

STUDENT WORKING PERMIT APPLICATION

International students who wish to work in Taiwan (campus or off-campus) must apply and obtain a work permit. The work permit duration is based on the university's academic semester with a maximum of 6 months. Make sure to renew your working permit regularly to avoid penalties and inconveniences. The maximum work hours requirement is **20 hours per week**, except during summer and winter vacations.

Before you proceed with the application, make sure to have the following documents (please attach **PDF files only**):

- Passport (unexpired)
- ARC (back and front)
- School ID (back and front)
- Proof of student registration/enrollment
- Grades showing your enrolled Mandarin courses or any evidence of Mandarin language certificate/courses

Visit the [Workforce Development Agency Website](#) for the online application portal. The laws and regulations, user manual, and user videos (in Mandarin but still very helpful in providing the information needed) are available on the website. Once the website is accessed, select the option Work Permit for **Foreign Students, Overseas Chinese Students, and Ethnic Chinese Students**, as shown in the image below. For first-time applications, you need to apply for an account first.



學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

Account

系統密碼 :

Password

☐ 顯示密碼

驗證碼 :

Verification Code

6308

重新產生驗證碼 Refresh Verification Code

登入 Sign In 取消 Cancel **申請帳號 Apply for an account**

忘記密碼或解鎖 Forgot Password or Unlock a user account ||

外國專業人員工作許可申請 Work Permit for Professional Workers ||
自由藝術工作許可申請 Foreign Professional Artist Work Permit ||
外國專業人才成年子女工作許可申請 ||

After successfully creating the user account, you can now log in to the system. Enter the correct username and password; don't forget to input the verification code as shown below.

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

Account

系統密碼 :

Password

☐ 顯示密碼

驗證碼 :

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外國專業人員工作許可申請 Work Permit for Professional Workers ||
自由藝術工作許可申請 Foreign Professional Artist Work Permit ||
外國專業人才成年子女工作許可申請 ||

To start the application, click **New Application Management** -> **260 Student Application Management** on the top menu; then click [agree](#).

勞動部勞動力發展署 建構人 Built by: NAOMI UBINA 發出
外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

公告/Announcement 基本資料維護/Basic Information Maintenance 案件新增及管理/New Application and Management 相關連結/Related Links

260_學生案件管理_260_Student Application Management

案件管理 Application Management > 260_學生案件管理 Student Application Management

約定同意收受電子公文

Agreement on Electronic Service

本部依電子簽章法規定，於取得您「同意」後，就您於本申辦網所辦理之工作許可申請案件，應以電子公文方式送達許可函。並自發文日起以電子郵件通知您領取電子公文，您得於發文日起4個日曆天內自行至本申辦網領取電子公文，並以本申辦網所記錄您登入系統後按下「領取電子公文」按鈕之系統時間為電子公文之送達時間。並自次日起算法定期間。倘不予核發工作許可時，仍得以紙本公文寄發。逾期本報作者，系統將關閉「領取電子公文」功能。本部逕改以紙本公文寄發許可函。

如您「不同意」以電子公文方式送達許可函，則您於本申辦網所辦理之工作許可申請案件，應以郵寄方式寄發紙本公文許可函。

According to Electronic Signatures Act, through online application, the work permit issued will be sent in electronic official document with your consent. An email will be sent when the permit is issued to inform you to collect the permit, and you have to collect the permit online within eight days. The time of the electronic service shall be deemed as the time recorded by system when you log in the system and click "download the official document". The statutory period thereafter shall begin to run from the date following the day on which such electronic documents are downloaded. Nevertheless, in the case where the application is rejected, the official document will be sent by post, and if you fail to download the electronic documents within eight days, the Ministry will take down the electronic documents and deliver the official documents in hard copy by registered mail.

If you do not agree to the electronic service, the work permit will then be sent in hard copy by registered mail.

☒ 同意 agree ☐ 不同意 disagree

You will be prompted to the next page to enter the required information. Don't forget to **save** your application once you finish proceeding to the **next step** until you reach the application review for finalization.

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公告/Announcement 基本資料維護/Basic Information Maintenance 案件新增及管理/New Application and Management 相關連結/Related Links

案件管理 Application Management > LX011100E 學生案件管理 Student Application Management

Step1. 個人基本資料 personal information

Step2. 就讀學校資料 school information

Step3. 工作許可申請資料 application form of work permit information

Step4. 上傳文件上傳 upload file

Step5. 繳費資料 examination fee information

Step6. 申請案檢核送審 Application review

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)	修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)	修改個人基本資料 Edit personal profile
性別 Gender	修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)	
護照號碼 Passport number	申請案件時將舊護照及新護照上傳至護照資料夾，本部將於審核時一併更新您的護照號碼。If you had renewed your p
居留證統一編號 ARC ID number	及新居留證上傳至居留證資料夾，本部將於審核時一併更新您的居留證號！
出生年月日 Date of birth	修改個人基本資料 Edit personal profile
聯絡電話 Phone number	修改個人基本資料 Edit personal profile

☒ 資料暫存 save application ☐ 離開(不儲存) Discard and leave the page. ☒ 下一步 next step

For the School Information -> Day/Night information, you can select the **Day School** option. Then, fill in other required information. You will be required to enter IDENTITY information. Make sure to choose one of the following (1) **Foreign Students – 4-year Universities**; (2) **Foreign Students – Master**; and (3) **Foreign Students – Doctor**.

案件管理 Application Management > LX011200E 學生案件管理 Student Application Management

Step 1 個人基本資料 personal information
Step 2 就讀學校資料 school information
Step 3 工作許可申請資料 application form of work permit information
Step 4 繳交申請費 examination fee information
Step 5 申請審核 Application review

學校就讀資料 school information

* 標記者為必須填寫的欄位 mark must not be empty

就讀學校 School attended 國立臺灣海洋大學 National Taiwan Ocean University [修改個人基本資料 Edit personal profile](#)

* 日夜別 Day/Night ☒ == 請選擇 please select ==
日間部 Day School
夜間部 (夜間部 in-Service Programs (Night School))

* 系別 Faculty 外國留學生-博士 Foreign student-Doctor [修改個人基本資料 Edit personal profile](#)

身分別 identity 博士 Graduate school (Doctoral) 年級 year == 請選擇 Please select == 預定修業年限 expected study years 年 year

* 年級 year 預定修業年限欄位填寫說明: 請依您所讀系所學制詳實填列本欄位。例如學士4年制者, 本欄位請填寫4, 特殊學制如醫學系6年制者, 則請填寫6。

* 學校校區所在地址 School Address 202 基隆市 中正區 北寧路2號

上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

The application type should be a work permit for the **Application Form of Work Permit Information**, and the application time should be within six months (maximum). For example, if you want to apply for April, the end month should be September. You will be provided with options on how the official document will be delivered to you. You can select Electronic Official Document for convenience; just print the file.

案件管理 Application Management > LX011500E 學生案件管理 Student Application Management

Step 1 個人基本資料 personal information
Step 2 就讀學校資料 school information
Step 3 工作許可申請資料 application form of work permit information
Step 4 繳交申請費 examination fee information
Step 5 申請審核 Application review

工作許可申請資料 application form of work permit information

* 標記者為必須填寫的欄位 mark must not be empty

申請類別 application category 外國留學生 foreign students
若申請類別錯誤請到「學生個人資料維護」頁面修改。
If the application category is mistaken, please go to Student Personal Information Maintenance to change the identity.

申請類別適用對象 applicable object of application category 您須為依「外國學生來臺就學辦法」且就讀於公立或已立案私立大專校院之外國留學生。
You are foreign student, as referred to in the Regulations on Foreign Students Enrolled in Schools in the Republic of China, and shall conform to the qualifications as set forth in the Regulations on Foreign Students Enrolled in Schools in the Republic of China.

* 申請項目 application type 工作許可 work permit

* 申請許可期間 Application time 2022/04/01 至 2022/10/31 (請以 YYYY/MM/dd 格式填寫) (valid for six months maximum)

* 工作許可領文領取方式 Way of receiving the official document ☒ 電子公文 Electronic official document ☐ 郵寄學校 Delivery (to the school) ☐ 親自領取 Pick up in person

工作許可領文領取檢視 View your work permit on the mobile devices ☒ 是 YES ☐ 否 NO [行動裝置聯絡電話 mobile phone number](#) 0975497664

如點選「是」, 請併同輸入您的手機號碼, 您可於申請案件經本部核准後, 以行動裝置登入本申請網, 使用「行動裝置檢視」功能, 屆時系統將寄送驗證碼至本案所填之手機號碼, 並於完成驗證程序後, 當行動裝置直立時, 顯示畫面為QRcode, 可供業主掃描驗證; 當行動裝置橫放時, 顯示畫面為工作許可相關資訊。
If you click "YES", please enter your mobile number. After the application is approved, you can log in to the website on your mobile devices and view the work permit on them. The system will send the verification code to the mobile number you entered, after verifying you can then view your work permit on your mobile devices. When the screen displays in portrait (vertical), a QR code will be generated. The employer can scan the QR code to check details. When you rotate the screen to landscape (horizontal), the information of the work permit will display. Click "NO" if you don't want to view your work permit on your mobile devices.

Next, provide all the necessary documents for the application as shown below; please note that PDF files are the only accepted type format for the application. Convert all documents to this file format before applying for a work permit. For the documentation of language courses grades, you print the list of courses available in AIS (make sure you have enrolled in a language course). You can skip the uploads for ratified certification of the Ministry of Education and others.

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外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

▶ 案件管理 Application Management > LX011700E 學生案件管理 Student Application Management

Step1. 個人基本資料 personal information Step2. 就讀學校資料 school information Step3. 工作許可申請資料 application form of work permit information **Step4. 應備文件上傳 upload file** Step5. 繳費資料 examination fee information Step6. 申請案檢視送審 Application review

應備文件上傳 upload file

檔案格式 file format: PDF(單一PDF檔案上傳大小限制: 5Mb)

有關應備文件之檢附, 請至外國人在臺工作服務網查詢 (網址: <https://ezworktaiwan.wda.gov.tw>; 首頁>一般外國專業人士在臺工作)。或電洽客服人員 (電話: (02)8995-6000); 至訂、補正疑義, 請逕洽訂、補正通知所載承辦人員。

文件上傳後於送出前, 得予刪除。惟前次送審時已上傳文件, 不得刪除。After the file is uploaded, it may be deleted before it is sent. However, the file that has been uploaded during the previous submission cannot be deleted.

應備文件 documents for application	檔案 file
護照影本(此為應備文件) Photocopy of Passport(Documents required)	請選擇檔案 please select file
學生證影本 Photocopy of student ID card	請選擇檔案 please select file
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file
學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file
教育部專案核准證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file

上一步 previous 資料暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

After completing the required information and documents, the final step of the application requires **payment of NT\$ 100**. You can pay at the Post Office using the following information:

Account Name: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor (in case Mandarin character is required, feel free to ask the Post Office Staff to write it for you)

Account Number: 19058848

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外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

▶ 案件管理 Application Management > LX011900E 學生案件管理 Student Application Management

Step1. 個人基本資料 personal information Step2. 就讀學校資料 school information Step3. 工作許可申請資料 application form of work permit information Step4. 應繳文件上傳 upload file Step5. 審查費資料 examination fee information Step6. 申請案檢視送審 Application review

審查費資料 examination fee

[*] 標記者為必須填寫的欄位 mark must not be empty

*繳費方式 Payment: ☒ 郵局繳費 payment by post office ☐ ATM繳費 payment by ATM ☐ 台灣Pay繳費 payment by Taiwan Pay

郵局繳費 payment by post office

案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。
Application fees are non-refundable once the case is received by the Ministry of Labor. Please contact the customer service if you have any further questions.

劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848
Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848

交易日期 remittance date: 請輸入民國年月日，例1090101。
Please enter the date in ROC era, for example 1090101.

交易局號 post office of remittance:

輸入郵政劃撥收據編號 enter receipt number of postal remittance:

請注意：郵政劃撥收據編號請填後七碼，並請詳細看完圖示說明，才能方便您順利作業！Please note: if you pay via postal remittance, please fill in the last 7 digits on the remittance receipt and read the instruction

審查費金額 amount of examination fee:

上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

The bank account form shows the information you need to fill out.

98-04-43-04 郵政劃撥儲金存款單

收款帳號 19058848 金額 100 元

通匯欄(限與本次存款有關事項)

收款戶名 勞動部勞動力發展署 聘僱許可收費專戶

寄款人 ☒ 他人存款 ☐ 本戶存款

姓名 Your name 主管:

地址

電話 Your phone number 經辦局收款戳

虛線內備供機器印錄時請勿填寫

◎寄款人請注意背面說明
◎本收據由電腦印錄請勿填寫

郵政劃撥儲金存款收據

收款帳號戶名

存款金額

電腦記錄

經辦局收款戳

Take note of the date, bank code, and transaction/receipt number in the deposit slip. You will need this information to finish your application. Refer to the image below for the details.

○寄款人請注意背面說明
○本收據由電腦印出請勿填寫

郵政劃撥儲金存款收據

19058848

勞動部勞動力發展署特種許可收費專戶

收款帳號戶名

¥100.00

Transfer Receipt No. (8 numbers)

存款金額

00000983 106/11/28 13:12:39

000123 145 369154

他人 扣手續費

Remittance Date

Branch Number (Post Office of Remittance)

106.11.28

壹仟圓

郵局收訖章戳

Please coordinate with the Office of International Affairs if you plan to get one. They will need to confirm your application before it is accepted for review.