



The Ministry of Education's Website for International Education in Primary and Secondary School

International Education

Standard Operating Procedures of TPSF System (Foreign school edition)

International Education in Primary and Secondary School International

NTUST 2025/11/07 REV 3.0

CONTENT

01

Basic Operation

Basic operation of TPSF System Sign Up 、 Log In and basic information modify.

02

Exchange Program forms and Notice

Notice of school information and exchange activities form.

03

FAQ

04

Contact Us

Contact us if you have any further questions.

Basic Operation

Sign Up

Step 1

Enter International Education in Primary and Secondary School

<https://www.ietw2.edu.tw/en>

The screenshot displays the website's header with the title "The Ministry of Education's Website for International Education in Primary and Secondary School" and "Republic of China (Taiwan)". A navigation menu includes "Search" and "TPSF Log in". The main content area features a "Guide Location" pop-up window titled "TPSF(Taiwan Partner School Finder) Newcomer Guide". This window contains four sections: "What is MOE International Education (K-12)?" with links for "Website Introduction" and "Team Overview"; "What is TPSF?" with a "More Info" link; "How to log in to TPSF?" with a "TPSF Log in" link; and a "TPSF Sign up" link. A blue arrow points from the "TPSF Sign up" link in the pop-up to a "TPSF Sign up" button on the main page. Another blue arrow points from a "Guide Location" callout box to the pop-up window. A brown callout box with the text "Click to enter sign up page" points to the "TPSF Sign up" button. The background of the website shows sections for "Taiwan Tourism Introduction", "Taiwan's Education Introduction", and "Overview of TPSF: Taiwan Partner School Finder".

Sign Up

Step 3

Please follow the steps below providing information such as school name, website and postal address.



Service Portal

Sign up

Foreign School Information

Please fill in the form in English (Fields marked * are required)

Fill in the blank with fields marked *

The full name of school * School website *

School postal address *

School level

Primary/ Elementary school Junior High School General high school Technical senior high school

Comprehensive school Cross education level school

Student grade levels

Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8

Grade 9 Grade 10 Grade 11 Grade 12 Other

Other

Number of teachers * Number of students

School's types *

Public Private National Other

Other



Step 4

Click Submit after filling out all the required information.

Choose your preferred Types of Exchange Activities *

a. We want to host a school from Taiwan

Sister school MOU signing Auditing classes Language and cultural courses

Social and humanities experience education programs Workshops Skill exchange programs

Short-term teacher and student exchange programs Other

Other

b. We want to visit a school in Taiwan

Sister school MOU signing Auditing classes Language and cultural courses

Social and humanities experience education programs Workshops Skill exchange programs

Short-term teacher and student exchange programs Other

Other

c. Online Activities for International Exchanges

E-pals Language exchanges Cross-border curriculum development Culture exchanges

Theme-based discussion, including SDGs Participation in international projects

Preferred software

Google Meet Webex Microsoft Teams

d. Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students(Japan or Korea's school and grade 10 to grade 12's students only)

Inbound-to host a Taiwan high school Outbound to visit a Taiwan high school Online Activities

School contact person/ coordinator information

First/given names * Surname/family names *

Gender *

Female Male Other Prefer not to say

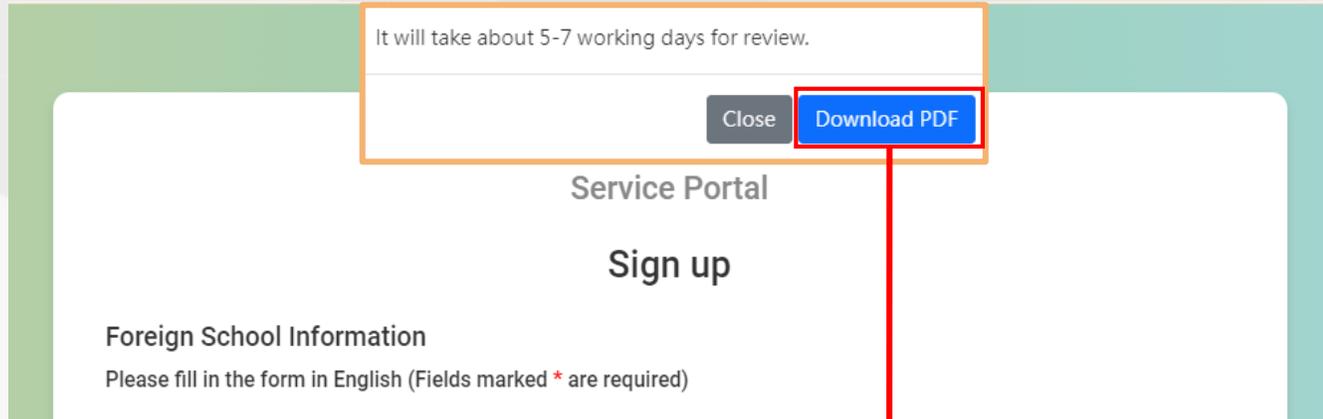
School E-mail address * Phone number *

Submit

Sign Up

Step 5

After clicking submit button, a Submitted pop-up box will appear.



Foreign School Information	
Please fill in the form in English (Fields marked* are required)	
Application Number	00013
Country Name *	Austria
Country Code	43
The full name of school *	test
School website *	test
School postal address *	test
School level	<input type="checkbox"/> Primary/ Elementary school <input type="checkbox"/> Junior High School <input type="checkbox"/> General high school <input type="checkbox"/> Technical senior high school <input type="checkbox"/> Comprehensive school <input type="checkbox"/> Cross education level school

Follow-up the application status by using this Application Number.

Sign Up

Step 6

We'll send you an email after we verify your application. Please follow the instructions in the email to move on to the next step.

Dear Bear Test Account Foreign School

Example

Thank you for your recent application for TPSF System Account.

Unfortunately, we regret to inform you that your application **00004** has been **Unsuccessful** in proceeding to the next phase.

Upon reviewing your application, **【Reasons for Application Rejection】** Therefore, we cannot proceed with your application.

Please free to contact us if you have any further questions.

Best regards,

Application Rejected

Hi Bear Test Account Foreign School

Example

Congratulations! Thank you for your recent application for TPSF System Account.

Through all the assessments, we would like to formally inform that your application **00004** has been **Approved**.

We are looking forward to the completion of **[[School Name]]** to be one of the partner schools of Taiwan K-12 schools. Through TPSF System **[[School Name]]** and Taiwanese schools can start international educational exchanges from now on.

Your login account number and password are shown below, please keep it safe and change the password as soon as possible after login.

Account:

Password:

Please log in to the system from the following URL

<https://www.ietw2.edu.tw/workbench/employee/login/lang/en>

If you need more instructions on the operation of the IEW system, please download the "**International Education 2.0- Standard Operating Procedures of IEW System (Foreign school edition)**" pdf file on the following URL and follow the instructions.

<https://www.ietw2.edu.tw/en/InternationalExchangeWindow/WhatsIEW>

If you have any questions or concerns, please do not hesitate to contact us.

Best regards,

Successful Application

Log In

Step 1

Enter The Ministry of Education's Website for International Education in Primary and Secondary School
(<https://www.ietw2.edu.tw/en>)

The Ministry of Education's Website for International Education in Primary and Secondary School
Republic of China (Taiwan)

Search

TPSF Log in

TPSF Log in

Click to enter the TPSF login page

Taiwan Tourism Introduction

Taiwan's Education Introduction

Overview of TPSF:
Taiwan Partner School Finder

Guide Location

Log In

Website for International Education in Primary and Seco

TPSF Log in

Choose your

School

Account

Password

Verification Code

0919

Forgot Password ?

Log in

Step 2

Select 'School' in 'Choose your identity'

Enter your account & password

Click Login bottom

Select if you forget your password

Account Information

admin

Menu

- Home
- Information Maintenance
- Account Information**
- School Information
- Register For IEW Member
- Exchange School Matching

Home / Information Maintenance / Account Information

Please fill out the **ALL** information in **ENGLISH** for your **FIRST ENTRY**

Bear Test Account_Foreign School

Account Information

Logout

Account Information	
School	Account
<input type="text" value="Bear Test Account_Foreign School"/>	<input type="text" value="SCHOOL000"/>
Contact Person	Job Title
<input type="text"/>	<input type="text"/>
Email	Contact Number
<input type="text"/>	<input type="text"/>
Old Password	New Password
<input type="text"/>	<input type="text"/>
Confirm Password	
<input type="text"/>	

1. Passwords must be at least 8 characters in length
2. The maximum password age is 90 days.
3. Password Complexity:
 - a. Passwords must contain both uppercase and lowercase character.
 - b. Passwords must contain at least one number.
 - c. Passwords must contain at least one additional symbol.
4. The modified password must not be the same as previous 3 passwords.
5. The minimum password duration is 1 day.
6. Password must not be the same as the account.

For changing a new password
Please read the description above the saving button

Remember to save after any data modification

School Information

admin

Menu

- Home
- Information Maintenance
- Account Information
 - School Information
- Register For TPSF Mer
- TPSF

Home / Information Maintenance / School Information

Please fill in **ENGLISH** and **COMPLETE**

School Information

School Name(English)	School Address(English)
<input type="text"/>	<input type="text"/>
TPSF Contact Person	Family Name of TPSF Contact Person
Mr. <input type="text"/>	<input type="text"/>
First Name of TPSF Contact Person	Job Title of TPSF Contact Person
<input type="text"/>	<input type="text"/>
Last Name of TPSF Contact Person	TPSF Contact Person Email
<input type="text"/>	<input type="text"/>
School Website Address	School Type
<input type="text"/>	Public
School Level	Number of Classes
Primary/Elementary school <input type="text"/>	Please fill in the number
Number of Students	Number of Teachers
Please fill in the number	Please fill in the number

SAVE

Remember to save after any data modification

Select after filling out the *Account Information*

Exchange Program forms and Notice

General Exchange Program

+ School Information + Inbound Exchange Activities + Outbound Exchange Activities + Online Activities for International Exchanges

#	Forms	School Name	School Code	Condition	Update Time	Operate
No data available in table						

Fill out detailed information in the form for a more precise match

If the form is not completely filled out, the TPSF system **WILL NOT** be able to initiate the matching function

學校基本資料
School Information

請用英文填寫 (Please fill in the form in English)
預防措施(Precautions):
1. *為必填項目(* are required questions.)
2. 填寫後請點擊下方存檔或送出(Please click "Save" or "Submit" after filling out the form.)

1. 學校名稱 The full name of school *

2. 學習位置 School location *

3. 學校層級 School level *

4. 學生年級 Student grade level *

5. 教師人數 Number of full-time teachers *

6. 學生人數 Number of students *

7. 學校類型 School's types *

8. 學校屬性 Affiliation of schools *

9. 學校層級 Affiliation of schools

10. 課程主要使用語言 The main instruction languages *

11. 外語課程 Foreign language programs

12. 海外姊妹校數 Number of overseas sister schools

13. 學校地址 School Postal Address *

14. 學校網址 School website *

15. 學校簡史 School's Brief history *

17. 附檔 Attachment *

18. 我要交流的方式 International Exchange Method *

19. 聯絡資訊 Contact information *

如果要有更精準的媒合資料請填寫18.勾選的表單
To match more precisely, please follow the checked item 18th in from [School Information]

儲存(Save) 送出(Submit)

Notes for filling out the school information form

Please fill out the form in English and fill in required school information.

The screenshot shows a web form titled "School Information" with the following sections:

- 學校基本資料 (School Information):** Includes fields for school name, location, level, student grade level, number of teachers, number of students, and school type.
- 8. 學生組成 (Composition of students):** Radio buttons for Boys' School, Girls' School, Coeducation, and Other.
- 9. 學校屬性 (Affiliation of schools):** Radio buttons for Alternative School, Boarding School, International School, Religious school, and Other.
- 10. 課程主要使用語言 (The main instruction languages):** Radio buttons for English, French, German, Indonesian, Japanese, Korean, Mandarin, Spanish, Thai, Vietnamese, and Other.
- 11. 外語課程 (Foreign language programs):** Radio buttons for English, French, German, Indonesian, Japanese, Korean, Spanish, Thai, Vietnamese, and Other.
- 12. 海外姊妹校數 (Number of overseas sister schools):** A table to list sister schools with columns for Continent, Country, and Name.
- 13. 學校地址 (School Postal Address):** Text input field.
- 14. 學校網址 (School website):** Text input field.
- 15. 學校簡史 (School's Brief history):** Text input field.
- 16. 學校特色 (School features):** Text area with a 600-1000 word limit.
- 17. 附檔 (Attachment):** Upload field for school brochures or flyers (pdf file only).
- 18. 我要交流的方式 (International Exchange Method):** Radio buttons for various exchange programs.
- 19. 聯絡資訊 (Contact information):** Fields for Name, E-mail, and business phone.

At the bottom right of the form, there are two buttons: "儲存(Save)" and "送出(Submit)".

Please click Save or Submit after filling out the form.



If there is any unfilled part of the form, the following prompt window will pop up after clicking Submit. Please follow the instructions to complete the form.

www.ietw2.edu.tw 顯示

[Error] School Name can't be empty!,School Level can't be empty!,Student grade level can't be empty!,Number of full-time teachers can't be empty!,Number of students can't be empty!,School's types can't be empty!,The main instruction languages can't be empty!,Foreign language programs can't be empty!,School Postal Address can't be empty!,School Website Address can't be empty!,School's Brief history can't be empty!,School features can't be empty!,International Exchange Method can't be empty!

確定

School Information Form

School Information
School Information

請用英文填寫 (Please fill in the form in English)

1. School Name The full name of school

2. 學區位置 School location
Country(Country) 州(State)/市(City)/區(District)

9. 學校屬性 Affiliation of schools
 實驗學校(Alternative School) 寄宿學校(Boarding School) 國際學校(International School)
 教會學校(Religious school) 其他學校(Other)
 其他學校(Other)

10. 課程主要使用語言 The main instruction languages
 英語(English) 法語(French) 德語(German) 印尼語(Indonesian) 日語(Japanese)
 韓語(Korean) 華語(Mandarin) 西語(Spanish) 泰語(Thai) 越語(Vietnamese) 其他(Other)
 其他(Other)

16. 學校特色 School features
600-1000字為限 Limit: 600-1000 Words

17. 附檔 Attachment
學校介紹資料
*請上傳學校介紹資料 Please submit school brochures or flyers
選擇檔案 未選擇任何檔案
pdf file only

18. 我要交流的方式 International Exchange Method *

A. 我想接待。
(I want to host a school from Taiwan.)

B. 我想出訪。
(I want to visit a school in Taiwan.)

C. 我想國際網路交流。
(Online Activities for International Exchanges.)

D. 臺日、臺韓高中生國際教育旅行專案(入境接待)
(Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students (Inbound))

E. 臺日、臺韓高中生國際教育旅行專案(出境訪問)
(Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students (Outbound))

F. 臺日、臺韓高中生國際教育旅行專案(國際網路交流)
(Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students (Online Activities))

可複選

8. 學生組成 Composition of students
 男校(Boys' School) 女校(Girls' School) 男女合校(Coeducation) 其他(Other)
 其他(Other)

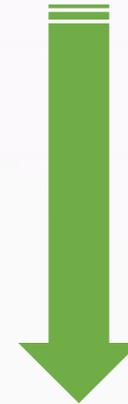
600-1000字為限 Limit: 600-1000 Words

19. 聯絡資訊 Contact information
Name Name :
信箱 E-mail :
公務電話 business phone :

如果要有更精準的篩合資料請另填18.勾選的表單
To match more precisely, please follow the checked item 18th in from 【School Information】

Submit(Submit)

Select options from item 17th of the form



Home / Register For TPSF Member/ General Exchange Program

+ Inbound Exchange Activities + Outbound Exchange Activities + Online Activities for International Exchanges

#	Forms	School Name	School Code	Condition	Update Time	Operate
1	School Information	TEST999	JPN999	Submit	2022-09-02 15:32:53	EDIT DELETE VIEW
2	Inbound Exchange Activities	TEST999	JPN999	Submit	2022-09-02 15:32:53	EDIT DELETE VIEW
3	Outbound Exchange Activities	TEST999	JPN999	Submit	2022-09-02 15:32:53	EDIT DELETE VIEW
4	Online Activities for International Exchanges	TEST999	JPN999	Submit	2022-09-02 15:32:53	EDIT DELETE VIEW

TPSF system will automatically generate activity form according to the checked options in item 17th

Exchange Program form page.(1/2)

admin TEST999Mori

Home / Register For TPSF Member / General Exchange Program

The system has been already generated activity form according to the activity which you checked in School Information Form's item 17th

#	Forms	School Name	School Code	Condition	Update Time	Operate
1	School Information	TEST999	JPN999	Submit	2023-02-14 09:55:03	EDIT DELETE VIEW
2	Inbound Exchange Activities	TEST999	JPN999	Submit	2023-02-14 09:55:03	EDIT DELETE VIEW
3	Outbound Exchange Activities	TEST999	JPN999	Submit	2023-02-14 09:55:03	EDIT DELETE VIEW
4	Online Activities for International Exchanges	TEST999	JPN999	Submit	2023-02-14 09:55:03	EDIT DELETE VIEW

Register For TPSF Member
General Exchange Program
JP-TW Educational Trip Program
Exchange School Matching

Click to view and modify all the forms

Please click the EDIT button to modify the content of your Exchange Activities Forms.

After completing the International Event Application Form, the system will **automatically match the application at 6:00 A.M.(GMT+8) EACH DAY.**

Foreign School Matching Process

Click to view the matching status

Click to switch Stop/Start Matching with Taiwan School.

Home / Exchange School Matching / General Exchange Program

My International Exchange Method Status/option

#	My International Exchange Method	School Name	View IEW Forms	Status/option
1	Online Activities for International Exchanges	私立宏仁女中 (Hung Jen Catholic Girls' High School)	VIEW	ACCEPT REJECT SEND MESSAGE
2	Online Activities for International Exchanges	國立家齊高中 (National Tainan Chia Chi Senior High School)	VIEW	INVITING SEND MESSAGE
3	Inbound Exchange Activities	私立宏仁女中 (Hung Jen Catholic Girls' High School)	VIEW	INVITE SUCCESSFUL SEND MESSAGE
4	Outbound Exchange Activities	私立宏仁女中 (Hung Jen Catholic Girls' High School)	VIEW	SEND SEND MESSAGE

Click the Taiwan School's name to view school information.

Click to view Taiwan School's Exchange Activities Form.

Click to send invitation letter

Foreign School Matching Process

If the current screen does not display the Status/Option column, please follow the steps below.

1

Hold down the scroll bar and **DRAG to the RIGHT**

2

新增分頁	Ctrl + T
新增視窗	Ctrl + N
新增無痕式視窗	Ctrl + Shift + N
記錄	
下載	Ctrl + J
書籤	
縮放	- 100% + [Zoom Icon]
列印...	Ctrl + P
投放...	
尋找...	Ctrl + F
更多工具	
編輯	剪下 複製 貼上
設定	
說明	
結束	

Open settings from the web



Resize viewport from **ZOOM** options

Foreign School Matching Process(cont.)

Click the SEND MESSAGE button to communicate with Taiwan schools online.

#	My International Exchange Method	School Name	View IEW Forms	Status/option
1	Online Activities for International Exchanges	私立宏仁女中 (Hung Jen Catholic Girls' High School)	VIEW	ACCEPT REJECT SEND MESSAGE
2	Online Activities for International Exchanges	國立家齊高中 (National Tainan Chia Chi Senior High School)	VIEW	INVITING SEND MESSAGE
3	Inbound Exchange Activities	私立宏仁女中 (Hung Jen Catholic Girls' High School)	VIEW	INVITE SUCCESSFUL SEND MESSAGE
4	Outbound Exchange Activities	私立宏仁女中 (Hung Jen Catholic Girls' High School)	VIEW	SEND SEND MESSAGE

INVITE SUCCESSFUL means the invited Taiwan school agrees to start the exchange and both parties can begin the negotiation and exchange.

ACCEPT or **REJECT** means Taiwanese schools receive match invitations from foreign schools, schools can decide to click **ACCEPT** or **REJECT** to exchange invitations.

Invite Taiwan Schools Process

The Ministry of Education's Website for International Education in Primary and Secondary School
Republic of China (Taiwan)

Search TPSF Log in

Click a city or county to enter

Guide Location

Home / Looking for Taiwan School Partners

General Exchange Program

Searching for Partners based on collaboration methods, languages, school level and types of exchange activities

International Exchange Method: All
Language: All
School Level: All
Activity: All
School's Name Keywords: 新北市

Search Reset

School / International Exchange Method Language School Level Activity

Foreign schools can choose and invite Taiwanese schools via the TPSF system.

Invite Taiwan Schools Process



Searching for Partners based on collaboration methods, languages, school level and types of exchange activities

International Exchange Method

All

Language

All

School Level

All

Activity

All

School's Name Keywords

高雄市

School / International Exchange Method

市立新泰國小

XinTai Elementary School



國際網路交流活動

Online Activities for International Exchanges

市立新泰國小

XinTai Elementary School



Example

Select either one of the exchange programs from “Find a Partner in Taiwan” at the home page.

Search by method of exchange, language, level of school and exchange activities.

If no options can meet your needs, you can use keywords search instead

Invite Taiwan Schools Process(cont.)

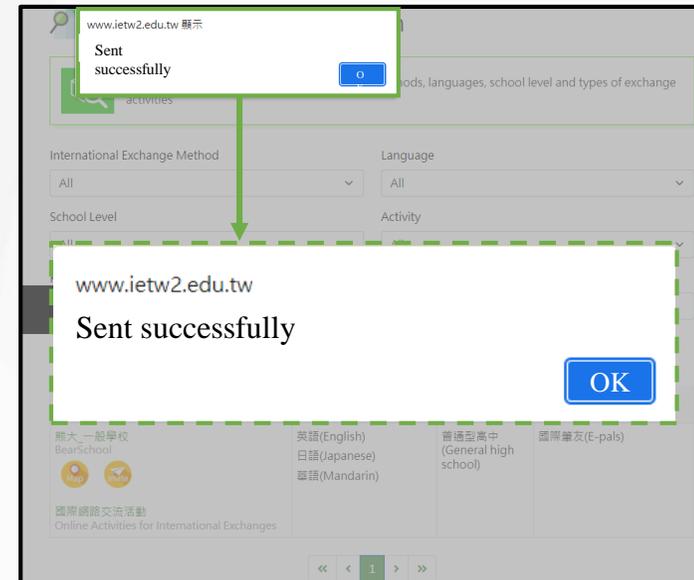
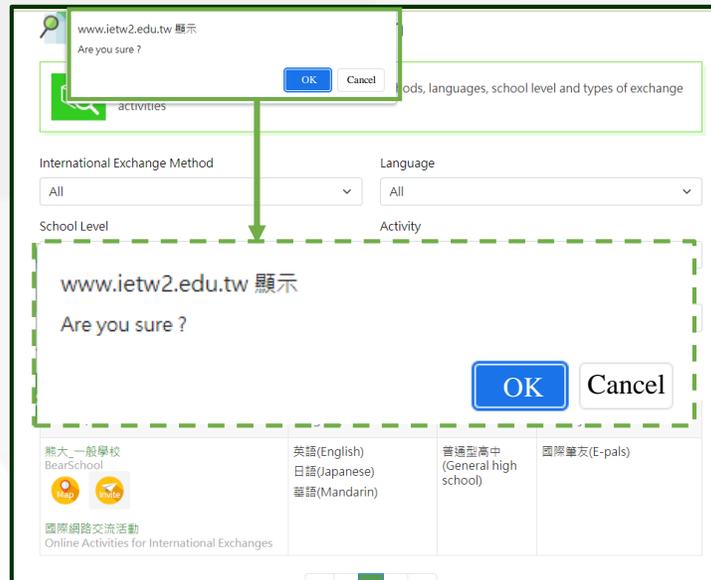
School / International Exchange Method	Language	School Level	Activity
<p>市立建山國小 Jianshan Primary School</p> <p>MAP INVITE</p> <p>本國學校師生出境訪問交流活動 Outbound Exchange Activities</p>	<p>英語 (English) 華語 (Mandarin)</p>	<p>Age: 6~12 Age: 13~15</p>	<p>姊妹校締約(Sister school MOU signing) 課堂體驗(Auditing classes) 語言及文化體驗(Language and cultural courses) 社會人文走訪(Social and humanities experience education programs) 主題研習營(Workshops) 技能交流(Skill exchange programs) 短期師生交換(Short-term teacher and student exchange programs)</p>

Select the hyperlink of Name of School or Exchange Activity to view the forms.

Sign Up or Log In the TPSF system before click the Invite Button.

After check Invite button, a Sent successfully pop up box will appear.

Click the Invite button to send invitations to Taiwanese schools.



FAQ

Q: What should I do if the system has no matching results or too few matching results displayed?

A: You can modify the redemption-related information in the following ways (choose one), and then resubmit the match.

Method 1

Home / Register For IEW Member / General Exchange Program

#	Forms	School Name	School Code	Condition	Update Time	Operate
1	Online Activities for International Exchanges	Sangmyung High School	KOR001	Submit	2022-04-21 15:13:09	EDIT DELETE VIEW
2	Inbound Exchange Activities	Sangmyung High School	KOR001	Submit	2022-04-21 13:50:09	EDIT DELETE VIEW
3	Outbound Exchange Activities	Sangmyung High School	KOR001	Submit	2022-04-21 13:49:47	EDIT DELETE VIEW
4	School Information	Sangmyung High School	KOR001	Submit	2022-04-21 13:28:27	EDIT DELETE VIEW

18.我要交流的方式 International Exchange Method

- A.我想接待。
(I want to host a school from Taiwan.)
 - B.我想出訪。
(I want to visit a school in Taiwan.)
 - C.我想國際網路交流。
(Online Activities for International Exchanges.)
 - D.臺日、臺韓高中生國際教育旅行專案(入境接待)
(Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students (Inbound))
 - E.臺日、臺韓高中生國際教育旅行專案(出境訪問)
(Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students (Outbound))
 - F.臺日、臺韓高中生國際教育旅行專案(國際網路交流)
(Taiwan-Japan/Taiwan-Korea Educational Trip Program for High School Students (Online Activities))
- 可複選

1 Click the [EDIT](#) button in which the form you want to modify.

2 Adjust **【18. How I want to communicate】** in the school information form (see P.11~P.12)

Method 2

#	Forms	School Name	School Code	Condition				
1	Online Activities for International Exchanges	Sangmyung High School	KOR001	Submit	2022-04-21 15:13:09	EDIT	DELETE	VIEW
2	Inbound Exchange Activities	Sangmyung High School	KOR001	Submit	2022-04-21 13:50:09	EDIT	DELETE	VIEW
3	Outbound Exchange Activities	Sangmyung High School	KOR001	Submit	2022-04-21 13:49:47	EDIT	DELETE	VIEW
4	School Information	Sangmyung High School	KOR001	Submit	2022-04-21 13:28:27	EDIT	DELETE	VIEW

1 Click the [EDIT](#) button in which the form you want to modify.

B. 交流類型與活動 Exchange activities

B-1 預期交流類型活動 Proposed types of exchange activities

- 國際筆友(E-pals)
- 語言交流(Language exchanges)
- 共備課程(Cross-border curriculum development)
- 文化交流(Culture exchanges)
- 主題討論 (含聯合國永續發展議題) (Theme-based discussion, including SDGs)
- 參與國際專案計畫(Participation in international projects)

2 Modify the exchange activities in [B-1 Proposed types of exchange activities] in the international exchange form and send it out (Details : P11-P12)

Contact Us

TPSF

National Taiwan University of Science and Technology
International Education Liaison Office
Chien-Chiung Lee
02-2730-1162
ietw2@mail.k12ea.gov.tw

Website System

National Taiwan University of Science and Technology
International Education Liaison Office
Alex
02-2730-1289
ietw2@mail.k12ea.gov.tw