

Online Work Permit Application: Overview

Go to ***EZ work permit*** and apply for an account

After opening an account, please login and check/ fill in
"personal and school information"

Fill out the application form and upload required
documents

Go to NTUST post office and pay a fee of NT\$100.

Then fill in "transaction date", "office code" and
"receipt number" in your account

Send the application to the NTUST Office of International
Affairs where all documents will be checked

Your application will be sent to the Workforce
Development Agency for approval. Please wait for the
result.

Online Applying for Work Permit: Guideline

Step 1. Go to **EZ work permit** website and apply for an account.

The screenshot shows the homepage of the Workforce Development Agency's EZ Work Permit system. On the left, there are navigation links for News, Laws and Regulations, User Manual, and User Videos. Below these are three application categories: 'Work Permit for Foreign Professional Worker', 'Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students' (highlighted with a red box), and 'Foreign Professional Artist Work Permit'. On the right, the 'Student Login' page is visible, featuring input fields for Account, Password, and Verification Code (displaying 3015). A 'Refresh Verification Code' button is also present. At the bottom of the login page, three buttons are shown: 'Sign In', 'Cancel', and 'Apply for an account' (highlighted with a red box).

Step2. Login and select “**案件新增及管理 = New application and Management**”) > click “Student Application Management > click **Add**”.

This screenshot shows the top navigation bar of the website. The main menu includes '公告 Announcement', '基本資料維護 Basic Information Maintenance', and '案件新增及管理 New Application and Management' (highlighted with a red box). Below the main menu, there is a sub-menu for '260_學生案件管理_260_Student Application Management'.

This screenshot shows the 'Student Application Management' page. It features a table with columns for '新增案件 add application', '申請類別 application category', and '申請類別通用對象 applicable object of application category'. The table contains instructions for overseas Chinese students regarding application categories and the status of the applicant. At the bottom of the page, a '新增 add' button is highlighted with a red box.

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 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 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

Please choose "agree" that you agree to accept the Electronic Service

For detailed information on the electronic service, please refer to the [Q&A for Electronic Service](#).

Step3. Please check your personal information that shows on the web page, and fill out the "school information", providing details about your enrollment at NTUST.

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. 申請案檢視表

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese) [redacted] 修改個人基本資料

申請人姓名(英文) Name of applicant(English) [redacted] 修改個人基本資料

性別 Gender [redacted] 修改個人基本資料

國籍(地區) Nationality (or region) [redacted]

護照號碼 Passport number [redacted]

居留證統一編號 ARC ID number [redacted]

出生年月日 Date of birth [redacted] 修改個人基本資料

聯絡電話 Phone number [redacted] 修改個人基本資料

案件暫存 save application 離開(不儲存) 下一步 next step

▶ 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. 申請案檢視簽署

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: 國立臺灣科技大學 National Taiwan University of Science and Technology 修改個人基本資料

*日夜別 Day/Night: **Day school**

*系別 Faculty: **Department**

身分別 identity: 修改個人基本資料

*年級 year: 請選擇 Please select 年級 year
預定修業年限 expected study years 年 year

*學校校區所在地址 School Address: 106 臺北市 大安區 基隆路四段43號

上一步 previous 案件暫存 save application 離開(不儲存) 下一步 next step

Step4. Please fill out the application form

公告 Announcement 基本資料維護 Basic Information Maintenance 案件新增及管理 New Application and Management 關連結 Related Links

▶ 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. 應備文件上傳 upload file
Step5. 審查費資料 examination fee information

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
結申請類別錯誤請於[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.

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。
You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall conform to the student's

*申請項目 application type: **Work permit**

*申請許可期間 Application time: 至 to (西元yyyy/MM/dd) (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: 電子公文 Electronic official document 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

如點選「是」，請併同輸入您的手機號碼，您可於申請案件經本部核准後，以行動裝置在本申辦網，使用「行動裝置檢視」功能，屆時系統將寄送驗證碼至本資料。
If you click "YES", please enter your mobile number. After the application is approved, you can login to the website on your mobile devices and view the work permit on the screen displays in portrait (vertical), a QR code will be generated. The employer can scan QR code to check details. When you rotate the screen to landscape (horizontal), a QR code will be generated.

備註 Memo

• *Application Type:*

1. If your work permit is going to expire and you wish to apply for a new one, please choose "**work permit**" as category of application.
2. If you lost your valid work permit and you want to have it reissued, please select "**Permit re-issue**" .

• *Application time:*

1. For applications made in the fall semester, the work permit is valid until March 31th of the next semester.
2. For applications made in the spring semester, the work permit is valid until September 30th of the same year.

• *Way of receiving the official document:*

1. Electronic official document: After the Workforce Development Agency issues the work permit, you will receive the notice email with a link. Please use the link to download your work permit within 8 days. This will save you time, as you don't need to wait for delivery by postal services.

Step 5. After having filled in all fields, please upload the required documents to the respective folders

Required documents:

- (1) Scanned Certificate of study for the current semester (**NOT your student ID card**)
- (2) Scanned copy of valid passport
- (3) Scanned copy of valid ARC (Both sides)
- (4) [Consent Form for Work Permit Application for Taiwan Tech International Students](#) (Please do get all stamps, before uploading this form.)
- (5) Scanned copy of post office receipt

案件管理 Application Management > LX011700E 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. 申請案檢閱證書

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)	請選擇檔案 please select file ← Scanned copy of valid passport
學生證影本 Photocopy of student ID card	請選擇檔案 please select file B10704028_163511344.pdf(刪除) ← Scanned copy of certificate of study for the current semester not student ID card
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file ← Scanned copy of valid ARC
學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file
教育部專業核准證明 Ratified certification of Ministry of Education	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 ← Consent form and Scanned copy of post office receipt

上一步 previous 案件暫存 save application 離開(不儲存) 下一步 next step

Step 6. A handling fee of NT\$100 has to be paid via a post office. We recommend you to go to the NTUST post office whose staff is familiar with work permit application procedures. There are two ways of fee transferal, (1) the computerized version where post office staff enters your information into the computer (2) the paper-and pencil version where you have to fill out a form.

Once you receive the receipt, please fill "**transaction date**", "**post office code**" and "**receipt number**" into the respective fields of your online application.

▶ 案件管理 Application Management > LX011900E 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. 應徵文件上傳 upload file

Step5. 審查費資料 examination fee information

Step6. 申請案檢視送審

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 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.
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.
Account number: 19058848

交易日期 remittance date **Payment Date** ? 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 **Post office code** ?

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

上一步 previous 案件暫存 save application 離開(不儲存) 下一步 next step

(1) Example for post office receipt: Computerized version

(1) 電腦收據(各郵局開具之白色收據) Computer receipt (white receipt issued by post offices) :
範例 Example

郵局收據編號 Receipt Number (8 碼 8 digits)
請填後 7 碼 Please fill out the last 7 digits

存款金額

00002660 104/06/11 12:01:22
003110 1A6 359779

他人不扣手續費

交易日期 Payment Date

電腦記錄

交易局號 Post Office Code

填寫方式 交易日期 Payment Date : 1040611
To fill out 交易局號 Payment Code : 003110
劃撥收據號碼 Receipt Number (後 7 碼 the last 7 digits) : 0002660

(2) Example for post office receipt: Paper & pencil version

(2) 臨櫃繳款收據(郵局派本機關駐點開具之粉紅色 500 元及綠色 100 元收據) Counter receipt (pink, NTS500 and green NTS100):
範例 Example

收帳人		帳號	1	郵局收據編號 Receipt Number	E- 8103097	交易局號 Post Office Code	局章戳
戶名		勞動部勞動力發展署聘僱許可收費專戶			寄款人	局號	000100-6
					(請以應主名義自行填寫)	104.07.01	交易日期 Payment Date

填寫方式 交易日期 Payment Date : 1040701

To fill out 交易局號 Payment Code : 000100

收據編號 Receipt Number (9碼 9 digits) : E08103097

Step 7. Click the button "Submit to school for examination" and send the email to OIA, Ms. Issabel Tai

— Email: issabel422@mail.ntust.edu.tw

Step 8. After all documents are checked by OIA staff, they will be submitted to the Workforce Development Agency for approval. This may take up to 7 working days. The Workforce Development Agency will inform you by email, if your work permit was issued or not. You can download the work permit from the email within 8 days. Please check your email regularly!

If you have any inquiry related to the work permit application, please feel free to contact Ms. Tai.

Contact information:

Tel: 886-2-2737-6179

Email: issabel422@mail.ntust.edu.tw