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.



Address of Online System Service Center: 10F, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City 100

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」(以下簡稱本綱給),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. 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。 一、適用範圍 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。 Scope 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 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。 使用方式 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。 How information is 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 collected and used 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 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。 三、資訊分享與使 (二)配合公務機關執行法定職務必要範圍。 用 (三)為防止他人權益之重大危害。 How information is Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection: shared and used (1) Statutory regulations (2) Scope of statutory duties in accordance with public entities (3) To prevent others' interests from critical harm 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 四、自我保護措施 。圆 Self-protection 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. と修正 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。 nt to the The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests. st デ と諮詢 若您對本聲明有任何疑問,請E-mail至:wda@wda.gov.tw。 on the If you have any question about the statement, please contact us by E-mail: wda@wda.gov.tw. 不同意 reject 同意 apply 勞動部勞動力發展署



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

> 學生帳號申請									
學生帳號申請 Applicat	tion of student account								
帳號 Account number	r (需包含英文和數字 Containing English letter and number)								
密碼 Password	(密碼長) be at least 8 characters with letters, numbers	夏至少8碼,並需 and special sy	書符合英數+特殊符號 Password is required to /mbols)	*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)	name on student ID)	(應與	學生證相同 Shall be in accordance with your	*竹生另J Gender		◎男 Male ◎女 Female			
"申請人姓名(英文) Name of applicant English)				*國籍 Nationality		回籍查詢 Nat	tionality search		
護照號碼 Passport number	[請帳號,並於申請案件時將舊護照及新讀 照號碼。)	(提示 調上傳至護)	若您更换過獲照,請先使用舊獲照號碼申 照資料夾,本部將於審核時一併更新您的護	*護照號碼有效期限 Validity of passport		t 評(西元yyyy/MM/dd)			
'居留證統一證號 ARC ID number			*出生年月日 Date of birth						
'居留證統一證號 ARC ID number				*出生年月日 Date of birth			MM/dd)		
就讀學校 School attended	== 請選擇 please select == responsible if you can't find your school on	the list.)		▼ (提示:若清單中沒有	戸學校資料,請	先洽學校承辦單	位 Please contact the schoo	ol office	
身分別 Identity	== 請選擇 please select ==				网箱宜词 Sed	rcn		Enter	
"連絡電話 Phone number					國籍關鍵字 K	eywords	查詢 Se	Linter	
M國留學生學士(4年制) foreign students - 4-year universities - NSYSU International students (nts can 國籍代碼 Code		國籍名稱 Name	count	
學生選擇「身分別」定	E義說明: 外國留學生博士 foreign students -	Doctor	only select among these on	tions	013	⇒本	Japan United States of America	and cl	
Definitions of different :	student identities:				019	气 画 馬來西亞	Malaysia	a a n fin	
一、 憍生: 須付旨 1	寄生回國就學及輔導辦法」之學生,包含i	副甲以上學位 	生、室湾即軛大學僑生光修部學生。 - 1 Communitient Augistration Conference China and	Conductor in Theirung and	303	加拿大	Canada	connr	
The overseas Chinese	students, as defined in the Regulations Rega	Students in Taiwan, refer	232	英國	United Kingdom				
- 華太磁什, 活空~	→「香港漁明民民本喜計壆輸注」相字→1	009	印尼	Indonesia					
- N 単同学王・2月11日 Ethnic students shalls	コーロ/C/采口店にG水室就学初//公司 RUE と meet one of the following requirements:	≠ ⊥ , 98 (40	Q21回历上日1%的学习#21217月10日##34字上了;	면디자디/6/곳셴삗之向	4 033	時間	Vier Nam		
1 Degree seeking stu	dents from high school or above as stated in	the Regulation	s Governing Study by Hong Kong and Macao F	esidents in the Republic					
2. Students enrolled in	n a technical training class conducted by the		一碓	定confirm 關閉					
三、外國留學生: 須符	。 符合「外國學生來臺就學辦法」之學生,1	司含大專院校	學位生、就讀大專院校附設語文中心、交換	學生。					
Foreign students as se	t forth in the regulations of International Stu	dents Underta	king Studies in Taiwan, including degree seekin	g students of college/unive	rsity, those who	study Chinese at	language center of college	university	
<u> </u>								-	

確定 Confirm 取消 Cancel

5. Click "案件新增及管理," after log in

·基本資料維護 <mark>案</mark> 作	牛新增及管理 檢測與下載 🦻	目關連結	
3	260_Student Application Manag	ement_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	*
announcement	10/ 02 02		l
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		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	105 01 21	the Amendment to "Other Documents r	
プルハル		「耳国重兆」且之佐先式山巅圖「丑」「耳做嫩之山先房և囫囵尥」山嶺乙停」→車圖「乙停海撒-平重近3%	Ŧ

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



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

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

▶ 案件管理 > 260_學生案件管理 新增案件 add application 外國留學生 foreign students |若申請類別錯誤請於 [學生個人資料維護] 身分別做更正, 再重新新增案件| *申請類別 application category If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity. |您須為依「外國學生來臺就學辦法」且就讀於公立或已立案私立大專校院之外國留學生。 申請類別適用對象 applicable object of application category You are foreign student, as referred to in Subparagraph 1 of Article 50 of The Act, and shall conform to the qualifications as set forth in the Regulations on Foreign Students Enrolled in Schools in the Republic of China. == 請選擇 Please select == ▼ *申請項目 application type == 詰選擇 Please select == 作許可 work permit 補發許可 permit re-issue 新增 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

		Choos	se "DAY Schoo
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	== 請選擇 Please select == 4 y == 請選擇 Please select == * 預定	ear universities / Master's / D 修業年限 expected study years	D octoral *
*學校校區所在地址School Address:	802 高雄市 蓮海路70號		
*申請許可期間 Application time	(許可期間最長6個月)(valid for six m	onths maximum)	(西元:
緊急連絡人姓名 Emergency contact person Name:		緊急連絡人電話 Emergency cont	act 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		取件人姓名 Recipient Name:	
(If the recipient is from the Republic of China , please fill out the person's personal ID number instead)			
備註:			
		餘500 個字可輸入。	

Pay fee via Post Office (Strongly recommended!)

審查费 exami	nation f	ee(申請	書資料填	镇、	上傳檔案	上傳後,	再做:	填寫審查	费,填寫完M	成直接點談	選送學校審	核)
*繳盡方式	⊛∰	侷 繳费	●ATM	繳費	Pay fe	e via l	Post	Office				
郵局繳费 payment at post o	office	案件一經本部 Account for E	收件後即不退费, Employment App	若有相關問 proval of W	問題請洽系統客服人 Vorkforce Develo	. <mark>員。</mark> 劃撥戶名: pment Agency	: 勞動部勞動 y, Ministry o	力發展署聘僱許可 f Labor. Account	T收费專戶,劃撥帳號: t number: 19058848	1 9058848 Remitt	ance account: S	
交易日期 remittance date							交易局號 post office (of remittance	0	L		
輸入郵政劃撥收據編號 enter receipt number of postal remittance read ti			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 ¡便您順利作業!Attention: Please fill out the last 7 digits of the postal remittance receipt and ead the diagram carefully to facilitate the operation!					圖示說明,才能 receipt and	i,才能 ind 審查费金額 amount of examination fee 100		100	
	案件暫存 save a	pplication	結束 close	送學校審	蓩 submit to sc	hool for exam	lination	列印申請單 pri	nt application form	If you	pay via 🛛	Post
										Office payme on the receip	, please f ent inform transact t here	ill in mati tion

Transaction receipt issued by the Post Office



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

Certificate Number of the Recip	
(If the recipient is from the Rep	blic of China
, please fill out the person's pe	sonal 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。
若為親自頓件者,約定取件人應 於系統指定日期內至本部頓件懂台 To those who intend to collec (10F., No.39, Sec. 1, Zhonghua and attached with photocopies within the date designated by th 審査費 examination fee(中請書資 *邀費方式 ● 郵局證	a a a a a a a a a a a a a a a a a a a
郵局繳費 payment at post office	案件一經本部收件後即不過費,若有相關問題讀洽条統容服人員。 劃撥月 2 確認 取消 發機號:19058848 Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 190588
交易日期 remittance date	② 讀輸人民國年月日,例 1070101 交易局號 post office of remittance ③
輸入郵政劃撥收據編號 enter receipt number of postal	emittance digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!
	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
分割部分割力發展署 外國專業人員工作許可 申謝網 Worklotce Development Agency EZ Work Permit	建議使用 Internet Explorer 9.0* 該上先就電磁廠務時間: 週一至週五上年8時30分至12時30分,下午13 時30分至12時30分 諸將螢幕解析度說定為 1920*1080 將可得到斷佳的效果。 線上先統客閣專錄: 0800-881-339 或 (02)2380-1720 勞動力發展署電話代表號: (02)8995 6000 線上先統客閣電子信箱:
	exupguva_goituv 勞動力發展暑暖預地址: 24219 新北市 新莊區 中平路439號南積4楼 線上系統服務地址: 100臺北市中正 医山林路4-04 100m

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

公告 基本資料維護 案件新増及管理 檢測與下載 相關連結

▶ 案件管理 > 260_學生案件管理

申請書資料 information of application form

上傳檔案 upload file

應備文件注意事項 notice of document for application 「*」 標記者為必須填寫的欄位 mark must not be empty

11. Upload the documents:

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



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 acc Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848							
交易日期 remittance date	2 請輸入民國年月日,例 1070101	交易局號 post office of remittance	2					
輸入郵政動撥收據編號 enter receipt number of postal remittance	② 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 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.

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 xxxxxxxxx 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:↩

ų.

- 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:↔
 外國人中文或英文姓名(護照號碼:xxxxxxxxxx, 統一證號:xxxxxxxxx),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揭及「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

