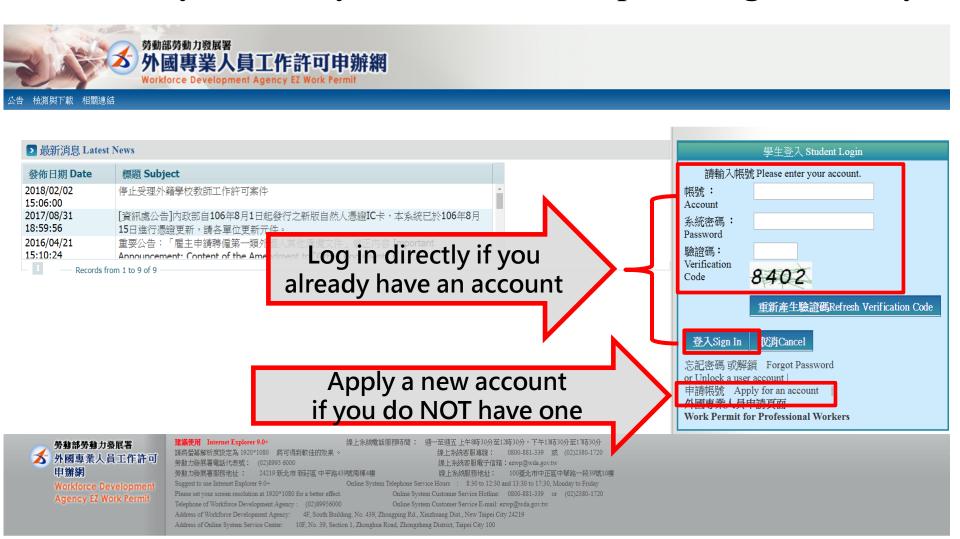
1. Online Application: https://ezwp.wda.gov.tw



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



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



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.

▶ 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絡時的安全,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。 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。 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。 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。 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	(三)為防止他人權益之重大危害。
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,務必記得登出縣號。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,以防止他人譜取您的個人資料、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 之修正 A: at to the	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.

同意 apply 不同意 reject



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



5. Click "案件新增及管理," after log in

公告 基本資料維護 **案件新增及管理** 檢測與下載 相關連結

260_Student Application Management_260_學生案件管理

▶ 公告 > 005_最新訊息

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	107-02-02	停止受理外籍學校教師工作許可案件	<u> </u>		
announcement	107 02 02	[7年文柱/]相子仅获四年[7]			
系統公告system	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			
announcement	100-00-31	新,請各單位更新元件。			
系統公告system	105-04-21	重要公告: 「雇主申請聘僱第一類外國人其他應備文件」修正內容 Important Announcement: Content of			
announcement	103-04-21	the Amendment to "Other Documents r			
ガルバル 1		「日国市来」ロマルキコ市場加工サーロ核株マ市生産は同時位(市場ガル)(中国同一ガル・電散平電が成功)	•		



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 "DA	AY School
就讀學校 School attended	國立中山大學 NSYSU	*日夜別 Day/Night	日間部 Day School
*系別 Faculty	Your Department		
身分別 identity			
*年級 year		niversities / Master's / Doctoral * expected study years 年 year	年
*學校校區所在地址School Address:	802 高雄市 蓮海路70號	▼[鼓山區	
*申請許可期間 Application time	上 / 中 に 7 0 元 (許可期間最長 6 個月) (valid for six months m	III (西元yyyy/MM/dd) 至 to aximum)	■ (西元・
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,請填寫身分證字號) 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	○	

Pay fee via Post Office (Strongly recommended!)

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

*繳费方式	•≢	陽繳费	○ATM	りゅう かいかい かいかい かいかい かいま かいま かいかい かいかい かいかい	Pay fe	e via Po	st Office				
郵局繳费 payment at post office			件一經本部收件後即不退费,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费專戶,劃撥帳號:19058848 Remittance account: S count 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	國年月日,例 107	0101		交易局號 post office c	of remittance	0	
輸入郵政劃撥收據編號 enter receipt number of postal remittanc		● 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!			審查费金額 amount of	f examination fee	100				
案件暫	存 save a	pplication	結束 close	送學校審核	亥 submit to sch	ool for examinati	on 列印申請單 pr	int application form	If you	pay via I	Post

Office, please fill in

on the transaction

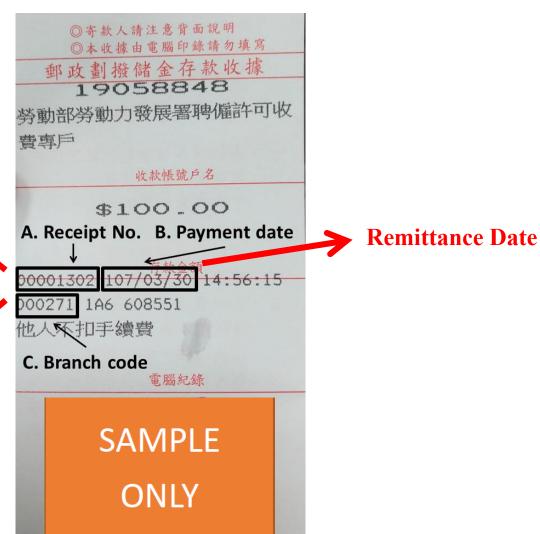
receipt here

payment information

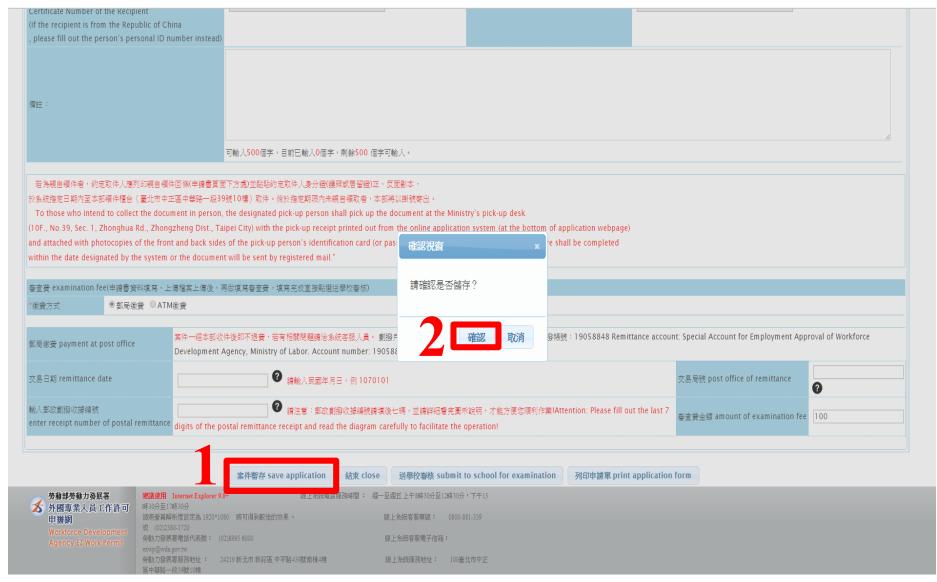
Transaction receipt issued by the Post Office

Receipt No. of
Postal Remittance
LAST 7 DIGITS ONLY

Post Office of Remittance (Brach Code)



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

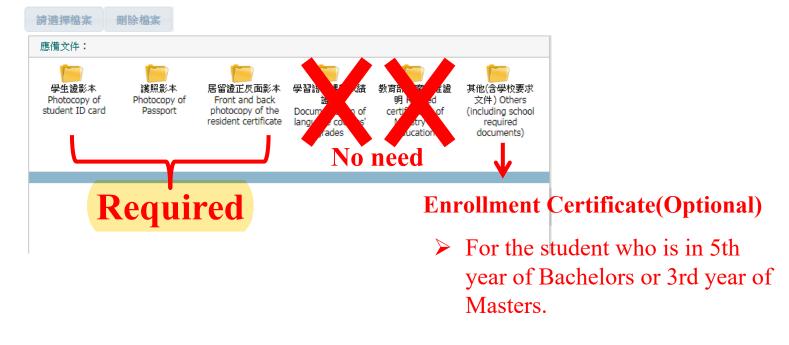


10. A. The system will direct to <u>Document Uploading</u>B. Click "upload file" to upload relevant required documents



11. Upload the documents:

- 1.photocopy of student ID 2. passport 3. ARC
- 4.certificate of enrollment (during summer/winter vacation)



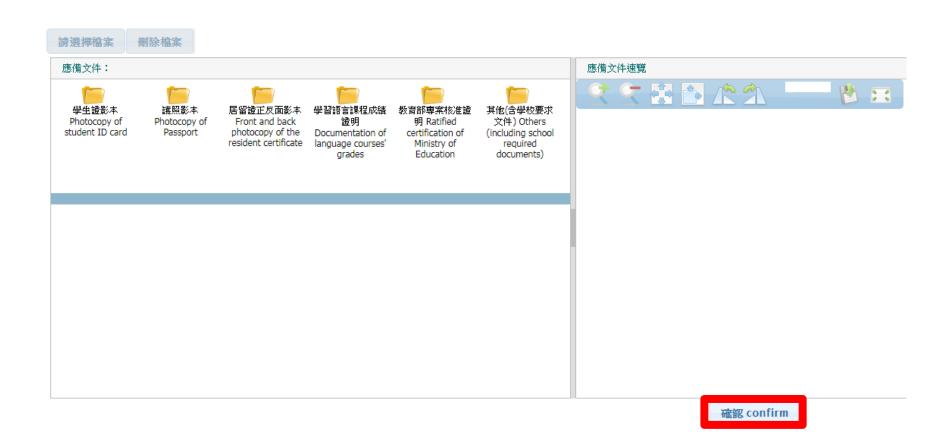
Please complete the tuition fee payment of the next semester first and then go to the Office of Academic Affairs for assistance. See next page.

Certificate of Enrollment



1. If you need to obtain a Certificate of Enrollment during winter/summer vacation, please complete the tuition fee payment of the next semester first and then go to the Office of Academic Affairs for assistance. They can provide you with the certificate if you show them your tuition payment receipt. 2. Bring one photocopy of student ID card (back and front) to the Registration Division of OAA, they will check your original student ID card and the status of tuition fee payment, then stamp will be issued on the copy of student ID after verification.

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."

郵局繳费 payment at post office		<mark>案件一經本部收件後即不退费,若有相關問題請洽系統客服人員</mark> 。 劃撥戶名:勞動部勞動力發展署聘僱許可收费專戶,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	9			
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!	審查费金額 amount of examination fee	100			
	案件暫存 save a	pplication 結束 close 送學校審核 submit to school for examination 列印申請單 pri	int 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.

The work permit will be shown as a QR code.

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:外國人中文或英文姓名 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,詳學 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: ○○○○、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。↓

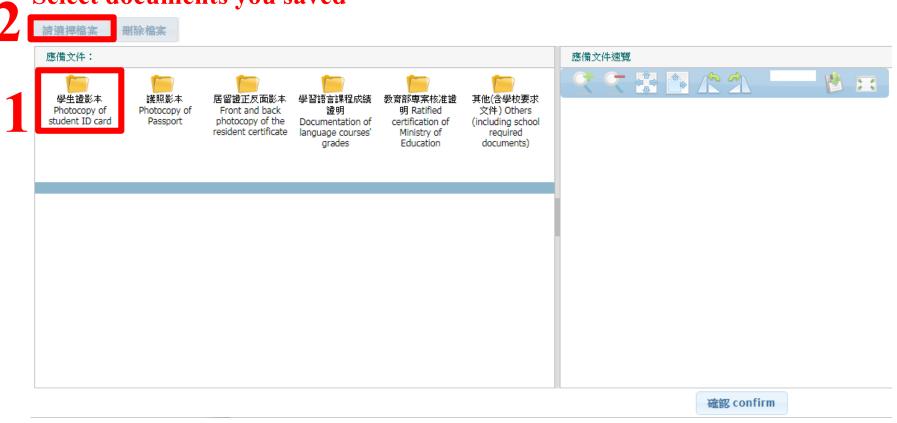
正本: 外國人中文或英文姓名~ 副本:↓ 送達時間 107/12/22 18:15:47↓

勞動部電子公文

How to Upload Documents

Save documents as PDF files before upload

Select documents you saved



How to Delete Uploaded Documents

