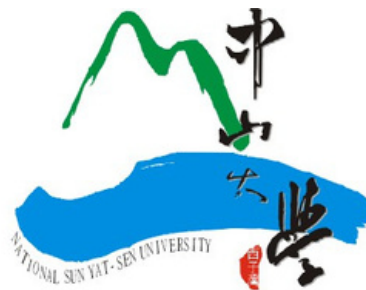


# Online Application Procedure for Work Permit

Division of Overseas and International Students



國立中山大學

NATIONAL SUN YAT-SEN UNIVERSITY

# 1. Work Permit Online Application Website

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

The screenshot shows the homepage of the Workforce Development Agency's EZ Work Permit system. At the top, the logo of the Workforce Development Agency is on the left, and the text '勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY' and '外國專業人員工作許可申辦網 EZ Work Permit' is on the right. Below the header, there are three navigation links: '最新消息 News' (Latest News), '相關法規 Laws and Regulations', and '操作手冊 User Manual'. A purple box with yellow text 'Click 「Work Permit For Overseas Chinese Students」' has a red arrow pointing to the '外國專業人員工作許可申請' (Work Permit for Foreign Professional worker) button. Below the navigation links, there are six application buttons arranged in two rows. The top row includes '就業服務法第51條工作許可申請' (Work Permit in accordance with Article 51 of the Employment Service Act), '外國專業人員工作許可申請' (Work Permit for Foreign Professional worker), and '僑外生工讀申請' (Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students). The bottom row includes '港澳華僑聘僱許可/工作許可申請' (Work Permit for Hong Kong and Macao Residents with Overseas Chinese I.D. / Work Permit Application (Hong Kong and Macao Residents with Overseas Chinese I.D. only)), '自由藝術工作者申請' (Foreign Professional Artist Work Permit), and '外國專業人才成年子女申請' (Work Permit for the Adult Child of a Foreign Professional).

勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY  
外國專業人員工作許可申辦網  
EZ Work Permit

最新消息 News  
相關法規 Laws and Regulations  
操作手冊 User Manual

Click 「Work Permit For Overseas Chinese Students」

就業服務法第51條工作許可申請  
Work Permit in accordance with Article 51 of the Employment Service Act

外國專業人員工作許可申請  
Work Permit for Foreign Professional worker

僑外生工讀申請  
Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students

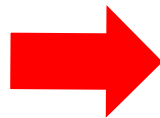
港澳華僑聘僱許可/工作許可申請  
(限持有華僑證之港澳人士申請)  
Work Permit for Hong Kong and Macao Residents with Overseas Chinese I.D. / Work Permit Application (Hong Kong and Macao Residents with Overseas Chinese I.D. only)

自由藝術工作者申請  
Foreign Professional Artist Work Permit

外國專業人才成年子女申請  
Work Permit for the Adult Child of a Foreign Professional

2. (A) First-time users: click “Register Account”.
- (B) If you already have an account: enter your **User ID, Password, and Verification Code**, then click Login.

If you already have an account, please sign in.



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

1 2 8 0

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 ||

學生帳號維護 Student Account Maintenance ||

外國專業人員工作許可申請 Work

自由藝術工作許可申請 Foreign P

外國專業人才成年子女工作許可申

就業服務法第51條聘僱許可申請 ||

就業服務法第51條工作許可申請 ||

港澳華僑聘僱許可申請 ||

港澳華僑聘工作許可申請 ||



If you don't have an account, please click 'Apply for Account'.

# 3. Carefully read the relevant laws and regulations. Click “Agree” to proceed.

For first-time users

## 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<br>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<br>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<br>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<br>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的使用後，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。<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、聲明之修正<br>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。<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、諮詢<br>Consultation                                  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## 4. Fill in Personal Information Click "Confirm" to continue.

- Fields marked with \* are mandatory.

For first-time users

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 (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)

\*申請人姓名(英文) Name of applicant (English)

\*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庫,本部將於審核時一併更新您的護照號碼。XIf 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.)

\*統一證號 UI number (提示:請依居留證填寫統一證號,若您變更過統一證號,若您來臺就讀語言中心,尚無居留證,請先向移民署申請統一證號。Please when applying for a work permit and upload both the old and new ARC. The Ministry of Labor ARC, please apply for the UI number to the National Immigration Agency first.)

\*就讀學校 School attended (學校查詢 School search)

\*身分別 Identity (請選擇 please select ==)

\*連絡電話 Phone number

學生選擇「身分別」定義:  
Definitions of different student identities:  
一、僑生:須符合「僑生」定義  
The overseas Chinese students shall meet the following conditions:  
1. Degree seeking student  
2. Students enrolled in a language center  
三、外國學生  
Foreign students

1. School: Select 'National Sun Yat-sen University'.

2. All students with 'Overseas Chinese Student' status (including Hong Kong and Macau students) must select 'Overseas Chinese Student'.

3. Select Nationality and click 'Confirm'.

4. Enter the validation code and click 'Confirm'.

國籍查詢 Nationality search

國籍關鍵字 Keywords

國籍英文代碼

查詢 Search

| 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        | VIENTIANE                |

確定 Confirm 取消 Cancel



5. After logging in, click “New Case & Case Management”.  
Select “260\_ Student Application Management”.

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

建檔人 Built by: [ ] 登出

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 檢測與下載Card Reader Test and Download 相關連結Related Links

260\_學生案件管理\_260\_Student Application Management

261\_行動裝置檢視專區

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 | 111-08-29    | 為強化資訊安全保護措施，自111年8月15日起禁止來自中國大陸、香港、澳門及俄羅斯等國家或地區之IP連接本部『外國專業人員工作許可』 |

1 Records from 1 to 1 of 1

勞動部勞動力發展署 外國專業人員工作許可

建議使用 Chrome  
請將螢幕解析度設定為 1920\*1080 將可得到較佳的效果。  
申辦指定客席專線：(02)8995 6000

線上系統電話服務時間：週一至週五 上午8時30分至12時00分，下午13時30分至17時30分  
線上系統客服專線：0800-881-339 預約回電服務  
線上系統客服電子信箱：ezwp@wda.gov.tw

# 6.Click “Add Application ”

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CardReaderTest and Download 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.

請注意！撤回申請係指放棄本次申請案，撤回申請後審查費不予退還，如欲再次申請，須重新繳交審查費。若您想修改申請資料或重新上傳文件，請聯絡案件承辦人將案件退回，勿使用本功能。

Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examination fee once more If you want to apply again.

Supposing you want to modify the application information or re-upload the file, please contact the case undertaker to return the case. Do not use this function.

案件申請列表 list of application

新增申請案件 add application

新增資料變更申請案

紙本申請案線上補件(陳述意見)作業

# 7. Read and Agree to Regulations, Click “Agree” to proceed.

▶ 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，仍將以紙本公文寄發；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，經本部核准後，將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 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.

同意agree

不同意disagree



# 8. Enter your personal information as requested. Click “Next Step” to continue.

▶ 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  
Application review

| 個人基本資料 personal information          |                                                                                                                                                                                                                                                                                 |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 申請人姓名(中文) Name of applicant(Chinese) | <div><div></div><div>修改個人基本資料 Edit personal profile</div></div>                                                                                                                                                                                                                 |
| 申請人姓名(英文) Name of applicant(English) | <div><div></div><div>修改個人基本資料 Edit personal profile</div></div>                                                                                                                                                                                                                 |
| 性別 Gender                            | <div>(M) 男<div>修改個人基本資料 Edit personal profile</div></div>                                                                                                                                                                                                                       |
| 國籍(地區) Nationality (or region)       | (019) 馬來西亞 MALAYSIA                                                                                                                                                                                                                                                             |
| 護照號碼 Passport number                 | <div><div></div><div>(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.)</div></div> |
| 統一證號 UI number                       | <div><div></div><div>(提示：若您變更過居留證號，於申請案件時備註並將舊居留證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！)</div></div>                                                                                                                                                                                 |
| 出生年月日 Date of birth                  | <div><div></div><div>修改個人基本資料 Edit personal profile</div></div>                                                                                                                                                                                                                 |
| 聯絡電話 Phone number                    | <div><div></div><div>修改個人基本資料 Edit personal profile</div></div>                                                                                                                                                                                                                 |

資料暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step

# 9. Fill in Required Fields and Payment Information

▶ 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. 申請案檢視審 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 國立中山大學 National Sun Yat-sen University [修改個人基本資料 Edit personal profile](#)

\*日夜別 Day/Night == 請選擇 please select == **1. Select 'Day Division'.**

\*系別 Faculty [修改個人基本資料 Edit personal profile](#) **2. Fill in '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 Edit personal profile](#)

\*年級 year 大學(4年制) 4-year university 年級 year == 請選擇 Please select == **3. Select '4-year Bachelor / Master / PhD'.** **預定修業年限 expected study years**  
預定修業年限欄位填寫說明: 請依您所 **Refers to the program duration, not your expected graduation date.**  
請注意! 本欄位之填寫將影響許可期間之核定, 請務必確實填寫。  
Attention! The filling of this field will affect the approval of the permit period. Please fill it in truthfully.

\*學校校區所在地址 School Address 804 高雄市 鼓山區 蓮海路70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** **4. Click 'Next Step'**

# 10. Confirm Personal Information , Click “Next” to proceed.

案件管理 Application Management > LX011500E 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. 證件文件上傳 Upload file   Step5. 審查費資料 Examination fee information   Step6. 申請審核後送審 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: 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. [修改個人基本資料 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。 <br> 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:  **1. Select 'Work Permit'. (Choose 'Replacement Permit' only if lost).**

前次許可期間: 2025/10/09 至 2026/09/30

\* 申請許可期間 Application time:  至   
(許可期間最長1年) (valid for one year maximum) **1st Semester (Fall) Applicants: Valid until Sept. 30 of the next year.  
2nd Semester (Spring) Applicants: Valid until Sept. 30 of the same year.**

\* 工作許可函公文領取方式 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

工作許可函行動裝置檢視 View your work permit on the mobile devices: ☐ 否 NO   ☒ 是 YES **If you select 'Electronic Document', please be sure to download it from the system.**

行動裝置聯絡電話 mobile phone number:

如點選「是」，請同時輸入您的手機號碼，您可於申請案件經本部核准後，以行動裝置登入本系統，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.

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**

# 11. Upload Required Documents

**即時訊息** 1. 為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

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



## 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 |
| 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

Certificate of Enrollment (from the Office of Academic Affairs) and NSYSU Tuition Payment Receipt.

Delayed graduation students must attach the 'Certificate of Extension of Study' issued by the OIA.



# 12. Choose a Payment Method



| 審查費資料 examination fee                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * 欄記者為必須填寫的欄位 mark must not be empty                                                                     |                                                                                                                                                                                                                                                                                                                                                                                     |
| * 繳費方式 Payment                                                                                           | <input checked="" type="radio"/> 郵局繳費 payment by post office <input type="radio"/> ATM繳費 payment by ATM <input type="radio"/> 台灣Pay繳費 payment by Taiwan Pay                                                                                                                                                                                                                         |
| Select your preferred payment method.                                                                    |                                                                                                                                                                                                                                                                                                                                                                                     |
| 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。<br>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.<br>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<br>Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848 |
| 交易日期 remittance date                                                                                     | <input type="text"/> ? 請輸入民國年月日，例1090101。<br>Please enter the date in ROC era, for example 1090101.                                                                                                                                                                                                                                                                                 |
| 交易局號 post office of remittance                                                                           | <input type="text"/> ?                                                                                                                                                                                                                                                                                                                                                              |
| 輸入郵政劃撥收據編號<br>enter receipt number of postal remittance                                                  | <input type="text"/> ?<br>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 instructions on the diagram carefully to complete the entire procedure!                                                                                                                     |
| 審查費金額 amount of examination fee                                                                          | <input type="text" value="100"/>                                                                                                                                                                                                                                                                                                                                                    |
| <div>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</div> |                                                                                                                                                                                                                                                                                                                                                                                     |



# 12.1 Payment via Post Office

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

審查費資料 examination fee

\* 欄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  
Application fees are non-refundable once the case is received. If there are any related questions, please contact the relevant department.

劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶  
Remittance account: Special Account for Employment

交易日期 remittance date 1.  ? 請輸入民國年月日  
Please enter the date in ROC era, for example 1090101

交易局號 post office of remittance 2.  ?

輸入郵政劃撥收據編號  
enter receipt number of postal remittance 3.  ?

審查費金額 amount of examination fee  100

3. Receipt No. 000 - 00

1. Transaction Date 109/08/24 14:01:55

2. Branch Code 10001461 109/08/24 14:01:55 000123 1A5 172720

SAMPLE ONLY

經辦局收款章戳

下一步 next step

Get the deposit slip from OIA, pay at the Post Office, and keep the receipt.

# 12.2 Payment via Taiwan Pay

1. Click "Submit Application (Taiwan Pay)" and then "Confirm".

2. The system will generate a QR Code. Open the Taiwan Pay App on your phone and use the "Scan" function.

3. Confirm the payment details and enter your card information.

4. Payment is complete when the App shows "Transaction Successful".

繳費資料 examination fee

\* 請注意為必填欄位的標記 mark must not be empty

\* 繳費方式 Payment ☐ 郵寄繳費 payment by post office ☐ ATM繳費 payment by ATM ☒ 台灣Pay繳費 payment by Taiwan Pay

台灣Pay繳費 payment by Taiwan Pay

案件一經本步操作後即不退費，如有相關問題請洽系統管理人員。  
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.  
台灣Pay繳費時QRcode有效時間內完成繳費，倘有錯誤文件應立即重填，倘有意退費或誤繳情事，請將截具上交易明細截圖印出後，向勞動部勞務發展局申請退費。  
Please complete the payment while the QR code is valid. If you overpay or pay incorrectly for the application, please keep the screenshot of the payment detail device to apply for refund to the Workforce Development Agency.

繳費金額 amount of examination fee 100

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

備註 Memo 電子

繳費資料 examination fee

繳費方式 Payment 台灣Pay繳費 payment by Taiwan Pay

繳費金額 amount of examination fee 100

應繳文件 documents for application

護照影本(此為應繳文件) Photocopy of Passport/Documents required 已上傳

學生證影本 Photocopy of student ID card 已上傳

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

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

確認視窗 Window confirm

是否確定台灣Pay繳費?

確認Yes 取消Cancel

上一步 previous 離開 送出申請(台灣Pay繳費)



# 13.Final Confirmation and Submit to University

1. Review and confirm that all information is correct.
2. The application can only be submitted after the examination fee payment is processed.
3. Ensure the "Payment Status" field shows "Payment Received" .
4. Click "Next - Send to School for Review".

申請資格預審表

|                                                          |                                                           |
|----------------------------------------------------------|-----------------------------------------------------------|
| 個人基本資料 personal information                              |                                                           |
| 申請人姓名(中文) Name of applicant(Chinese)                     | 林子維                                                       |
| 申請人姓名(英文) Name of applicant(English)                     | Lin wei                                                   |
| 性別 Gender                                                | (F) 女                                                     |
| 國籍/地區 Nationality (or region)                            | (090) 澳門 MACAU                                            |
| 護照號碼 Passport number                                     | ML                                                        |
| 統一證號 UI number                                           | XU                                                        |
| 出生年月日 Date of birth                                      | 19990226                                                  |
| 聯絡電話 Phone number                                        | 0911111111                                                |
| 學校就讀資料 school information                                |                                                           |
| 就讀學校 School attended                                     | 偉上華僑科技大學 EWCF UNIVERSITY                                  |
| 日夜制 Day/Night                                            | 日校部 Day School                                            |
| 系別 Faculty                                               | 多媒體                                                       |
| 身分別 identity                                             | 外僑留學生-學士(四年制) foreign students                            |
| 年級 year                                                  | 大學(四年制) 4-year universities 1 年級 year 下學期 Second semester |
| 年級 year                                                  | 預計畢業年級 expected study years 4 年 year                      |
| 學校校園所在地 School Address                                   | (242) 新北市新莊區中平路439號電機4樓(3樓)                               |
| 工作許可申請資料 application form of work permit information     |                                                           |
| 申請類別 application category                                | 外僑留學生 foreign students                                    |
| 申請項目 application type                                    | 工作許可 work permit                                          |
| 申請許可期望 Application time                                  | 2023/04/01 至 2023/09/30                                   |
| 工作許可證公文獲取方式 Way of receiving the official document       | 電子公文 Electronic official document                         |
| 工作許可證行動裝置檢視 View your work permit on the mobile devices. | 是 YES                                                     |
| 行動裝置聯絡電話 mobile phone number                             | 0911111111                                                |
| 備註 Memo                                                  |                                                           |
| 審查費資料 examination fee                                    |                                                           |
| 郵費方式 Payment                                             | 郵寄郵費 payment by post office                               |
| 交票日期 remittance date                                     | 1120901                                                   |
| 交票地點 post office of remittance                           | 000000                                                    |
| 郵政劃撥收據編號 receipt number of postal remittance             | 00012345                                                  |
| 繳費證明書 amount of remittance fee                           | 100                                                       |

對帳結果

已入帳

Postal remittance: application will be sent out if the system reconciles successfully (system will reconcile on the next day after remittance).

|                                                               |              |
|---------------------------------------------------------------|--------------|
| 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 Uploaded |
| 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            |
| 學習語言課程成績證明 Documentation of language courses' grades          | 無            |
| 教育部審定標準證明 Ratified certification of Ministry of Education     | 無            |
| 其他(含學校要求文件) Others (including school required documents)      | 無            |

審查費入帳後才點送出申請書

上一步 previous 離開 Leave

# Notes

1. The Division of Overseas and International Students will review your application within 5 working days.
2. If any documents or information are missing or incorrect, your case will be returned. Please upload the required documents or make corrections according to the listed reasons, Then resubmit your application.
3. Once your application passes the initial review by NSYSU, it will be automatically forwarded to the Ministry of Labor for further review.
4. The Ministry of Labor requires at least 7 working days to review and issue the work permit.

# Notes

- 4.(A) If all documents and information are complete, the Ministry of Labor will approve and issue your work permit.
- (B) If any documents or information are incomplete, the Ministry of Labor will return your application.
- After you re-upload the required documents ,Please resubmit your application online.
5. Please log in regularly to the online application system to check your application status. Once it is approved, download the QR Code issued by the Ministry of Labor and keep it properly.
- 6.After the Division of Overseas and International Students receives the official work permit approval notice from the Ministry of Labor, an announcement will be posted in the Facebook group.
- Please come to pick up your work permit as soon as possible.



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，對僱用外國人工作之場所，實施檢查。
- 七、臺端申請來臺簽證，應依駐外館處依權責准駁。
- 八、臺端於本部核發工作許可後，應從其規定。

正本： 中文或英文姓名

副本：

Work Permit  
SAMPLE ONLY