# 1. Online Application: https://ezwp.wda.gov.tw

**2.** **A. For the first time application, please create an account first.**
**B. If you already have an account, please log in directly.**



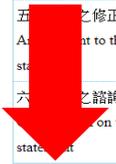Log in directly if you already have an account

Apply a new account if you do NOT have one

**3.** **Read the declaration and click "同意 apply" at the bottom of the page.** ONLY for applicants creating a new account



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

**▶ 個人資料保護法及相關法令聲明**

歡迎您使用勞動部勞動力發展署(以下簡稱本署)「外國專業人員工作許可申辦網」(以下簡稱本網站),本署為保護您在使用本署網路時的安全,並尊重您的隱私保護權利,遵循個人資料保護法及相關法令之要求,特制定本聲明,以協助您了解本網站如何蒐集、處理、利用及致力於保護您的網路隱私及個人資料。

Welcome to the "EZ Work Permit Website" of the Workforce Development Agency, Ministry of Labor. The Agency will protect your safety and privacy while you are using the Website. To abide by the Personal Information Protection Act and related regulations, this statement is presented to help you understand how the Website collects, processes, uses, and protects your privacy and personal information.

| | |
|---|---|
| 一、適用範圍 Scope | 本聲明僅適用於本網站如何處理您使用網站服務時蒐集到的個人識別資料。<br>本聲明不適用於本網站網頁提供其他非本署網站的網路連結,您必須參考該連結網站中的隱私權聲明。<br>The statement only applies to how the website processes your personal identification information while you are using the Website. The statement does not apply to other websites that link to the Website. You must refer to the statement about privacy on such websites. |
| 二、資料的蒐集與使用方式 How information is collected and used | 當您參與本網站之相關服務時,您所提供之資料,本署會遵循「個人資料保護法」及相關法令規定,不會將其應用在超出蒐集特定目的以外之用途。<br>您的個人資料採用嚴格的保護措施,只由經過授權的人員才能接觸您的個人資料,相關處理人員皆簽有保密合約如有違反保密義務者,將會受到相關的處分。<br>When you are using related services on the Website, the Agency will follow the "Personal Information Protection Act" to protect information provided by you from being used outside the purpose of collection. Your personal information will be carefully protected, and may only be accessed by authorized personnel. All related personnel have to sign a confidentiality contract. In case of breach of confidentiality contract, related personnel will be punished accordingly. |
| 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:<br>(一)法律明文規定。<br>(二)配合公務機關執行法定職務必要範圍。<br>(三)為防止他人權益之重大危害。<br>Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection:<br>(1) Statutory regulations<br>(2) Scope of statutory duties in accordance with public entities<br>(3) To prevent others' interests from critical harm |
| 四、自我保護措施 Self-protection | 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。若您是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。<br>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、　　　之修正 A　　　nt to the sta　　　 | 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。<br>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、　　　之諮詢 　　　on the state　　　nt | 若您對本聲明有任何疑問,請E-mail至:wda@wda.gov.tw。<br>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

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

# 4. Fill in all required fields with *star sign (Only for first-time applicants )

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　檢測與下載　相關連結

▶ 學生帳號申請

學生帳號申請 Application of student account

| | |
|---|---|
| *帳號 Account number | (需包含英文和數字 Containing English letter and number) |
| *密碼 Password | (密碼長度至少8碼,並需符合含英數+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 | (輸入與密碼相同 The entering is identical with password) |
| *電子信箱 Email | |
| *申請人姓名(中文) Name of applicant (Chinese) | (應與學生證相同 Shall be in accordance with your name on student ID) |
| *性別 Gender | ○男 Male　○女 Female |
| *申請人姓名(英文) Name of applicant (English) | |
| *國籍 Nationality | 國籍查詢 Nationality search |
| *護照號碼 Passport number | (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。) |
| *護照號碼有效期限 Validity of passport | (西元yyyy/MM/dd) |
| *居留證統一證號 ARC ID number | |
| *出生年月日 Date of birth | (西元yyyy/MM/dd) |
| *居留證統一證號 ARC ID number | |
| *出生年月日 Date of birth | (西元yyyy/MM/dd) |
| *就讀學校 School attended | == 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

僑生-學士(4年制) overseas Chinese students - 4-year universities

== 請選擇 Please select ==
僑生-高中　overseas Chinese students - High school
僑生-專科(5年制) overseas Chinese students - 5-year junior colleges
僑生-專科(2年制) overseas Chinese students - 2-year junior colleges
僑生-學士(2年制) overseas Chinese students - 2-year universities
僑生-學士(4年制) overseas Chinese students - 4-year universities
僑生-碩士　overseas Chinese students - Master
僑生-博士　overseas Chinese students - Doctor
僑生-僑生先修部　overseas Chinese students - Division of Preparatory Programs for Overseas Chinese Students

*護照號碼 Passport number

*居留證統一證號 ARC ID number

*就讀學校 School attended

*聯絡電話 Phone number

**國籍查詢 Search**

國籍關鍵字 Keywords　　　查詢 S

| 國籍代碼 Code | 國籍名稱 Name | 國籍名稱 Name |
|---|---|---|
| 013 | 日本 | Japan |
| 315 | 美國 | United States of America |
| 019 | 馬來西亞 | Malaysia |
| 303 | 加拿大 | Canada |
| 232 | 英國 | United Kingdom |
| 009 | 印尼 | Indonesia |
| 033 | 越南 | Viet Nam |

確定 confirm　　關閉

**Enter your country and click " confirm "**

**Regardless of nationality, those who enroll as overseas chinese student are considered "overseas chinese students", and Hong Kong and Macau students are also selected as "overseas chinese students".**

...ersity, those who study Chinese at language center of college/university

**0854** 重新產生驗證碼　　　**Enter CAPTCHA and click "Confirm" to complete the application**

Type your text　　確定 Confirm　　取消 Cancel

# 5. Click "案件新增及管理," after log in

# 6.   Click " add application "

公告  基本資料維護  案件新增及管理  檢測與下載  相關連結

▶ 案件管理 > 260_學生案件管理

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

# 7. Select application type "work permit" & click "add"



**Work Permit**：**If it is your first time applying or your work permit is expired, please select this item.**

**Permit Re-issue**：If you lose your unexpired work permit, please select this item.

# 8. Fill in all required fields with *star sign & payment information

**Choose "DAY School"**

| | | | |
|---|---|---|---|
| 就讀學校 School attended | NSYSU | *日夜別 Day/Night | 日間部 Day School |
| *系別 Faculty | **Your Department** | | |
| 身分別 identity | | | |
| *年級 year | == 諸選擇 Please select == **4 year universities / Master's / Doctoral** 年 | | |
| | == 諸選擇 Please select == 預定修業年限 expected study years 年 year | | |
| *學校校區所在地址School Address： | 804 | | |
| | 70 | | |
| *申諸許可期間 Application time | (西元yyyy/MM/dd) 至 to (西元 | | |
| | (許可期間最長6個月) (valid for six months maximum) | | |
| 緊急連絡人姓名 Emergency contact person Name: | | 緊急連絡人電話 Emergency contact person Tel: | |
| *是否親自取件 Please Check if pickup in person | ◉否 NO ○是 YES | | |
| 取件人護照號碼或居留證號 (委託本國人取件，諸填寫身分證字號) Passport or Alien Resident Certificate Number of the Recipient (If the recipient is from the Republic of China , please fill out the person's personal ID number instead) | | 取件人姓名 Recipient Name： | |
| 備註： | | | |

可輸入500個字，目前已輸入0個字，剩餘500 個字可輸入。

# Pay fee via Post Office (Strongly recommended!)

審查費 examination fee(申請書資料填寫、上傳檔案上傳後，再做填寫審查費，填寫完成直接點選送學校審核)

| *繳費方式 | ◉郵局繳費 ○ATM繳費 **Pay fee via Post Office** |
|---|---|

| 郵局繳費 payment at 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。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: S Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848 | | |
|---|---|---|---|
| 交易日期 remittance date | [　　　　] ❷ 請輸入民國年月日，例 1070101 | 交易局號 post office of remittance | [　　] ❷ |
| 輸入郵政劃撥收據編號<br>enter receipt number of postal remittance | [　　　　] ❷ 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 to facilitate the operation! | 審查費金額 amount of examination fee | 100 |

案件暫存 save application　　結束 close　　送學校審核 submit to school for examination　　列印申請單 print application form

**If you pay via Post Office, please fill in payment information on the transaction receipt here**

# Transaction receipt issued by the Post Office



**Receipt No. of Postal Remittance LAST 7 DIGITS ONLY**

**Post Office of Remittance (Brach Code)**

**Remittance Date**

# 9. Click "save application" after you fill out, and click "確認"

Certificate Number of the Recipient
(If the recipient is from the Republic of China
, please fill out the person's personal ID number instead)

備註：

可輸入500個字，目前已輸入0個字，剩餘500 個字可輸入。

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 pas... ...re shall be completed
within the date designated by the system or the document will be sent by registered mail."

審查費 examination fee(申請書資料填寫、上傳檔案上傳後，再做填寫審查費，填寫完成直接點選送學校審核)

*繳費方式　　◉郵局繳費 ○ATM繳費

**確認視窗**　　　×

請確認是否儲存？

**2** | **確認** | 取消

郵局繳費 payment at 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。劃撥戶... ...發帳號：19058848 Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 190588...

交易日期 remittance date | ❓ 請輸入民國年月日，例 1070101 | 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!Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation! | 審查費金額 amount of examination fee | 100

**1** | 案件暫存 save application | 結束 close | 送學校審核 submit to school for examination | 列印申請單 print application form

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+　　　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
請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。　　　線上系統客服專線： 0800-881-339
或 (02)2380-1720
勞動力發展署電話代表號： (02)8995 6000　　　線上系統客服電子信箱：
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　　　線上系統服務地址： 100臺北市中正
區中華路一段39號10樓

# 10. A. The system will direct to <u>Document Uploading</u>
   B. Click "upload file" to upload relevant required documents

# 11. Upload the documents:

## 1.Photocopy of student ID  2. passport  3. ARC  4.payment receipt



請選擇檔案  刪除檔案

應備文件：

學生證影本
Photocopy of student ID card

護照影本
Photocopy of Passport

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

學習語言課程成績證明 Documentation of language courses' grades

教育部國家證書證明 Required certificate of Ministry of Education

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

**No need**

**Required**

**1.Payment receipt (Required)**

2.Enrollment Certificate
for the student who is in 5th year of
Bachelors or 3rd year of Masters.
(Optional)

# 12. Click "confirm" to finish document uploading

# 13. A. The system will direct to the application page.
## B. After filling in all fields, click "submit to school for examination."

| 郵局繳費 payment at 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。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: S |  |  |
| --- | --- | --- | --- |
|  | 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 1070101 | 交易局號 post office of remittance | ❓ |
| 輸入郵政劃撥收據編號<br>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<br>方便您順利作業!Attention: Please fill out the last 7 digits of the postal remittance receipt and<br>read the diagram carefully to facilitate the operation! | 審查費金額 amount of examination fee | 100 |

案件暫存 save application　　結束 close　　**送學校審核 submit to school for examination**　　列印申請單 print application form

**Application will then be ready for review by OIA.**

# Review Procedure

1. OIA reviews your application within **5 working days**.

2. For incomplete application, OIA will return your application and detail reasons, so that you can upload missing documents or revise information and submit it again.

3. After OIA's initial review, complete application will be forwarded to the Ministry of  Labor for their further review. It takes at least **5 working days**.

4. (A) For complete application, the Ministry of Labor will issue the work permit.
   **\*\*Work permit will be shown as a QRcode\*\***.

   (B) For incomplete application, the Ministry of Labor will reject your application and ask you upload missing documents or revise information and submit it again.

- Please log in the system to check the application status on your own regularly.

- We will email you when receiving your work permit, remember to pick it up at OIA.

After the application is approved, you can log into the "EZ Work Permit" website on your mobile devices and view the work permit on them.

受文者：　　　中文或英文姓名
發文日期：中華民國 xxx 年 xx 月 xx 日
發文字號：勞動發事字第 xxxxxxxxxx 號

附件：

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

說明：
一、依據臺端 xxx 年 xx 月 xx 日申請書辦理。
二、臺端姓名、護照號碼、統一證號、就讀學校及許可期間如下：
　　中文或英文姓名（護照號碼：xxxxxxxxxx，統一證號：xxxxxxxxxx），就讀學校：○○○○，工作許可期間自 xxx 年 xx 月 xx 日起至 xxx 年 xx 月 xx 日。
三、本許可於因休學或退學等喪失學籍狀態時，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、臺端係依就業服務法第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，實施檢查。
七、臺端申請來臺簽證，應依相關簽證規定辦理，並由外交部及駐外館處依權責准駁。
八、臺端於本部核發工作許可期間，如有適用其他法令之規定，應從其規定。

正本：　　　中文或英文姓名
副本：

送達時間 107/12/22 18:15:47　　　　　　　　　　　　勞動部電子公文

# How to Upload Documents

## Save documents as PDF files before upload

**Select documents you saved**

**2** 請選擇檔案　刪除檔案

**1**

應備文件：

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

應備文件速覽

確認 confirm

# How to Delete Uploaded Documents

**3 DELETE**

請選擇檔案　　刪除檔案

應備文件：

**1**

學生證影本
Photocopy of
student ID card
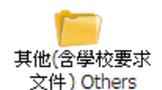
護照影本
Photocopy of
Passport

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

學習語言課程成績
證明
Documentation of
language courses'
grades

教育部專案核准證
明 Ratified

其他(含學校要求
文件) Others

應備文件速覽

PDF
150107TDK032256

**2**

**Click your documents here**

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