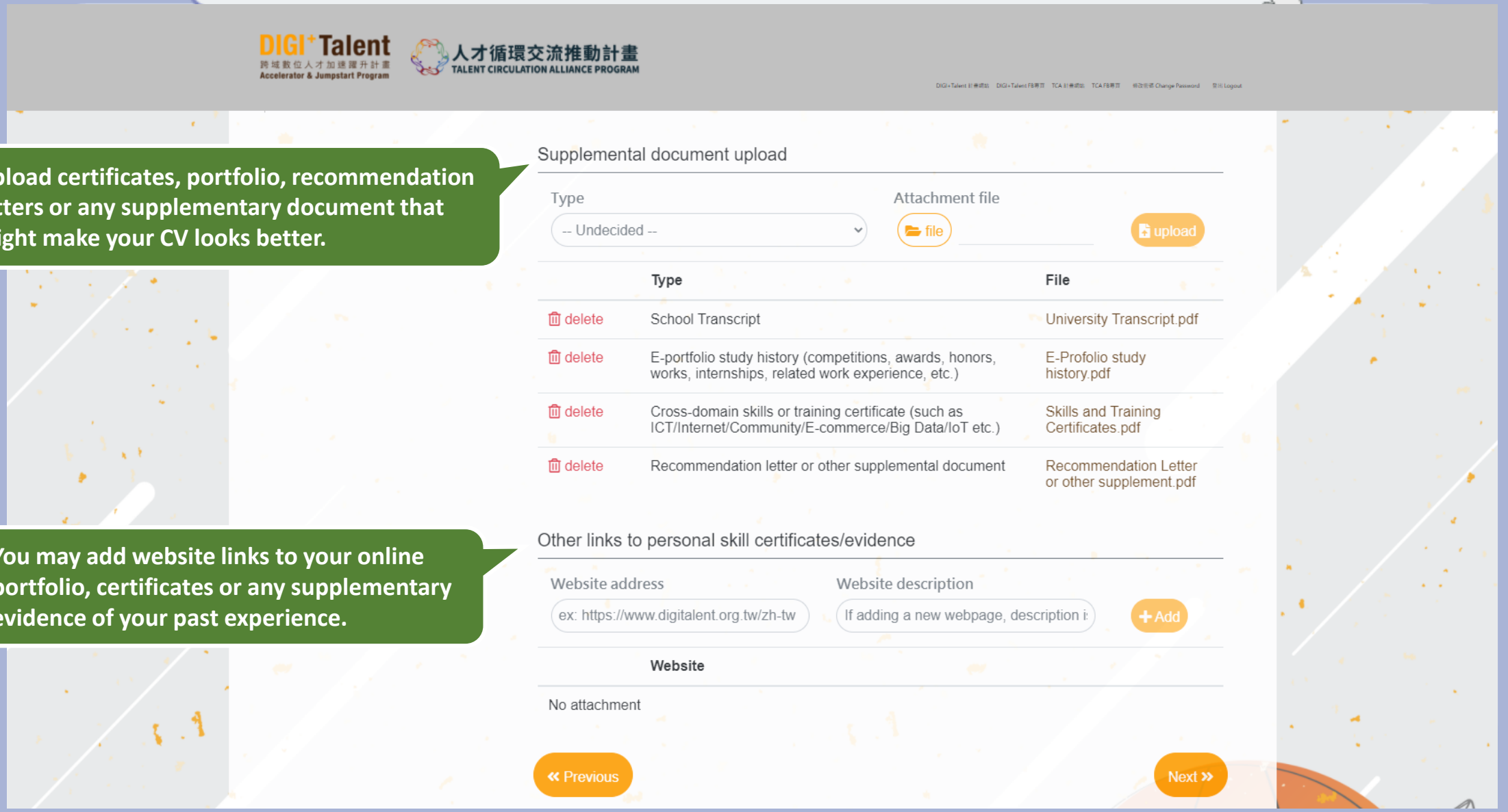
Step 3: Enter your work experience

Prepare your Application/Resume (5/15)



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

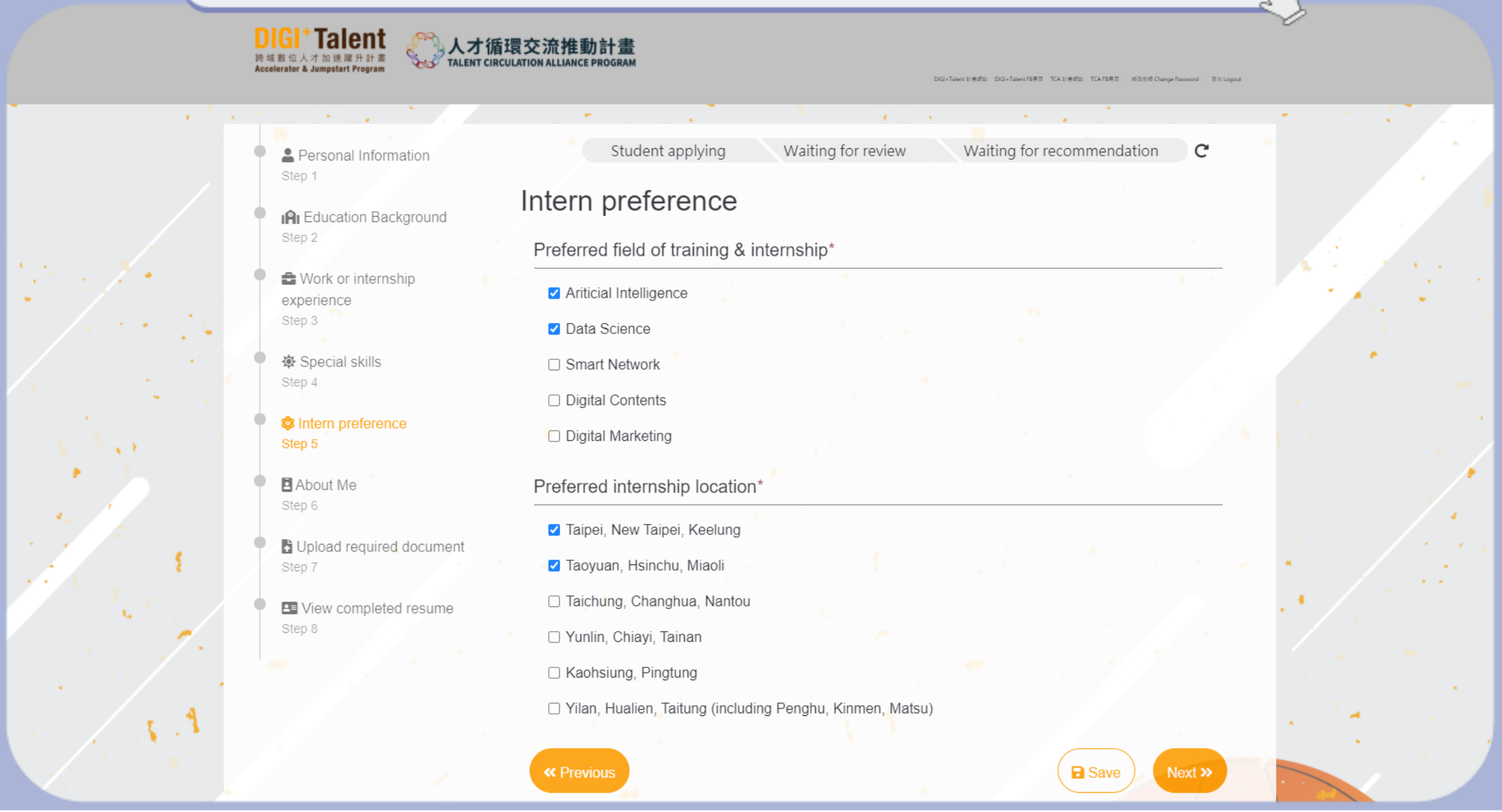
Prepare your Application/Resume (6/15)



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

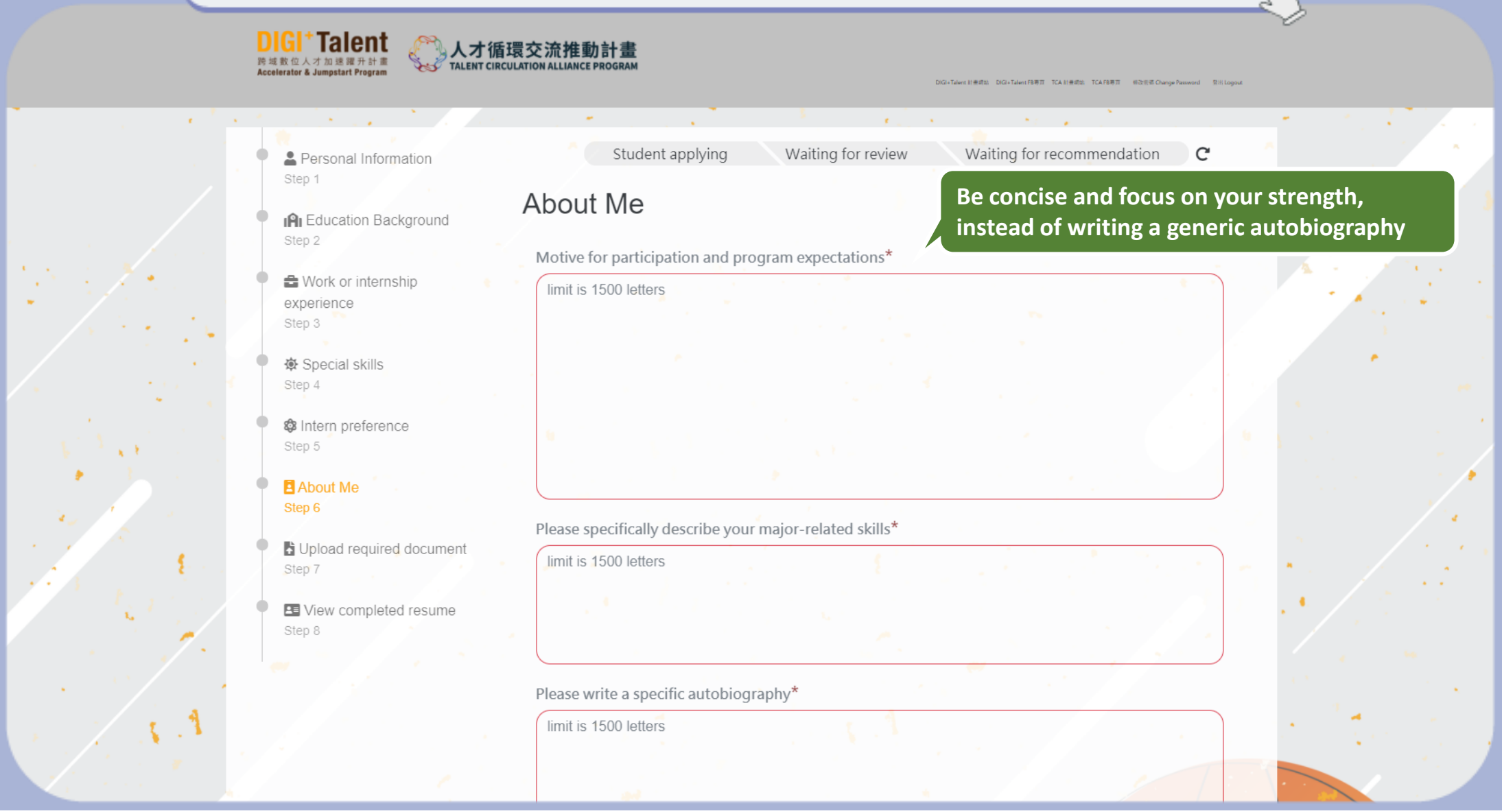
You may add website links to your online portfolio, certificates or any supplementary evidence of your past experience.

Prepare your Application/Resume (7/15)



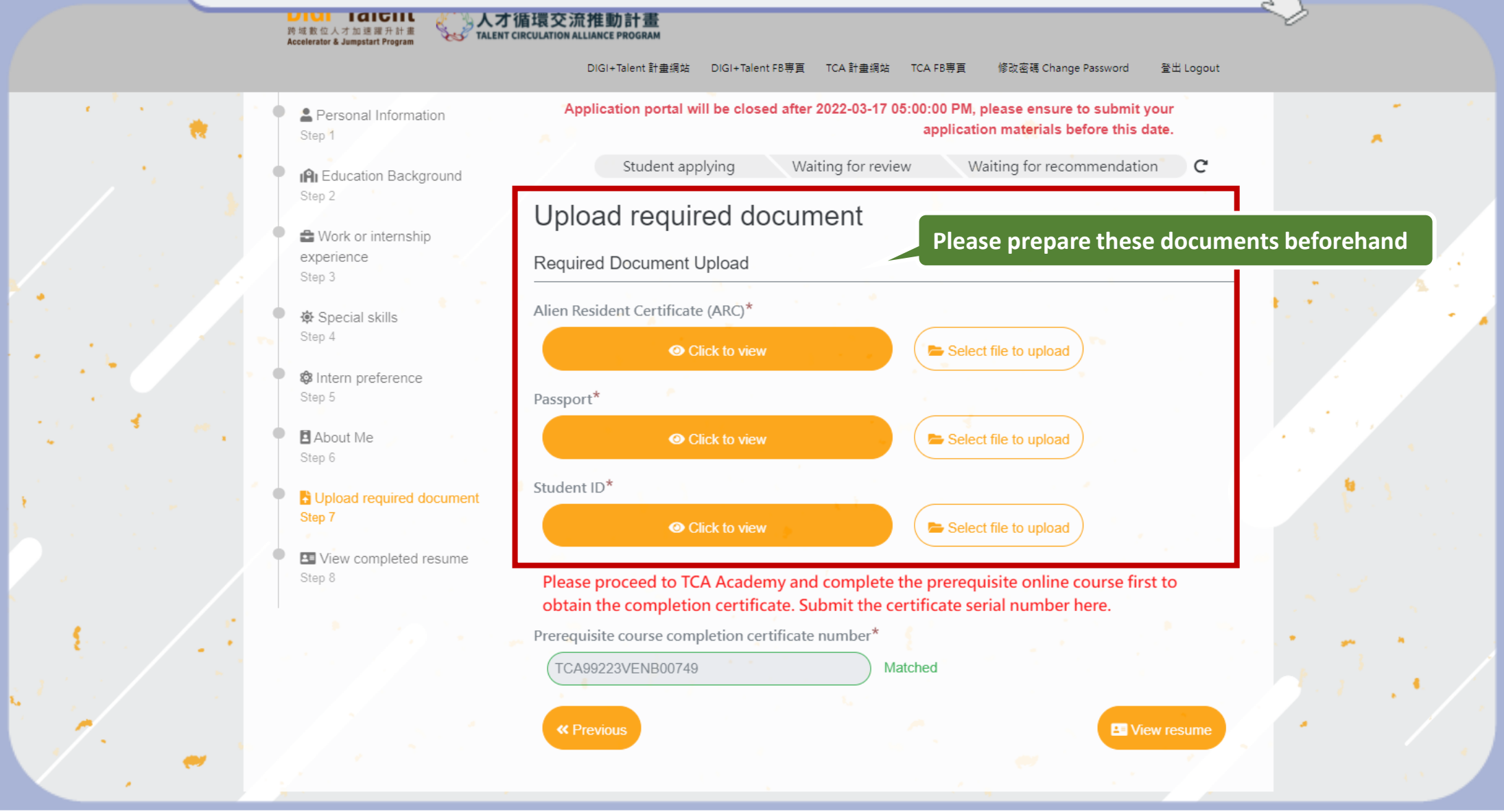
Step 5: Choose your internship field and preferred location

Prepare your Application/Resume (8/15)



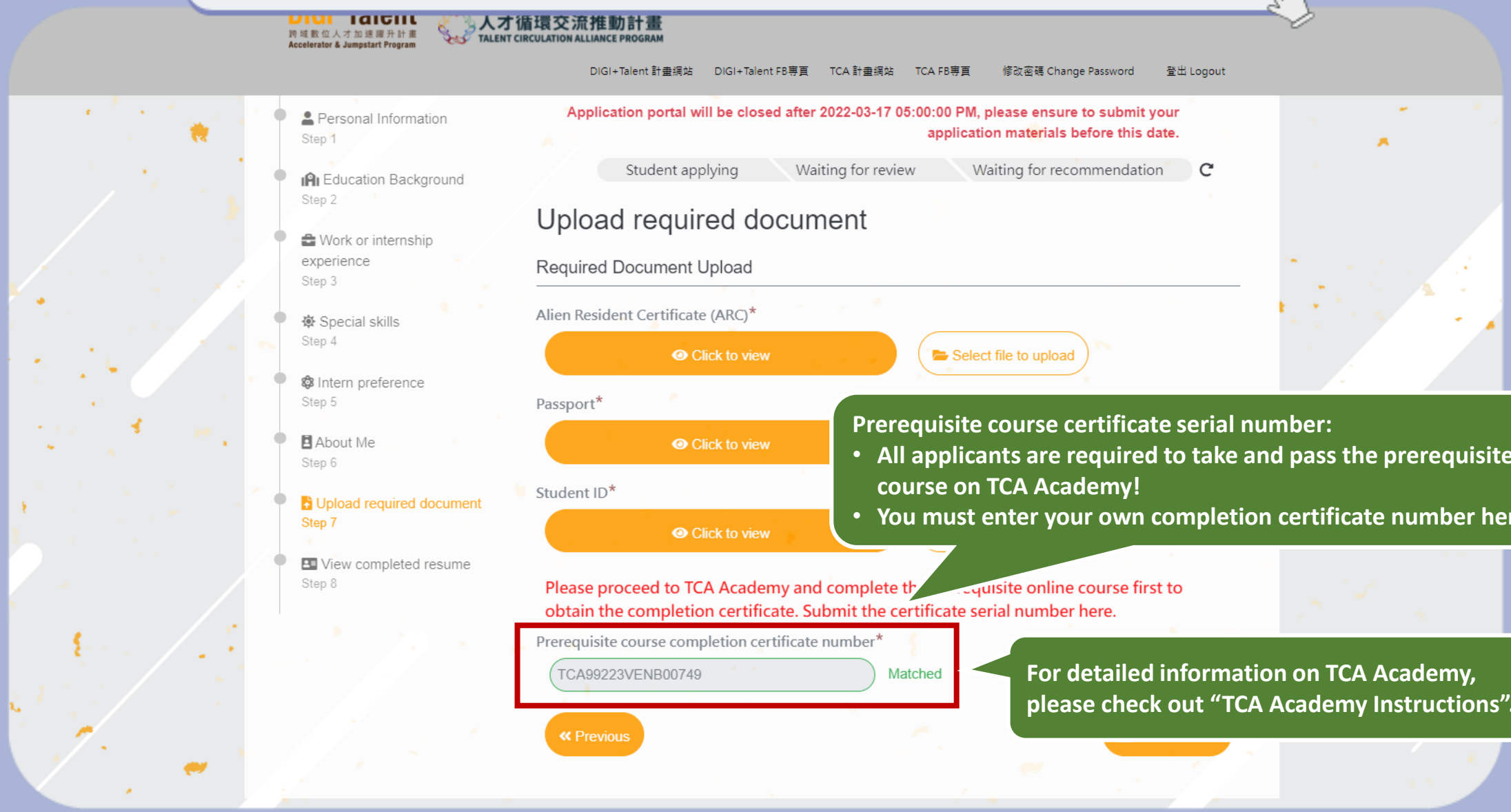
Step 6: Write your resume here

Prepare your Application/Resume (9/15)

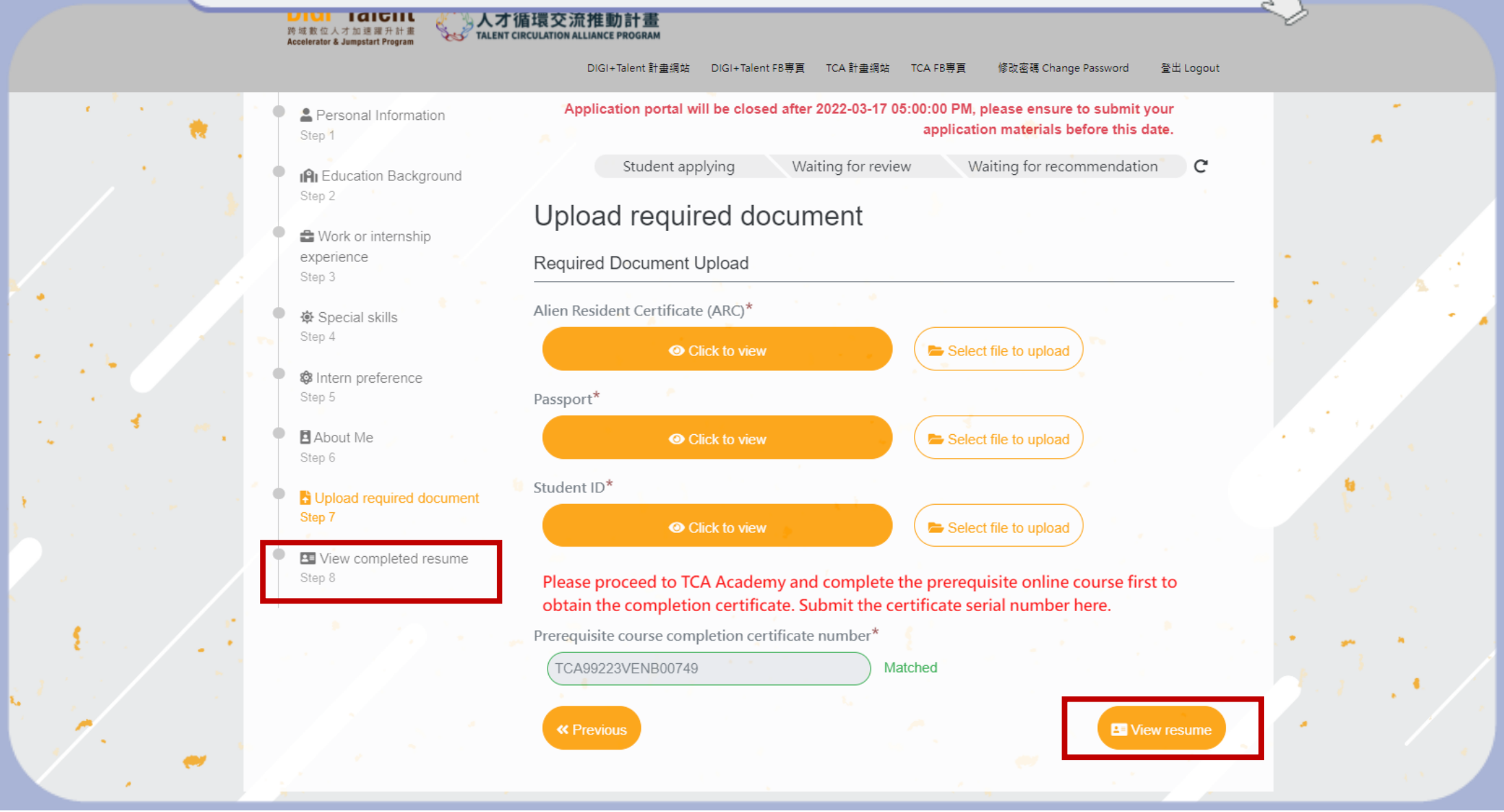


Step 7: Upload all required documents

Prepare your Application/Resume (10/15)



Prepare your Application/Resume (11/15)



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

Prepare your Application/Resume (12/15)

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 | 修改密碼 Change Password | 登出 Logout

推薦報名 Sign Up → 面試邀請 Interview → 媒合確認 Admission → 遞補備審 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

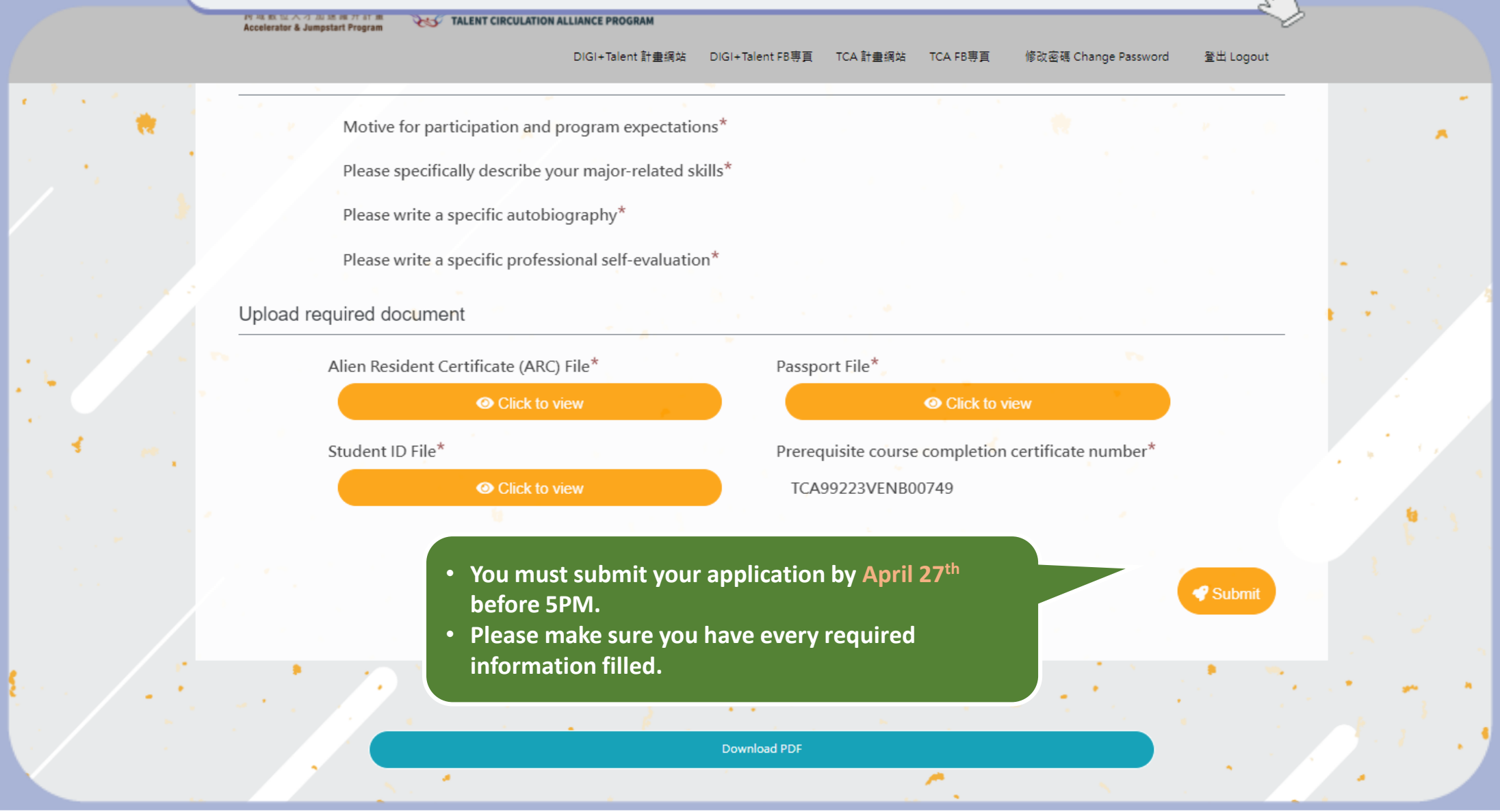
Preferred E-mail*

Sex*: Female

Address*

Review your resume before submitting

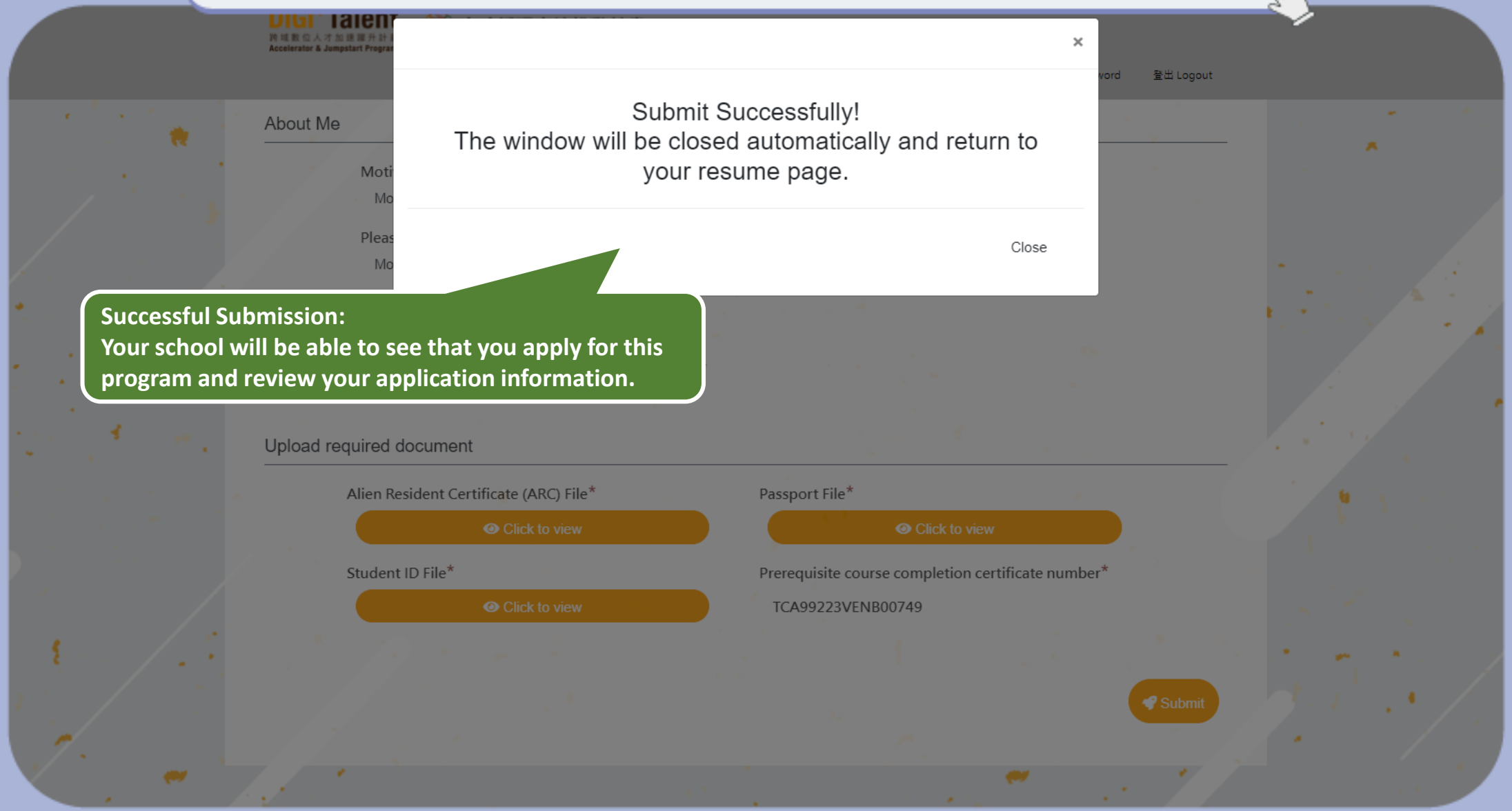
Prepare your Application/Resume (13/15)



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

Click Submit when you are ready!

Prepare your Application/Resume (14/15)



Prepare your Application/Resume (15/15)

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

DIGI+Talent 計畫網站 | DIGI+Talent FB專頁 | TCA 計畫網站 | TCA FB專頁 | 修改密碼 Change Password | 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 [illegible] after 2022-03-17 05:00:00 PM, please ensure to submit your application materials before this date.

Sucessully submitted | Reviewing by school | Waiting for recommendation

Personal Information

Enrollment status
International

Nationality*

English full name*
Jane Doe

Chinese full name

Alien Resident Certificate number *

Passpo[illegible]

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

Birth date*

Phone*
0900-000-000

Register E-mail
janedoe@mail.edu.tw

Preferred E-mail*
janedoe@mail.edu.tw

Sex*
Female

Address*

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

THANK YOU!

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