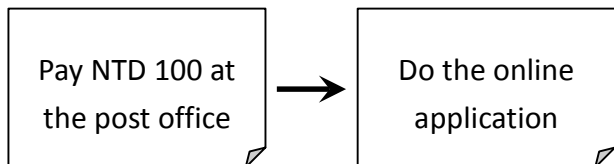


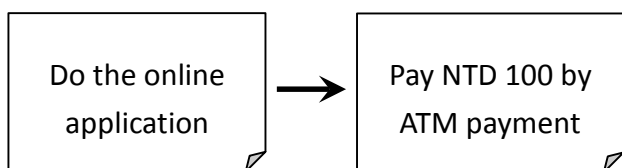
International students who wish to work / intern in Taiwan (either on campus or off campus) are required to apply for and obtain a work permit before starting work. Please note that if you hold a job without applying for a work permit, you may be fined between NT\$30,000 to NT\$150,000!

🌀 Work Permit Application 🌀

(1) Pay the application fee at the post office



(2) Pay the application fee by ATM payment



◎ Application Procedure

- (1) Prepare PDF files of your photo IDs (student ID card, passport and ARC).
- (2) Do the online application (<http://ezwp.wda.gov.tw/>).

◎ Payment of NTD 100 application fee

- (1) Pay it at the post office

Applicants may pay the application fee at the post office.

Account Name: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor; Account Number: 19058848

郵政劃撥儲金存款單			
帳號	19058848	金額 (阿拉伯數字)	仟 佰 拾 萬 仟 佰 拾 元 1 0 0
通訊欄(限與本次存款有關事項)		戶名 勞動部勞動力發展署 聘僱許可收費專戶	
		寄款人 姓名 Name	
		通訊處 通 訊 處 □□□□□□ Address	
		電話 Telephone number	
虛線內備機器印證用請勿填寫			
◎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			
電腦記錄			
經辦局收款戳			

- (2) Pay it by ATM payment

Do the online application first, make sure you've filled in all the information and uploaded PDF files. As long as your application has been submitted to school for examination, the system will issue you a specific account number (16 digits) to do the ATM payment (Please select 'Bill Payment' function; not the 'Fund Transfer' one). Keep the receipt for future reference.

Procedures for Work Permit Online Application

1. Apply for an account. (If you've got an account, please go to step 2 directly.)

- Use Internet Explorer  browser to go to EZ Work Permit Website (<https://ezwp.wda.gov.tw/>) and choose 'Work Permit for Foreign Students'.



- Choose 'Apply for an account' and read all the terms and conditions carefully before you apply.



- Fill up your personal information, please be noted that...
 - Your account number must contain English letters and numbers.
 - Password is required to be at least 8 characters with letters, numbers and special symbols.
 - For the "identity" part, "foreign students- 4 year university" is for undergraduate students while "foreign students- master" is for master students.

2. Login with your account name and password.

3. Confirm your name at the top and “Agreement on Electronic Service”.

- “Agree” refers to an email will be sent to you when the permit is issued. You need to download the permit online within 8 days. If you fail to do so, the download function will be closed and your work permit will be delivered to school in hard copy by registered post.
- “Disagree” refers to your work permit will be sent in hard copy by registered post to school after the evaluation.

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 E2 Work Permit

建檔人 Built by: TERRY CHEN 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 相關連結 Related Links

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

4. Click on “New Application and Management” then “add application”.

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 E2 Work Permit

建檔人 Built by: TERRY CHEN 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 相關連結 Related Links

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假或延畢之需要，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。

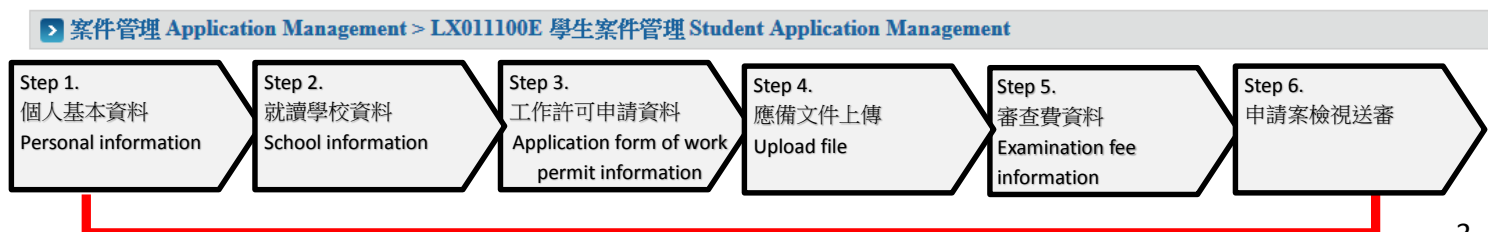
The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.
However, it can be extended to 30 September for one of the following events:

- (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
109000			2020-01-10				案件建立暫存 New application is saved	新增(^
108000		0108	2019-08-17		工作許可 work permit	郵寄學校(已郵寄)	已發文 An official letter has been sent (許可)	新增(0108)

5. There are 6 steps for application. Explains as follows.



STEP 1 : Personal information

個人基本資料 personal information	
申請人姓名(中文) Name of applicant(Chinese)	same as your student ID <input type="button" value="修改個人基本資料"/>
申請人姓名(英文) Name of applicant(English)	<input type="text"/> <input type="button" value="修改個人基本資料"/>
性別 Gender	(M) 男 <input type="button" value="修改個人基本資料"/>
國籍(地區) Nationality (or region)	<input type="text"/>
護照號碼 Passport number	<input type="text"/>
居留證統一編號 ARC ID number	<input type="text"/>
出生年月日 Date of birth	<input type="text"/> <input type="button" value="修改個人基本資料"/>
聯絡電話 Phone number	<input type="text"/> <input type="button" value="修改個人基本資料"/>

STEP 2 : School information

- “Faculty” refers to your major.
- School address: “No.5, Deming Rd., Guishan Dist., Taoyuan City 333”
- Expected study year is “4” year for undergraduate while “2” for master.

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	銘傳大學 Ming Chuan University <input type="button" value="修改個人基本資料"/>
*日夜別 Day/Night	日間部 Day School
*系別 Faculty	Travel and Tourism
身分別 identity	外國留學生-學士(4年制) foreign students - 4-year universities <input type="button" value="修改個人基本資料"/>
*年級 year	大學(4年制) 4-year university 3 年級 year 上學期 First semester 預定修業年限 expected study years 4 年 year
*學校校區所在地址 School Address	333 桃園市 龜山區 德明路5號(銘傳大學國際學生顧問室)

STEP 3 : Application form of work permit information

- Application type is always “work permit”; “re-issue permit” is only applied when you lose your permit.
- “Ways of receiving the official document”:
 - ① Electronic official document: You need to download the permit online within 8 days. If you fail to do so, the download function will be closed and yours will be delivered to school in hard copy by registered post.
 - ② Delivery to school: Your permit will be sent in hard copy by registered post to school after the evaluation.
 - ③ Pick up in person: You need to pick it up in person at the Workforce Development Agency (WDA).
- “View your work permit on the mobile devices”:

If you click “YES”, please enter your mobile number. When your permit is issued, please log in the online system on your mobile devices. The system will send you the verification code to the mobile number you entered, after verifying you may view your work permit information on your mobile devices. Click “NO” if you don’t want to view your work permit on your mobile devices.

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	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 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「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。 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.	
*申請項目 application type	<input type="text" value="請選擇 Please select"/>	
*申請許可期間 Application time	<input type="text" value="(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	行動裝置聯絡電話 mobile phone number <input type="text" value=""/>

STEP 4 : Upload files

- Prepare PDF file of your passport (main page), student ID (front & back, with registration mark) and ARC (front & back).

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)	<input type="text" value="請選擇檔案 please select file"/>
學生證影本 Photocopy of student ID card	<input type="text" value="請選擇檔案 please select file"/>
居留證正反面影本 Front and back photocopy of the resident certificate	<input type="text" value="請選擇檔案 please select file"/>
學習語言課程成績證明 Documentation of language courses' grades	<input type="text" value="請選擇檔案 please select file"/>
教育部專案核准證明 Ratified certification of Ministry of Education	<input type="text" value="請選擇檔案 please select file"/>
其他(含學校要求文件) Others (including school required documents)	<input type="text" value="請選擇檔案 please select file"/>

STEP 5 : Examination fee

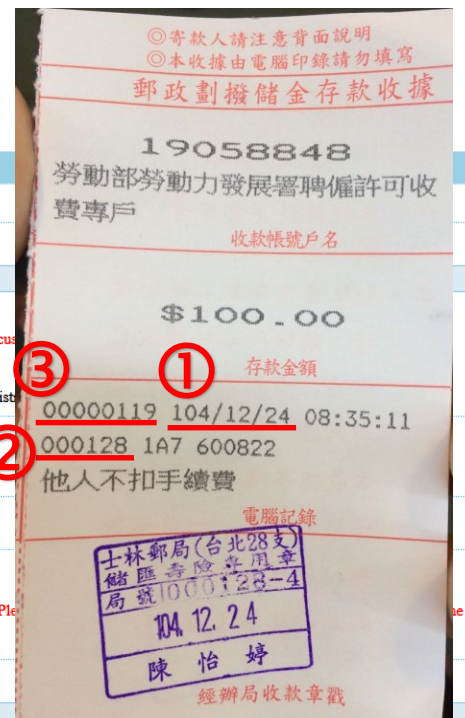
- "Pay it at the post office"

Pay the fee at the post office. After fill in the receipt information and upload the PDF files, you may submit your application to school for examination.

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	<input checked="" type="radio"/> 郵局繳費 payment by post office <input type="radio"/> 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 staff. 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
交易日期 remittance date	<input type="text" value="104"/> / <input type="text" value="12"/> / <input type="text" value="24"/> 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	<input type="text" value="104"/> 請輸入郵局局號, 例1041224。 Please enter the post office number, for example 1041224.
輸入郵政劃撥收據編號 enter receipt number of postal remittance	<input type="text" value="00000119"/> 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 enter the last seven digits of the remittance receipt number and read the diagram carefully to facilitate the operation!
審查費金額 amount of examination fee	<input type="text" value="100"/>



- “Pay it by ATM payment”

As long as your application has been submitted to school for examination, the system will issue you a specific account number (16 digits) to do the ATM payment (Please select ‘Bill Payment’ function; not the ‘Fund Transfer’ one). Keep the receipt for future reference.

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	<input type="radio"/> 郵局繳費 payment by post office <input checked="" type="radio"/> ATM繳費 payment by ATM
ATM繳費 payment by ATM	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 further questions. 請於送件當日23:59前完成繳費，俾利辦理文件審查事宜；倘有重複繳納或誤繳情事，請持繳費憑證向勞動部勞動力發展署申請退還。 Please complete the payment the same day (before 23:59) you submit the application. If you overpaid for the application, please keep the payment receipt to apply for refund to the Workforce Development Agency.
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 step	

STEP 6 : Review and submit

- Please review all the information and check the uploaded files. Your application is completed after it sends to school for evaluation.

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)	
申請人姓名(英文) Name of applicant(English)	
其他(含學校要求文件) Others (including school required documents)	無
上一步 previous 離開 送學校審核並取得繳費序號 Send the application to school and acquire the serial number of payment.	

6. Please note...

The new created application needs to be submitted **within 7 days**, otherwise, the data will be deleted by the system. If there's any question regarding to online application, you are welcome to contact OISS.

7. Other Regulations

- (1) The status of international students in Taiwan should be in accordance with the regulations of the Ministry of Education.
- (2) According to “Regulations on the Permission and Administration of the Employment of Foreign Workers”, the applicants can apply for the student work permit since the first semester. However, a transcript of one-year language course in Taiwan should be presented for language course learners.
- (3) The period validity of a work permit is six months at most.
- (4) For applications made in the first semester, the work permit is valid until March 31 of the following semester; for applications made in the second semester, the work permit is valid until September 30 of the same year.
- (5) The maximum work hours are 20 hours per week, except during summer and winter breaks.
- (6) Workforce Development Agency (WDA) has the right to revoke the permit if an applicant does not follow the regulations.
- (7) A student who works without a valid work permit will be fined an amount between NTD 30,000 and NTD 150,000, and the person will immediately be ordered to leave Taiwan and will not be permitted

to work in Taiwan in future. If the person fails to leave Taiwan within the specified period, the National Entry and Exit Administrative Authority may enforce their departure and may hold the person in detention until they depart. The person who works illegally shall be subject to a ban from the entry for 3 years. (Employment Service Act & Immigration Act)

- (8) Students should return the work permit (if valid) to the Office of International Student Service if they withdrawal or take leave from school.

8. For further details, please contact the Workforce Development Agency (WDA).

Website: <http://www.wda.gov.tw/>

Address: 10 F, No. 39, Chung-Hwa Rd. Sec. 1, Taipei City 10042, Taiwan

TEL: (02) 8995-6000

E-mail: wda@wda.gov.tw

Office Hours: Monday to Friday, 8:30-12:30, 13:30-17:30