

TEEP 操作手冊_徵件填寫操作暨暫存功能

TEEP Application Submission Manual (Including Draft-Save Function)
2025/10/14

步驟01-03 進入TEEP徵件頁面

Steps 01–03: Access the TEEP Application Submission Page

步驟04-09 取得暫存連結與暫存碼

Steps 04–09: Obtain the Draft-Save Link and Verification Code

步驟10-11 進行暫存編輯

Steps 10–11: Edit Your Saved Draft

步驟12-14 徵件送出、取得存查檔

Steps 12–14: Application Submission and Copy Retrieval

前往
TEEP官網
Go to TEEP

<https://teep.studyintaiwan.org/>

[PROJECT PORTAL]

[Call for Proposal 計畫徵件115年]



我國籍計畫申請者
請用中文
進行填寫

填寫表單
Fill out
Application
form



是否完成
Completion
Status

否/No



儲存草稿
Save Draft

若有需要，可使用 [儲存草稿] 功能進行暫存並重覆編輯
Use the [Save Draft] function to temporarily save your application for future editing.

是/Yes



預覽
Review

點選 [預覽] 確認填寫內容是否無誤
Click [Review] to check that all information has been entered correctly.



送出表單
Submit

點選 [送出表單] 此時信箱應該會收到系統寄出副本即完成申請
Click [Submit]. Once submitted, you will receive a copy of your application by email as confirmation.

為增加操作者使用方便，我們於TEEP平台計畫徵案增加「暫存」功能。您可透過暫存功能進行多次編輯與存取。於送出後也可再使用原暫存連結進行修改並再次送出。

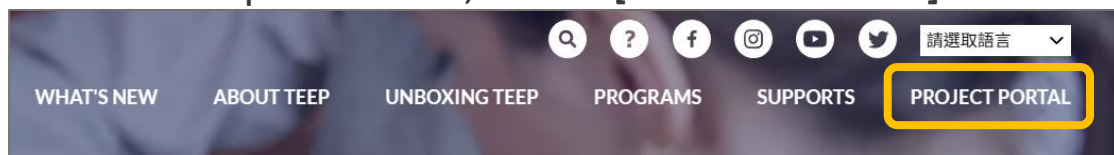
The TEEP submission platform now includes a “Draft-Save” function. You can edit and save your application multiple times, and even reopen the original draft link after submission to make updates and resubmit.

進入TEEP徵件頁面

Access the TEEP Application Submission Page

1. 請先前往TEEP官網 <https://teep.studyintaiwan.org/>
Go to the official TEEP website

2. 上方選項列選擇最右邊 **[PROJECT PORTAL]**
From the top menu bar, select **[PROJECT PORTAL]**



3. 點選下方**[Call for Proposal 計畫徵件115年]**
On the Project Portal page, click **[Call for Proposal 計畫徵件115年]**



取得暫存連結與暫存碼

Obtain the Draft-Save Link and Verification Code

4. 計畫徵案頁面最下方選擇[暫存成草稿]

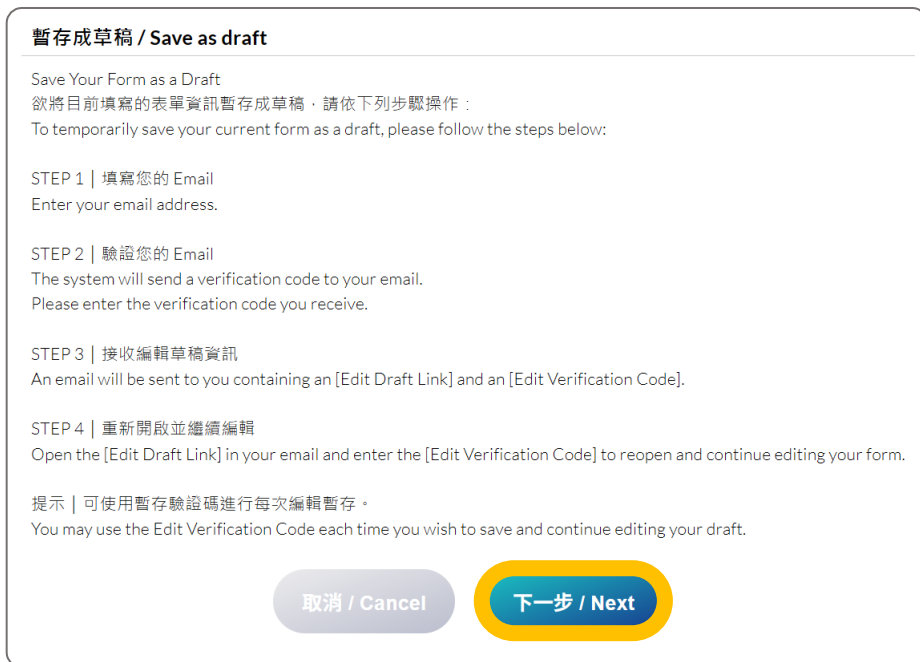
At the bottom of the page, select [Save as Draft].



The screenshot shows the top of the TEEP application page. The header includes the 'TAIWAN EXPERIENCE EDUCATION PROGRAMS' logo, the Ministry of Education logo, and a language selector set to 'English'. The main heading is 'TEEP計畫徵案'. Below it, there is a paragraph of text in Chinese. At the bottom, there are two buttons: '暫存成草稿' (Save as Draft) which is highlighted with a yellow border, and '預覽' (Preview).

5. 點選[暫存成草稿]後畫面如下

Click [Save as Draft]. The following screen will appear.



The screenshot shows a confirmation screen titled '暫存成草稿 / Save as draft'. It contains the following text:

Save Your Form as a Draft
欲將目前填寫的表單資訊暫存成草稿，請依下列步驟操作：
To temporarily save your current form as a draft, please follow the steps below:

STEP 1 | 填寫您的 Email
Enter your email address.

STEP 2 | 驗證您的 Email
The system will send a verification code to your email.
Please enter the verification code you receive.

STEP 3 | 接收編輯草稿資訊
An email will be sent to you containing an [Edit Draft Link] and an [Edit Verification Code].

STEP 4 | 重新開啟並繼續編輯
Open the [Edit Draft Link] in your email and enter the [Edit Verification Code] to reopen and continue editing your form.

提示 | 可使用暫存驗證碼進行每次編輯暫存。
You may use the Edit Verification Code each time you wish to save and continue editing your draft.

At the bottom, there are two buttons: '取消 / Cancel' and '下一步 / Next', with the 'Next' button highlighted with a yellow border.

6. 選取[下一步]，並請填寫您的EMAIL信箱後按[送出]
Click [Next], then enter your email address
and click [Send].

暫存成草稿 / Save as draft

Save Your Form as a Draft

欲將目前填寫的表單資訊暫存成草稿，請依下列步驟操作：
To temporarily save your current form as a draft, please follow the steps below:

STEP 1 | 填寫您的 Email

Enter your email address.

STEP 2 | 驗證您的 Email

The system will send a verification code to your email.
Please enter the verification code you receive.

STEP 3 | 接收編輯草稿資訊

An email will be sent to you containing an [Edit Draft Link] and an [Edit Verification Code].

STEP 4 | 重新開啟並繼續編輯

Open the [Edit Draft Link] in your email and enter the [Edit Verification Code] to reopen and continue editing your form.

提示 | 可使用暫存驗證碼進行每次編輯暫存。

You may use the Edit Verification Code each time you wish to save and continue editing your draft.

取消 / Cancel

下一步 / Next

暫存成草稿 / Save as draft

請輸入您的Email / Please enter your email

填寫您的EMAIL

按下送出後，將發送確認信件及驗證碼。

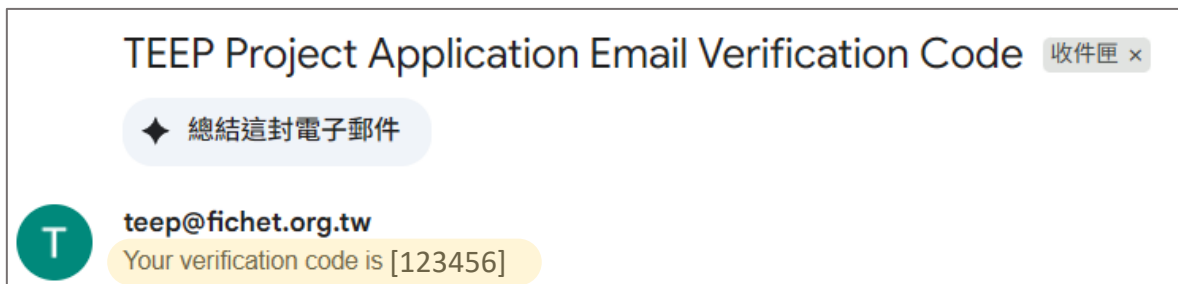
After clicking Send, a confirmation email and verification code will be sent.

取消 / Cancel

送出 / Send

7. 您的信箱會收到暫時驗證碼

You will receive a temporary verification code in your email inbox.



8. 回到方才畫面將收到的暫時驗證碼輸入，按[驗證]

Enter the verification code you received, and click [Verify].

輸入驗證碼以完成暫存 / Enter the verification code to continue.

驗證碼已寄送到您的信箱，請填入信件中的驗證碼，以完成暫存。
The verification code has been sent to your email. Please enter the code you received to save the draft.

驗證碼 / verification code :

[上一步 / Back](#) [驗證 / Verify](#)

9. 完成後即可看到存檔完成畫面

Once verified, a “Draft Saved” message will appear on the screen.

存檔完成 / Draft saved.

打開您信箱裏的連結即可再次編輯，請務必於徵件截止日前完成申請送出。
You can edit your application again by clicking the link in your email. Please submit your application before the deadline.

* 已進行過第二次以上之暫存功能者，請使用原連結及驗證碼即可再次進行編輯。
* For applicants who have used the “Save as Draft” function more than once, please use the original link and verification code to continue editing.

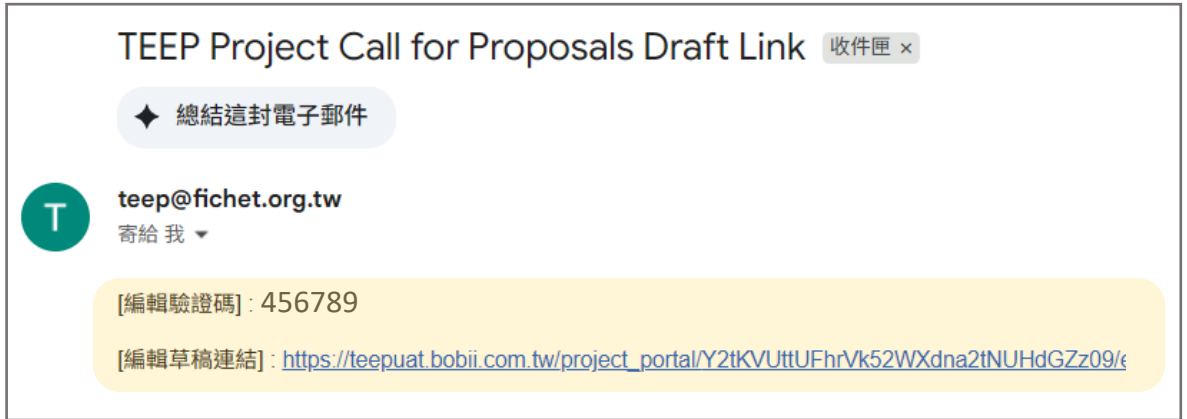
[關閉 / Close](#)

進行暫存編輯

Edit Your Saved Draft

10. 開啟信箱取得[編輯驗證碼]與[編輯草稿連結]

An email will be sent containing both the [Edit Verification Code] and [Edit Draft Link].



11. 點選草稿連結進行編輯；

第一次編輯或開新視窗後，系統將會要求先行輸入編輯驗證碼後，方可進行驗證編輯。

Click the link to open your saved draft. For first-time access or when using a new browser window, the system will require you to enter the verification code before proceeding with editing.

請輸入編輯驗證碼 / Enter verification code

驗證碼 / verification code:

取消 / Cancel

驗證 / Verify

若要再暫存編輯，請重覆步驟4 - 步驟9。

To save your edited draft, please return to Steps 4–9.

徵件送出、取得存查檔

Application Submission and Copy Retrieval

12. 確認編輯完成後請按[預覽]

After verifying that all edits are complete, click [Review]



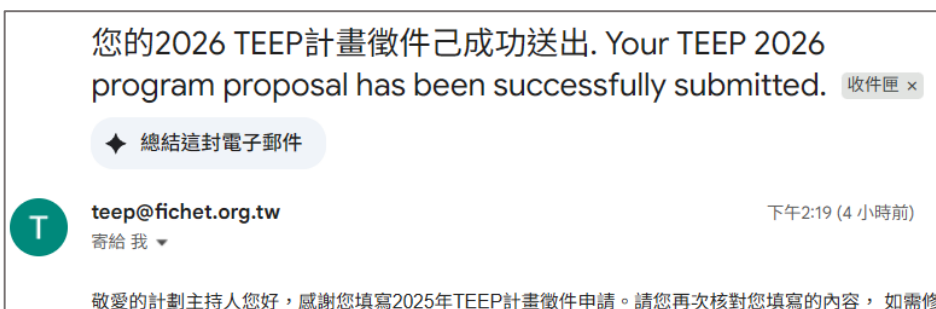
13. 預覽無誤後請按[送出表單]，完成徵件作業

click [Submit] to finalize your submission.



12. 系統將會自行寄送您所填的資訊予您的信箱供存查

A confirmation email containing your submitted information will be automatically sent to your inbox for reference.



送出表單後若希望再調整者，可使用步驟10 - 步驟11，[編輯草稿連結]及[編輯驗證碼]再次編輯。
After submitting the form, if any revisions are needed, you may return to Steps 10–11. Use the original [Edit Draft Link] and [Edit Verification Code] to reopen and modify your submission.

完

End of the Document