

EZ Work Permit Online System

International Scholar and Student Affairs Division (ISSA)

Office of International Affairs, NDHU

Required Documents

- ▶ Student ID Card (front and back)
- ▶ Student Certificate (**CURRENT semester**)
Get it from e-Portfolio System or Registry Division
http://sys.ndhu.edu.tw/CTE/Ed_StudP_WebSite/Login.aspx
- ▶ ARC (front and back)
- ▶ Passport (Photo page)
(Upload your Extension Page if your original passport is expired)
- ▶ **NTD 100 (get postal remittance → pay at post office)**

Payment

- ▶ Have a **Postal Remittance** from OIA or Post office
- ▶ Pay NTD 100 at Post Office(Administration 1F)
- ▶ Get the receipt and **keep it**

98-04-43-04 郵政劃撥儲金存款單														
收款 帳號	19058848				金額 (阿拉伯 數字)	億	仟萬	佰萬	拾萬	萬	仟	佰	拾	元
	通訊欄 (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 <input type="checkbox"/> 他人存款 <input type="checkbox"/> 本戶存款														
姓 名	name						經辦局收款章戳							
地 址	□□□-□□ 97401花蓮縣壽豐鄉大學路2段1號													
電 話	phone number						主管：							
虛線內備供機器印錄用請勿填寫														

◎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

電腦紀錄

經辦局收款章戳

Create Account

Step 1

Website : <https://ezwp.wda.gov.tw>



Step 2

- ▶ When first enter the website, you need to create an account.
- ▶ Click 「申請帳號」 (Apply for an account).



The screenshot displays the website header for the Workforce Development Agency EZ Work Permit. The main content area features a 'Student Login' form with fields for Account, Password, and Verification Code. The 'Apply for an account' button is circled in red. Below the form, there are links for 'Forgot Password or Unlock a user account', 'Work Permit for Professional Workers', and 'Foreign Professional Artist Work Permit'. A 'Latest News' section is visible at the bottom.

勞動部勞動力發展署
外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

公告Announcement 檢測與下載Certificate and CardReaderTest 相關連結RelatedLinks

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :
Account

系統密碼 :
Password

驗證碼 :
Verification Code

7663

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 ||

最新消息 Latest News

發佈日期 Date	標題 Subject
2018/10/22 13:58:48	自107年10月8日起，正式啟用短期補習班技藝類外籍教師、外國特定專業人才及外國自由藝術工作者的工作許可線上申辦功能。
2017/08/31	[資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。

Step 3

► Click 「同意」 (Apply)

三、資訊分享與使用 How information is shared and used	除了下列狀況外，本網站絕不會將您的個人資料揭露予第三人或使用於蒐集目的以外之其他用途： (一)法律明文規定。 (二)配合公務機關執行法定職務必要範圍。 (三)為防止他人權益之重大危害。 Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection: (1) Statutory regulations (2) Scope of statutory duties in accordance with public entities (3) To prevent others' interests from critical harm
四、自我保護措施 Self-protection measures	請妥善保管您的密碼及個人資料，不要提供給任何人。在您完成個人化服務之使用後，務必記得登出帳號。若您與他人共享電腦或使用公共電腦，切記要關閉瀏覽器視窗，以防止他人讀取您的個人資料、信件或進入所屬單位管理區。 Please keep your password and personal information private and do not provide them to anyone. After using personalized services, please make sure that you have logged out of your account. If you share a computer with others or use a public computer, please remember to close your browser windows to prevent others from accessing your personal information, E-mail, or the entity management area.
五、聲明之修正 Amendment to the statement	本聲明將因應需求隨時進行修正，修正後的條款將刊登於本網站上，以維護您瀏覽網站的安全及相關權益。 The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests.
六、聲明之諮詢 Consultation on the statement	若您對本聲明有任何疑問，請E-mail至：wda@wda.gov.tw。 If you have any question about the statement, please contact us by E-mail: wda@wda.gov.tw.

同意 apply 不同意 reject

Step 4

- ▶ Enter your personal information and make sure the information which you enter is correct.

Enter letters and number as your account ID (ex:adfht345)

Enter letters, numbers and symbols as your password (ex: tyuiop_6789)

▶ 學生帳號申請 Applying for a Student Account

學生帳號申請 Application of student account

*帳號 Account number	<input type="text"/>	(需包含英文和數字 Containing English letter and number)	
*密碼 Password	<input type="password"/>	(密碼長度至少8碼,並需符合英數+特殊符號 Password is required to be at least 8 characters with letters, numbers and special symbols)	*確認密碼 Re-enter password <input type="password"/>
*電子信箱 Email	<input type="text"/>		
申請人姓名(中文) Name of applicant (Chinese)	<input type="text"/>	(應與學生證相同 Shall be in accordance with your name on student ID)	*性別 Gender <input type="radio"/> 男 Male <input type="radio"/> 女 Female
*申請人姓名(英文) Name of applicant (English)	<input type="text"/>		*國籍 Nationality <input type="text"/> <input type="text"/> 國籍查詢 Nationality search
*護照號碼 Passport number	<input type="text"/>	(提示:若您更換過護照,請先使用舊護照號碼申請帳號,並於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 passport, please enter your old passport number here. Upload both of your new and old passports and we will renew your passport numbers later on.)	*護照號碼有效期限 Validity of passport <input type="text"/> 西元yyyy/MM/dd
*居留證統一證號 ARC ID number	<input type="text"/>		*出生年月日 Date of birth <input type="text"/> 西元yyyy/MM/dd
*就讀學校 School attended	<input type="text" value="請選擇 please select"/>	(提示:若清單中沒有學校資料,請先洽學校承辦單位 Please contact the school office responsible if you can't find your school on the list.)	
*身分別 Identity	<input type="text" value="請選擇 please select"/>		
*連絡電話 Phone number	<input type="text"/>		

僑生請選擇：僑生-學士(4年制) / 僑生-碩士 / 僑生-博士

International students please select: foreign students - 4 year universities / foreign students - Master / foreign students - Doctor

- ▶ Enter the Verification Code.
- ▶ Click 「確定 Confirm」.

學生選擇「身分別」定義說明：

Definitions of different student identities:

一、僑生：須符合「僑生回國就學及輔導辦法」之學生，包含高中以上學位生、臺灣師範大學僑生先修部學生。

The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, refers to those who study for a degree in high school or above and those who enrolled at Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University.

二、華裔學生：須符合「香港澳門居民來臺就學辦法」規定之學生，或「就讀僑務主管機關舉辦之技術訓練班學生」，包含來自港澳地區之高中以上學位生、海青班學生。

Ethnic students shall meet one of the following requirements:

1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Hong Kong and Macao Residents in the Republic of China.

2. Students enrolled in a technical training class conducted by the OCAC.

三、外國留學生：須符合「外國學生來臺就學辦法」之學生，包含大專院校學位生、就讀大專院校附設語文中心、交換學生。

Foreign students as set forth in the regulations of International Students Undertaking Studies in Taiwan, including degree seeking students of college/university, those who study Chinese at language center of college/university in Taiwan and exchange students.

5443

重新產生驗證碼 Refresh Verification Code

確定 Confirm

取消 Cancel



勞動部勞動力發展署
外國專業人員工作許可
申辦網

Workforce Development
Agency EZ Work Permit

建議使用 Internet Explorer 9.0+

時30分至17時30分

請將螢幕解析度設定為 1920*1080 將可得到較佳的效果。

或 (02)2380-1720

勞動力發展署電話代表號：(02)8995 6000

ezwpi@wda.gov.tw

線上系統電話服務時間：週一至週五 上午8時30分至12時30分，下午13

線上系統客服專線：0800-881-339

線上系統客服電子信箱：

Step 5

- ▶ After confirmation, the system will go back the page on step 1.

Website : <https://ezwp.wda.gov.tw>



Step 6

- ▶ Access the page of step 2.
- ▶ Enter your account ID and password which you created, and click 「登入」 (Sign in)



The screenshot shows the website header for the Workforce Development Agency EZ Work Permit. The main content area features a 'Student Login' form with the following fields: Account, Password, and Verification Code. The verification code '7663' is displayed. Below the form are buttons for '登入 Sign In' (circled in red), '取消 Cancel', and '申請帳號 Apply for an account'. There are also links for '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', and '自由藝術工作許可申請 Foreign Professional Artist Work Permit'.

公告 Announcement 檢測與下載 Certificate and Card Reader Test 相關連結 Related Links

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

系統密碼 :

驗證碼 :

Verification Code 7663

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 ||
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最新消息 Latest News

發佈日期 Date	標題 Subject
2018/10/22 13:58:48	自107年10月8日起，正式啟用短期補習班技藝類外籍教師、外國特定專業人才及外國自由藝術工作者的工作許可線上申辦功能。
2017/08/31	[資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。

Step 7

- ▶ If the following page appear, it means you have successfully logged in.



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_NewApplication and Management 檢測與下載_Certificate and CardReaderTest 相關連結_RelatedLinks

即時訊息 1.107年11月2日下午6:30後工作許可案件申辦進度查詢網系統網址變更爲：https://wcfext.wda.gov.tw/wcfoonline/people_search/index.jsp

公告 Announcement > 005_最新訊息 Latest News

最新訊息 latest news

系統公告/新聞	發佈日期 release	標題 title
系統公告system announcement	107-10-22	自107年10月8日起，正式啟用短期補習班技藝類外籍教師、外國特定專業人才及外國自由藝術工作者的工作許可線上申辦功能。
系統公告system announcement	107-02-02	停止受理外籍學校教師工作許可案件
系統公告system announcement	106-08-31	[資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。

1 Records from 1 to 10 of 10

勞動部勞動力發展署
外國專業人員工作許可
申辦網
Workforce Development
Agency EZ Work Permit

建議使用 Internet Explorer 9.0+

時30分至17時30分
請將螢幕解析度設定爲 1920*1080 將得到較佳的效果。
或 (02)2380-1720
勞動力發展署電話代表號：(02)8995 6000
ezwp@wda.gov.tw
勞動力發展署服務地址：24219 新北市 新莊區 中平路439號南棟4樓
區中華路一段39號10樓

Suggest to use Internet Explorer 9.0+

線上系統電話服務時間：週一至週五 上午8時30分至12時30分，下午13

線上系統客服專線：0800-881-339

線上系統客服電子信箱：

線上系統服務地址：100臺北市中正

Online System Telephone Service Hours : 8:30 to 12:30 and 13:30 to 17:30,

Forget Password

- ▶ If you forget the password, please **do not try over three times**.
- ▶ Step 1 : If the second try did, please click 「忘記密碼」 (Forget password).
- ▶ Step 2: Enter your email, the temporary password will be sent within 10 minutes.
- ▶ Step 3: Enter the temporary password with the account ID, you will reach the page of Password Reset.

勞動部勞動力發展署
外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

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學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :
Account

系統密碼 :
Password

驗證碼 :
Verification Code

7663

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 ||

最新消息 Latest News

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2017/08/31	[資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。

- ▶ If the third try did, your account will be LOCKED. Please have a call to Service Center (0800-881-339) for unlock your account.
- ▶ The password must include letters, numbers and symbols. Please remember your password

Application

Step 1

- ▶ Click 「案件新增及管理 _NewApplication and Management」, and choose 「260_學生案件管理_260_Student Application Management」



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 _NewApplication and Management** 下載 _Certificate and CardReaderTest 相關連結 _RelatedLinks

即時訊息 1.107年11月2日下午6:30後工作許可案件申辦 260_學生案件管理_260_Student Application Management online/people_search/index.jsp

公告 Announcement > 005_最新訊息 Latest News

最新訊息 latest news

系統公告/新聞	發佈日期 release	標題 title
系統公告system announcement	107-10-22	自107年10月8日起，正式啟用短期補習班技藝類外籍教師、外國特定專業人才及外國自由藝術工作者的工作許可線上申辦功能。
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1 — Records from 1 to 10 of 10

勞動部勞動力發展署
外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

建議使用 Internet Explorer 9.0+
請將螢幕解析度設定為 1920*1080 將可得到較佳的效果。
或 (02)2380-1720
勞動力發展署電話代表號：(02)8995 6000
ezwp@wda.gov.tw
勞動力發展署服務地址：24219 新北市 新莊區 中平路439號南棟4樓
區中華路一段39號10樓

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線上系統客服專線：0800-881-339
線上系統客服電子信箱：
線上系統服務地址：100臺北市中正

Suggest to use Internet Explorer 9.0+ Online System Telephone Service Hours : 8:30 to 12:30 and 13:30 to 17:30,

Step 2

- ▶ Click 「新增申請案件」 (add application)

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理NewApplication and Management 相關連結RelatedLinks

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

高中及大學應屆畢業生（含延畢生）許可期限至同年 6 月 30 日止。

但有下列情事之一，得延長許可期限至 9 月 30 日：

- (1) 應屆畢業生或延畢生有暑修或延畢之需要，由學校或（系）所出具相關證明。
- (2) 僑外生若考取大學或研究所，加附由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.

However, it can be extended to 30 September for one of the following events:

- (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.
- (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

案件申請列表 list of application [新增申請案件 add application](#)

Step 3

- ▶ Starting on 2020/1/1, the Workforce Development Agency will send out work permit as an electronic official document instead of a work permit card.
- ▶ Therefore, before you add an application, there will shown up an agreement. Please read it for more details and click 「同意」 (agree).

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NewApplication and Management 相關連結RelatedLinks

▶ 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，經本部核准後，將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8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，惟不予核發工作許可時，仍將以紙本文公寄發；逾期未領件者，系統將關閉「領取電子公文」功能，本部逕改以紙本文公寄發許可函。

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，經本部核准後，將以郵寄方式寄發紙本文公許可函。

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 therefor 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.

勞動部勞動力發展署
外國專業人員工作許可
申辦網
Workforce Development
Agency EZ Work Permit

建議使用 Internet Explorer 9.0+
分，下午13時30分至17時30分
請將螢幕解析度設定為 1920*1080 將得到最佳的效果。
881-339 或 (02)2380-1720
勞動力發展署電話代表號：(02)8995 6000
ezwp@wda.gov.tw
勞動力發展署服務地址：24219 新北市 新莊區 中平路439號南棟4樓
北市中正區中華路一段39號10樓

線上系統電話服務時間：週一至週五 上午8時30分至12時30
線上系統客服專線：0800-
線上系統客服電子信箱：
線上系統服務地址：100臺

Step 4

- ▶ Check your personal information. Then click 「下一步」 (next step).

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 > 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. 應備文件上傳 upload file

Step5. 審查費資料 examination fee information

Step6. 申請案檢視送審

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
申請人姓名(英文) Name of applicant(English)		修改個人基本資料
性別 Gender		修改個人基本資料
國籍(地區) Nationality (or region)		
護照號碼 Passport number		
居留證統一編號 ARC ID number		
出生年月日 Date of birth		修改個人基本資料
聯絡電話 Phone number		修改個人基本資料

案件暫存 save application 離開(不儲存) **下一步 next step**

Step 5

- ▶ Enter the school information. Then click 「下一步」 (next step).

▶ 案件管理 Application Management > LX011200E 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. 審查費資料 examination fee information

Step6. 申請案檢視送審

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	國立東華大學 National Dong Hwa University	修改個人基本資料
* 日夜別 Day/Night	== 請選擇 please select == Choose 「 Day School 」	
* 系別 Faculty	Department	
身分別 identity	僑生-學士(4年制) overseas Chinese students - 4-year universities	修改個人基本資料
* 年級 year	大學(4年制) 4-year university Grade 年級 year == 請選擇 Please select == 預定修業年限 expected study years 年 year	
* 學校校區所在地址 School Address	Choose “大學(4年制)”(4-year university), “碩士 Graduate School”(Master’s) or “博士 Graduate School”(Doctoral) 大學路2段1號	Fall : First semester ; Spring : Second semester

上一步 previous 案件暫存 save application 離開(不儲存) 下一步 next step

Step 6

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

Please make sure your identity is correct.
eg: foreign student(4-years universities)

* 標記者為必須填寫的欄位 mark must not be empty

申請類別 application category	僑生 overseas Chinese students 若申請類別錯誤請於(學生個人資料維護)身分別做更正 If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.	修改個人資料 Edit personal profile
申請類別適用對象 applicable object of application category	您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。 You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall conform to the student's status as set forth in the Regulations Relating to Home-coming Overseas Chinese Students' Education and Counsel.	
*申請項目 application type	工作許可 work permit	
*申請許可期間 Application time	(西元yyyy/MM/dd) 至 to (西元yyyy/MM/dd) (許可期間最長6個月) (valid for six months maximum)	
*工作許可公文領取方式 Way of receiving the official document	親自領取 Pick up in person	
工作許可隨行裝置檢視 View your work permit on the mobile devices.	<input type="radio"/> 否 NO <input checked="" type="radio"/> 是 YES	行動裝置聯絡電話 mobile phone number

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，以行動裝置登入供覆主掃描驗證；當行動裝置橫放時，顯示畫面為工作許可相關資料。如不願使用此功能，則請將此欄位改點選為「否」。

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.

備註 Memo

若為親自領件者，約定取件人應列印親自領件回條(申請書頁面下方處)並黏貼約定取件人身分證(護照或居留證)正、反面影本，於系統指定日期內至本部領件櫃台(臺北市中正區中華路一段39號10樓)取件。倘於指定期限內未親自領取者，本部將以掛號寄出。

To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (10F., No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage)

Choose "work permit"

- If your previous work permit had expired and you want to renew it, choose "work permit".
- "Permit re-issue" means that you had lost your work permit which is still valid and you want to apply again for it.

If you access and submit application on 11/23, then please enter 11/24 as the beginning days

Application for Fall semester: next year 3/31
Application for Spring Semester: 9/30

Work permit apply duration suggestion:

10/1~ next year 3/31(for Fall semester); 4/1~9/30(for Spring semester)



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	<p>僑生 overseas Chinese students</p> <p>若申請類別錯誤請於[學生個人資料維護]身分別做更正</p> <p>If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.</p>	<input type="button" value="修改個人資料 Edit personal profile"/>
申請類別適用對象 applicable object of application category	<p>您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。</p> <p>You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall conform to the student's status as set forth in the Regulations Relating to Home-coming Overseas Chinese Students' Education and Counsel.</p>	
*申請項目 application type	<input type="text" value="工作許可 work permit"/>	
*申請許可期間 Application time	<input type="text"/> (西元yyyy/MM/dd) 至 to <input type="text"/> (西元yyyy/MM/dd) (許可期間最長6個月) (valid for six months maximum)	
*工作許可函公文領取方式 Way of receiving the official document	<input checked="" type="radio"/> 電子公文 Electronic official document <input type="radio"/> 郵寄學校 Delivery (to the school) <input type="radio"/> 親自領取 Pick up in person	
工作許可函行動裝置檢視 View your work permit on the mobile devices.	<input type="radio"/> 否 NO <input checked="" type="radio"/> 是 YES	<input type="text" value="行動裝置聯絡電話 mobile phone number"/>
備註 Memo	<input type="text"/>	

Please choose either "Electronic official document" or "Delivery (to the school)".

★ 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辦網，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，可供雇主持掃描驗證；當行動裝置橫放時，顯示畫面為工作許可相關資料。如不願使用此功能，則請將此欄位改點選為「否」。

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.

★ 若為親自領件者，約定取件人應列印親自領件回條(申請書頁面下方處)並黏貼約定取件人身分證(護照或居留證)正、反面影本，於系統指定日期內至本部領件櫃台(臺北市中正區中華路一段39號10樓)取件。倘於指定期限內未親自領取者，本部將以掛號寄出。

To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (10F., No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail."

* Please check next slide for more details about Electronic official document.

- ▶ If you choose “Electronic official document” to receive your work permit, you’ll need to login to the system to collect it after you receive the email that said your application has been completed by Workforce Development Agency within 8 days.
- ▶ Otherwise, they’ll still delivery the hard copy to school.

1.

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NewApplication and Management 相關連結RelatedLinks

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

高中及大學應屆畢業生(含延畢生)許可期限至同年6月30日止。
但有下列情事之一,得延長許可期限至9月30日:
(1) 應屆畢業生或延畢生有暑修或延畢之需要,由學校或(系)所出具相關證明。
(2) 僑外生若考取大學或研究所,加附由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.
However, it can be extended to 30 September for one of the following events:
(1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.
(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

案件申請列表 list of application 新增申請案件 add application

案件序號	功能連結	收文文號	申請日期	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態	案件狀態	勞動部收文日期 The
	領取電子公文				工作許可 work permit	電子公文(已可領取)	已發文 An official letter has been sent(許可)	新增(Create) (01092564824)	20200311

Collect electronic official document by clicking here.

*This link will be disappear after 8 days no matter you had collect the document or not. So, please collect it on time.

2.

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NewApplication and Management 相關連結RelatedLinks

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

點選「領取」鍵後開始領取電子公文,並以點選領取鍵之系統時間為電子公文之送達時間。Click "collect" to receive the electronic official document. The time of the electronic service shall be deemed as the time recorded by system when you click "collect".

領取 collect 取消 cancel

勞動部勞動力發展署
外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

建議使用 Internet Explorer 9.0+
請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。
勞動力發展署電話代辦熱線: (02)8995 6000
勞動力發展署服務地址: 24219 新北市 新莊區 中平路439號南棟4樓

線上系統電話服務時間: 週一至週五 上午8時30分至12時30分, 下午13時30分至17時30分
線上系統電話專線: 0800-881-339 或 (02)2380-1720
線上系統電子郵件信箱: ezwp@wda.gov.tw
線上系統服務地址: 100 臺北市中正區中華路一段39號10樓

Suggest to use Internet Explorer 9.0+
Please set your screen resolution at 1920*1080 for a better effect.
Telephone of Workforce Development Agency: (02)89956000
Address of Workforce Development Agency: 4F, South Building, No. 439, Zhongping Rd., Xinzhuang Dist., New Taipei City 24219
Address of Online System Service Center: 10F, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City 100

AsposePrintServlet 1/1

3.

正本

勞動部函
機關地址: 100 臺北市中正區中華路一段39號10樓
電話: (02)23801815 廖小姐

sample

受文者:
發文日期: 中華民國 109 年 03 月 16 日
發文字號:

附件:
主旨: 茲核發臺灣就業服務法第 50 條(外國留學生、僑生或華僑學生)申請之工作許可一案, 詳如說明, 請查照。

說明:
一、依據臺灣 109 年 03 月 11 日申請書辦理。
二、臺灣姓名、護照號碼、統一證號、就讀學校及許可期間如下:
學校: 國立東華大學, 工作許可期間自 109 年 04 月 01 日起至 109 年 06 月 30 日。
三、(註)本件以外僑生申請, 其工作許可期限自許可期限屆滿後, 如於第一件之許可表, 應向本部重新申請工作許可。
四、臺灣就業服務法第 50 條規定申請工作許可, 工作時間除寒暑假外, 每星期最長為 20 小時, 未依規定申請工作許可或原許可失效, 即受聘僱為他人工作者, 處新臺幣 3 萬元以上 15 萬元以下罰鍰。
五、在華工作之外國人, 應依中華民國相關法令繳納稅捐及「入出國及移民法」規定辦理居留、延期或變更登記。
六、依據就業服務法第 62 條規定, 主管機關、入出國管理機關、警察機關、海岸巡防機關或其他司法警察機關得指派人員攜帶證明文件, 至外國人工作之場所或可疑有外國人違法工作之場所。

Notice:

1. Remember to **DOWNLOAD** your Electronic official document after you opened it! The document can only be opened **ONCE**.
2. If you didn't save the document at the first time, you'll need to reapply for online collecting for the second time to opened it. This process is needed to **be done within 8 days** before the link disappear.

- ▶ 若您選擇以電子公文方式領取工作證，請在收到勞動部發出的郵件(email)表示您的申請案已完成發文程序後，於8日內登入申辦網領取電子公文。若您未於8日內領取，勞動部則會改發紙本並郵寄至學校。

1.

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NewApplication and Management 相關連結RelatedLinks

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

高中及大學應屆畢業生(含延畢生)許可期限至同年6月30日止。
但有下列情事之一，得延長許可期限至9月30日：
(1) 應屆畢業生或延畢生有暑修或延畢之需要，由學校或(系)所出具相關證明。
(2) 僑外生若考取大學或研究所，加附由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.
However, it can be extended to 30 September for one of the following events:
(1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.
(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

案件申請列表 list of application 新增申請案件 add application

案件序號	功能連結	收文文號	申請日期	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態	案件狀態	勞動部收文日期 The
	領取電子公文				工作許可 work permit	電子公文(已可領取)	已發文 An official letter has been sent(許可)	新增(Create) (01092564824)	20200311

點選此處以領取電子公文

* 無論您是否領取了電子公文，此連結皆會在8天後失效，請於期限內登入系統領取。

2.

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NewApplication and Management 相關連結RelatedLinks

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

點選「領取」鍵後開始領取電子公文，並以點選領取鍵之系統時間為電子公文之送達時間。Click "collect" to receive the electronic official document. The time of the electronic service shall be deemed as the time recorded by system when you click "collect".

領取 collect 取消 cancel

建議使用 Internet Explorer 9.0+
請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。
勞動部發展署電話代號：(02)8995 6000
勞動部發展署服務地址：24219 新北市 新莊區 中平路439號南棟4樓

線上系統電話服務時間：週一至週五 上午8時30分至12時30分，下午13時30分至17時30分
線上系統服務專線：0800-881-339 或 (02)2380-1720
線上系統服務電子信箱：ezwp@wda.gov.tw
線上系統服務地址：100 臺北市中正區中華路一段39號10樓

Suggest to use Internet Explorer 9.0+
Online System Telephone Service Hours: 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday
Online System Customer Service Hotline: 0800-881-339 or (02)2380-1720
Online System Customer Service E-mail: ezwp@wda.gov.tw
Please set your screen resolution at 1920*1080 for a better effect.
Telephone of Workforce Development Agency: (02)89956000
Address of Workforce Development Agency: 4F, South Building, No. 439, Zhongping Rd., Xinzhuang Dist., New Taipei City 24219
Address of Online System Service Center: 10F, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City 100

3.

正本

勞動部函

機關地址：100 臺北市中正區中華路一段39號10樓
電話：(02)23801815 廖小姐

sample

受文者：
發文日期：中華民國 109 年 03 月 16 日
發文字號：

主旨：茲核發臺灣就業服務法第 50 條(外國留學生、僑生或華僑學生)申請之工作許可一案，詳如說明，請查照。

說明：
一、依據臺灣 109 年 03 月 11 日申請書辦理。
二、臺灣姓名、護照號碼、統一證號、就讀學校及許可期間如下：
學校：國立東華大學、工作許可期間自 109 年 04 月 01 日起至 109 年 06 月 30 日。
三、本許可於因休學或退學導致失學屆期時，失其效力。又本許可期間屆滿後，如仍有工作之需求，應向本部重新申請工作許可。
四、臺灣依就業服務法第 50 條規定申請工作許可，工作時間除寒暑假外，每星期最長為 20 小時。未依規定申請工作許可或原許可失效，即受聘僱為他人工作者，處新臺幣 3 萬元以上 15 萬元以下罰鍰。
五、在華工作之外國人，應依中華民國相關法令繳納稅捐及「入出國及移民法」規定辦理居留、延期或變更登記。
六、依據就業服務法第 62 條規定，主管機關、入出國管理機關、警察機關、海軍巡防機關或其他司法警察機關得指派人員攜帶證明文件，至外國人工作之場所或可疑有外國人違法工作之場所。

- 注意事項：
1. 首次打開電子公文后，請記得一定要下載存檔，此電子公文僅能領取一次。
 2. 若第一次開啟後忘了儲存，想重新開啟並下載的話則需於領取日8天內重新申請線上領取。8天後，該功能連結則會消失。

Step 7

- ▶ Upload all the following files. Then click 「下一步」 (next step).

Workforce Development Agency 人力發展局

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. 審查費資料 examination fee information

Step6. 申請案檢視送審

應備文件上傳 upload file

檔案格式 file format : PDF (檔案名稱之命名，請勿含空格、標點符號及特殊符號 File name should not contain any blank spaces, punctuation or special characters.)

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
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file

Upload Student Certificate. The Student Certificate has to be the current semester when you apply for the work permit.

上一步 previous 案件暫存 save application 離開(不儲存) 下一步 next step

Step 8

▶ Enter the Receipt information.

Example:

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

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. 應備文件上傳 upload file
Step 5. 審查費資料 examination fee information
Step 6. 申請案檢視送審

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

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 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
1 ? 請輸入民國年月日，例1070101。
Please enter the date in ROC era, for example 1070101.

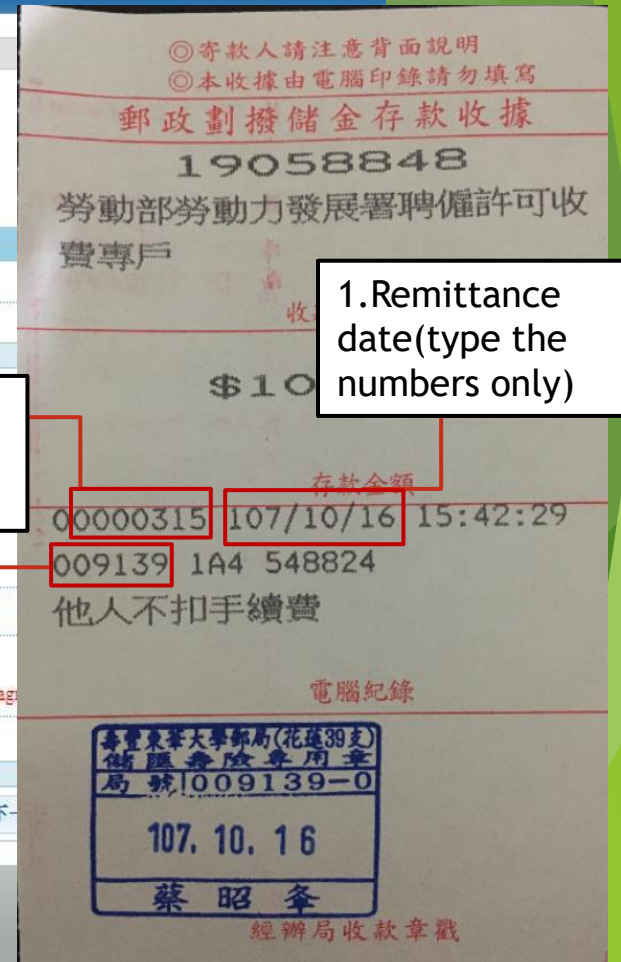
交易局號 post office of remittance
2 ?

輸入郵政劃撥收據編號
3 ?

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！Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully.

審查費金額 amount of examination fee
100

上一步 previous 案件暫存 save application 離開(不儲存) 下一步 next



1. Remittance date (type the numbers only)

3. Receipt number (just type the last 7 numbers)

2. Post office of remittance

勞動部勞動力發展署
外國專業人員工作許可
申辦網
Workforce Development
Agency EZ Work Permit

建議使用 Internet Explorer 9.0+
上午8時30分至12時30分，下午13時30分至17時30分
請將螢幕解析度設定為 1920*1080 將可得到較佳的效果。
統客服務專線：0800-881-339 或 (02)2380-1720
勞動力發展署電話代表號：(02)8995 6000
系統客服電子信箱：ezwp@wda.gov.tw

線上系統電話服務時間：週一至週五
線上系
線上

Step 9

▶ Check your information. Then click 「送學校審核」 (submit to school for examination).

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 > LX019100E 學生案件管理 Student Application Management



個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)

申請人姓名(英文) Name of applicant(English)

性別 Gender

國籍(地區) Nationality (or region)

護照號碼 Passport number

居留證統一編號 ARC ID number

出生年月日 Date of birth

聯絡電話 Phone number

緊急連絡人姓名 Emergency contact person Name

緊急連絡人電話 Emergency contact person Tel

學校就讀資料 school information

就讀學校 School attended

國立東華大學 National Dong Hwa University

日夜別 Day/Night

日間部 Day School

系別 Faculty

身分別 identity

年級 year

大學(4年制) 4-year university 4 年級 year 上學期 First semester

年級 year

預定修業年限 expected study years 5 年 year

學校校區所在地址 School Address

(974) 花蓮縣壽豐鄉志學村大學路2段1號

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

申請類別 application category

申請項目 application type

工作許可 work permit

申請許可期間 Application time

是否親自取件

否

Please Check if pickup in person

備註 Memo

申請案檢視送審

審查費資料 examination fee

繳費方式 Payment

郵局繳費 payment by post office

交易日期 remittance date

1081213

交易局號 post office of remittance

009139

郵政劃撥收據編號

1234567

receipt number of postal remittance

審查費金額 amount of examination fee

100

應備文件 documents for application

護照影本(此為應備文件) Photocopy of Passport(Documents required)

已上傳

學生證影本 Photocopy of student ID card

無

居留證正反面影本 Front and back photocopy of the resident certificate

無

其他(含學校要求文件) Others (including school required documents)

無

上一步 previous

離開

送學校審核 submit to school for examination

Tips

- ▶ **Format of uploading file should be PDF file.**
- ▶ How to scan the documents without the scanner machine?

The following app which can help you change the photo into PDF file.

<https://play.google.com/store/apps/details.....>