



Office of International Affairs, Feng Chia University
逢甲大學國際事務處

WORK PERMIT ONLINE APPLICATION

2026/09/18



Steps and Documents

1. Fill out "FCU Work Permit Questionnaire"
2. Pay NTD100 and keep the receipt
3. Student ID
4. Enrollment certificate
5. Passport
6. ARC (both sides)



FCU WORK PERMIT
QUESTIONNAIRE



1. Payment Methods

(Post office)

- You can get the Payment Slip form the OIA or go to a nearest Post Office directly and fill in the required information, including the remittance account number: 19058848, the remittance amount of NT\$100, and your name, cellphone number, and address.
- Please keep the remittance receipt safe after payment.

◎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

19058848

勞動部勞動力發展署聘僱許可收費專戶

收款帳號戶名(A/C NO.)

\$100.00

存款金額(Amount)

00001308 115/09/18 14:26:04
002125 1A8 620239

他人不扣手續費

電腦紀錄

台中逢甲郵局(台中25支)
儲匯壽險專用章
局號1002125-6

115. 9. 18

江亭誼

經辦局收款章戳



1. Payment Methods (ATM)

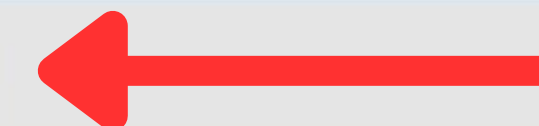
審查費資料 examination fee		審查費資料修改 Revise examination fee
繳費方式 Payment	ATM繳費 payment by ATM	
對帳結果	未入帳	
ATM繳費 payment by ATM	繳費後經系統對帳成功才能成功送出申請案。(系統將於繳費後隔日中午對帳) ATM payment: application will be sent out if the system reconciles successfully (system will reconcile on the next day after payment).	
繳款金融機構代碼 Code of financial institutions	700(中華郵政股份有限公司 Chung	
ATM繳費轉入帳號 (即銷帳編號) Serial number of ATM payment	6120320260356086	
審查費金額 amount of examination fee	NT\$100	
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	已上傳 Uploaded	
居留證正反面影本 Front and back photocopy of the resident certificate	已上傳 Uploaded	
其他(含學校要求文件) Others (including school required documents)	已上傳 Uploaded	
經系統對帳審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再送件！ Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day).		
上一步 previous 離開 Leave 繳費序號檢視列印		

確認視窗 Window confirm

是否確定ATM繳費?

確認 Yes

取消 Cancel





1. Payment Methods

(ATM)

勞動部勞動力發展署 建檔人 Built by: ELISHA TEO CHENG IK
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 檢測與下載CardReaderTest and Download 相關連結RelatedLinks

005_最新消息_000_Latest News

> 案件管理 Application Management > LX01XX0X1900SP.xmlE 學生案件管理 Student Application Management

申請日期application date	20260918
案件序號application serial number	11500204174
申請項目application type	工作許可 work permit
繳款金融機構代碼 Code of financial institutions	700(中華郵政股份有限公司 Chunghwa Post Co., Ltd.)
ATM繳費轉入帳號 (即銷帳編號) Serial number of ATM payment	6120320260356086
審查費金額amount of examination fee	NT\$100
中華郵政ATM繳費流程 Chunghwa Post ATM payment process	
備註	*如以跨行轉帳須自付手續費，手續費收費標準按各金融機構規定計收。

列印繳費序號 Print the serial number of payment. 中華郵政 WEB ATM繳費 Chunghwa Post WEB ATM payment 離開 Leave

Payment by ATM detailed Instructions



1. Payment Methods

(Taiwan Pay APP)

審查費資料 examination fee

審查費資料修改 Revise examination fee

繳費方式 Payment

台灣Pay繳費 payment by Taiwan Pay

對帳結果

未入帳

審查費金額 amount of examination fee

NT\$100

台灣Pay繳費 payment by Taiwan Pay

請您必須在產製QR-code的5分鐘內完成繳費，經系統對帳成功，才能成功送出申請案。(系統將於繳費後隔日中午對帳)

Taiwan Pay: payment should be completed within 5 minutes after generating the QR code, and application will be sent out if the system reconciles successfully (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

已上傳 Uploaded

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

已上傳 Uploaded

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

已上傳 Uploaded

經系統對帳審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再送件！

Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day) .

上一步 previous

離開 Leave

進行台灣Pay繳費



1. Payment Methods

(Taiwan Pay APP)

▶ 案件管理 Application Management > LX01XX0X1900SPQRcode.xmlC 學生案件管理 Student Application Management

台灣 Pay 繳費 QR code

Scan the QR code



審查繳費金額 100 元

請務必於 QR Code 有效時間內完成掃描及繳費，否則無法送件。QR Code 有效時間：03:51

Scanning and payment must be completed within the valid time of QR Code, otherwise you cannot submit the application. The valid time of the QR Code : 03:51

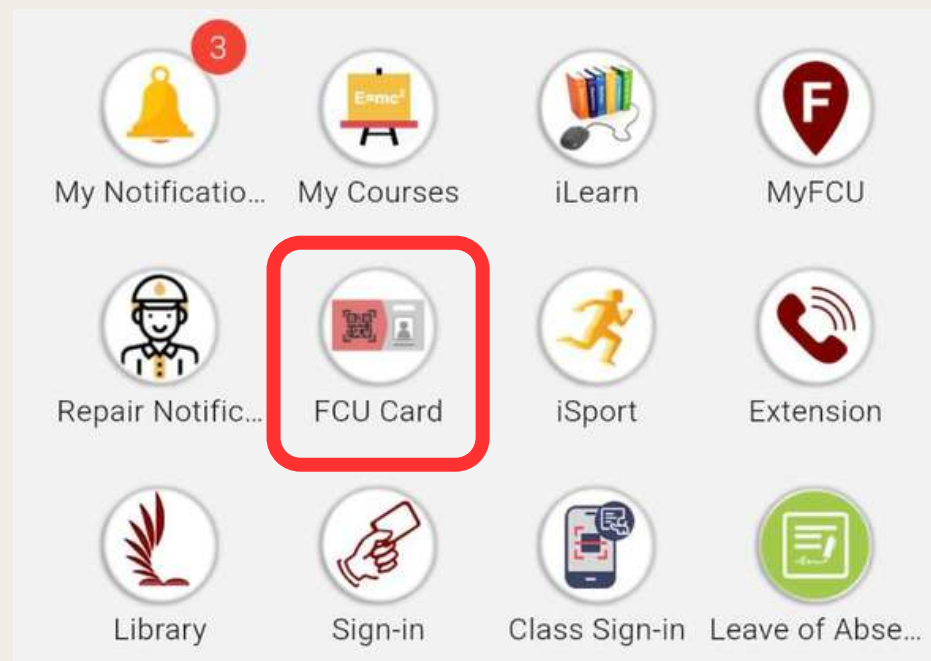
台灣Pay繳費請於QRcode有效時間內完成繳費，俾利辦理文件審查事宜；倘有重複繳費或誤繳情事，請將載具上交易明細截圖印出後，向勞動部勞動力發展署申請退還。

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 on your mobile device to apply for refund to the Workforce Development Agency.



2. Student ID (with registered stamp)

- Photocopy both side of your student ID card with the **"current semester" registered stamp** or the **"current semester" enrollment certificate**.
- Student ID with registered stamp can be downloaded from FCU Mobile App>> FCU card.





3. Enrollment certificate

- Enrollment certificate can be printed at the self-service printing kiosk or apply for one at the Registration and Curriculum Section (Room 123, 1F, Information and Engineering Building).

LOCATION OF SELF-SERVICE PRINTING KIOSK





4.ARC & 5.Passport

- **Please notice the expiration dates of your passport and ARC.**
If it is about to expire (e.g., within one month), please apply for an extension as soon as possible before applying for a work permit.



ARC EXTENSION
APPLICATION INFORMATION



Please Note

- Register/Log in to the work permit online application website and upload the required documents.
- Upload all documents in **PDF format**.
- Upload your enrollment certificate to “Others (including school required documents)” file.

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

Enrollment certificate



Online Application Instructions



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 Regulations

 操作手冊 Manual



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 ID (Work Permit Application)

自由藝術工作者申請

Foreign Professional Artist

外國專業人才成年子女申請

Work Permit for the Adult Child of a
Foreign Professional



1. Apply for an 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

則與下載CardReaderTest and Download 相關連結RelatedLinks 僑外生評點制留臺自評試算

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

5262

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 ||

For **1st time application**, please click "Apply for an account".



Register 1-1: Personal Information Protection Statement

▶ 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 laws, 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 privacy policy of the linked website.
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 is protected by authorized personnel. Authorized personnel have to sign a confidentiality contract. In case of breach of confidentiality contract, related personnel will be punished accordingly.
三、資訊分 How information is shared and used	除法律明文規定外, 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: 除公務機關執行職務或法律明文規定外, 本署將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: Except for the provisions of the law, the Website will not disclose your personal information to a third party or outside the purpose of collection: Except for the provisions of the law, the Agency will not disclose your personal information to a third party or outside the purpose of collection:
四、自我保護 Self-protection	請勿將您的個人資料, 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。 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 close the browser window to prevent others from accessing your personal information, E-mail, or the entity management area.
五、聲明之修 Amendment to the statement	本署將視需要, 對本聲明進行修訂, 以維護您瀏覽網站的安全及相關權益。 Revisions will be published on the Website to maintain your safety and related interests.
六、聲明之諮詢 Consultation on the statement	如有任何疑問, 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.
同意 apply 不同意 reject Click "同意 Apply"	



Register 1-2: Fill in the Registration Information

(SAMPLE)



Announcement 檢測與下載CardReaderTest and Download 相關連結RelatedLinks 僑外生評點制留臺自評試算

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	OIA2026 (需包含英文和數字 Containing English letter and number)		
*密碼 Password	OIA2026\$ (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	OIA2026\$ (輸入與密碼相同 The entering is identical with password)
*電子信箱 Email	OIA2026@GMAIL.COM		
申請人姓名(中文) Name of applicant (Chinese)	王小明 (應與學生證相同 Shall be in accordance with your name on student ID)	*性別 Gender	☐ 男 Male ☐ 女 Female
*申請人姓名(英文) Name of applicant (English)	WANG XIAO-MING	*國籍 Nationality	 國籍查詢 Nationality search
*護照號碼 Passport number	A12345678 (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.)	*護照號碼有效期限 Validity of passport	yyyy/MM/dd
*統一證號 UI number	B111222333 (提示:請依居留證填寫統一證號,若您變更過統一證號,請於申請工作許可時備註新統一證號並上傳舊居留證及新居留證,本部將於審核時一併更新您的統一證號。若您是在來臺就讀時尚未有居留證,請先向移民署申請統一證號。Please fill in the UI number according to the ARC. If you have changed your UI number, please note the new UI number when applying for a work permit and upload both the old and new ARC. The Ministry of Labor will update your UI number when reviewing. If you are studying in a language center in Taiwan and do not have an ARC, please apply for the UI number to the National Immigration Agency first.)	*出生年月日 Date of birth	yyyy/MM/dd
*就讀學校 School attended	學校查詢 School search (提示:若清單中沒有學校資料,請先洽學校承辦單位 Please contact the school office responsible if you can't find your school on the list.)		
*身分別 Identity	Details in Next Page		
*連絡電話 Phone number	0987654321		



Register 1-2: Registration Information (Identity)

華裔學生-高中	ethnic Chinese students - High school
華裔學生-專科(5年制)	ethnic Chinese students - 5-year junior colleges
華裔學生-專科(2年制)	ethnic Chinese students - 2-year junior colleges
華裔學生-學士(2年制)	ethnic Chinese students - 2-year universities
華裔學生-學士(4年制)	ethnic Chinese students - 4-year universities
華裔學生-碩士	ethnic Chinese students - Master
華裔學生-博士	ethnic Chinese students - Doctor
華裔學生-僑生先修部	ethnic Chinese students - Division of Preparatory Programs for Overseas Chinese Students
華裔學生-海青班	ethnic Chinese students - Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council
華裔學生-語言中心	ethnic Chinese students - Attended a Mandarin Chinese language center at a university/college
華裔學生-其他	ethnic Chinese students - Other

**HONG KONG AND
MACAO STUDENTS**



Register 1-2: Registration Information (Identity)

== 請選擇 Please select ==

僑生-高中 overseas Chinese students - High school

僑生-專科(5年制) overseas Chinese students - 5-year junior colleges

僑生-專科(2年制) overseas Chinese students - 2-year junior colleges

僑生-學士(2年制) overseas Chinese students - 2-year universities

僑生-學士(4年制) overseas Chinese students - 4-year universities

僑生-碩士 overseas Chinese students - Master

僑生-博士 overseas Chinese students - Doctor

僑生-僑生先修部 overseas Chinese students - Division of Preparatory Programs for Overseas Chinese Students

僑生-語言中心 overseas Chinese students - Attended a Mandarin Chinese language center at a university/college

僑生-其他 overseas Chinese students - Other

OVERSEAS CHINESE STUDENTS

外國留學生-專科(5年制) foreign students - 5-year junior colleges

外國留學生-專科(2年制) foreign students - 2-year junior colleges

外國留學生-學士(2年制) foreign students - 2-year universities

外國留學生-學士(4年制) foreign students - 4-year universities

外國留學生-碩士 foreign students - Master

外國留學生-博士 foreign students - Doctor

外國留學生-語言中心 foreign students - Attended a Mandarin Chinese language center at a university/college

外國留學生-其他 foreign students - Other

INTERNATIONAL STUDENTS

DUAL-DEGREE PROGRAM STUDENTS





Log in

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

與下載CardReaderTest and Download 相關連結RelatedLinks 僑外生評點制留臺自評試算

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

[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](#) ||



New Application

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

x Google

Home RSS Print 網頁(P) 安全性(S) 工具(O) ? N N



公告 基本資料維護 案件新增及管理

260_學生案件管理

案件管理 > 260_學生案件管理

案件申請列表 新增申請案件

案件序號	收文文號	申請日期	英文姓名	申請項目	申請狀態	案件狀態
------	------	------	------	------	------	------

Select "Work Permit"

← → https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=RunAction&_action 憑證錯誤 外國專業人員工作許可線上...

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H) x Google 搜

🏠 網頁(P) 安全性(S) 工具(O) N N

勞動部勞動力發展署 建檔人: Koi Sheue Chyi 登出
外國專業人員工作許可申辦網

公告 基本資料維護 案件新增及管理

▶ 案件管理 > 260_學生案件管理

新增案件

*申請類別	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
申請類別適用對象	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 status as set forth in the Regulations Relating to Home-coming Overseas Chinese Students' Education and Counsel.
*申請項目	工作許可 work permit ▼

新增

勞動部勞動力發展署
外國專業人員工作許可
申辦網

建議使用Internet Explorer 9.0+, 將螢幕解析度設定為 1920*1080 將可得到較佳的效果
勞動力發展署: 24219 新北市新莊區中平路439號南樓4樓
電話代表號: (02)89956000 線上系統客服專線: 0800-881-339 或 (02)2380-1720
本署電子信箱: ezwp@wda.gov.tw 服務地址: 100臺北市中正區中華路一段39號10樓



Confirm informations are correct



勞動部勞動力發展署

建檔人 Built by: ELISHA TEO CHENG IK

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 檢測與下載CardReaderTest and Download 相關連結RelatedLinks

▶ 案件管理 Application Management > LX011100E 學生案件管理 Student Application Management

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Step3.
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Step4.
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Step5.
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Step6.
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Application review

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)

王小明

修改個人基本資料 Edit personal profile

申請人姓名(英文) Name of applicant(English)

WANG XIAO-MING

修改個人基本資料 Edit personal profile

性別 Gender

(M) 男

修改個人基本資料 Edit personal profile

國籍(地區) Nationality (or region)

(019) 馬來西亞 MALAYSIA

護照號碼 Passport number

A12345678

(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.)

統一證號 UI number

B111222333

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！)

出生年月日 Date of birth

20060909

修改個人基本資料 Edit personal profile

聯絡電話 Phone number

0987654321

修改個人基本資料 Edit personal profile

資料暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step



School Informations



勞動部勞動力發展署

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外國專業人員工作許可申辦網

Workforce Development Agency EZ Work Permit

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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

逢甲大學 Feng Chia University

修改個人基本資料 Edit personal profile

*日夜別 Day/Night

日間部 DAY SCHOOL

*系別 Faculty

外國語文學系 DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURE

身分別 identity

僑生-學士(4年制) overseas Chinese students - 4-year universities

基本資料 Edit personal profile

*年級 year

大學(4年制) 4-year university

1

年級 year

First Semester /
Second Semester

預定修業年限 expected study years

4

年 year

預定修業年限欄位填寫說明：請依您所就讀系所學制詳實填列本欄位，例如學士4年制者，本欄位請填寫4，特殊學制如醫學系6年制者，則請填寫6。

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

407

臺中市

西屯區

文華路100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



Work Permit Informations

▶ 案件管理 Application Management > LX011500E 學生案件管理 Student Application Management

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information

Step4.
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Step5.
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Examination fee
information

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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。 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	工作許可 work permit	
*申請許可期間 Application time	2026/09/18 (西元yyyy/MM/dd) 至 to 2027/09/17 (西元yyyy/MM/dd) (許可期間最長1年) (valid for one year 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 ☐ 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	行動裝置聯絡電話 mobile phone number 0987654321

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，以行動裝置登入本申辦網，使用「行動裝置檢視」功能，屆時系統將寄送驗證碼至本案所填之手機號碼，並於完成驗證程序後，當行動裝置直立時，顯示畫面為QRcode[?]，可供雇主掃描驗證；當行動裝置橫放時，顯示畫面為工作許可相關資料[?]。如不願使用此功能，則請將此欄位改點選為「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.



Upload documents needed



勞動部勞動力發展署

建檔人 Built by: ELISHA TEO CHENG IK

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 檢測與下載CardReaderTest and Download 相關連結RelatedLinks

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

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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

Enrollment Certificate

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



Examination Fee Informations

案件管理 Application Management > LX011900E 學生案件管理 Student Application Management

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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 ☐ 台灣Pay繳費 payment by Taiwan Pay

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

交易日期 remittance date

? 請輸入民國年月日，例1090101。

Please enter the date in ROC era for example 1090101.

交易局號 post office of remittance

?

How to Identify

Remittance No. & Receipt No.

輸入郵政劃撥收據編號

?

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！Please note: if you pay via postal remittance, please fill in the last 7 digits of the receipt number and read the diagram carefully to complete the entire procedure!

審查費金額 amount of examination fee

Receipt No. of Postal Remittance

Post Office of Remittance

Remittance Date

上一步 previous

案件暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next

◎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

19058848

勞動部勞動力發展署聘僱許可收費專戶

收款帳號戶名(A/C NO.)

\$100.00

存款金額(Amount)

00001308 115/09/18 14:26:04

002125 1A8 620239

他人不扣手續費

電腦紀錄

台中逢甲郵局(台中25支)

儲匯壽險專用章

局號1002125-6

115. 9. 18

江亭誼

經辦局收款章戳



Application Review

▶ 案件管理 Application Management > LX019100E 學生案件管理 Student Application Management

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申請案檢視送審

個人基本資料 personal information

繳費方式 Payment 郵局繳費 payment by post office

交易日期 remittance date 1150918

交易局號 post office of remittance 002125

郵政劃撥收據編號
receipt number of postal remittance 0001308

審查費金額 amount of examination fee NT\$100

對帳結果 未入帳

郵局繳費 payment by post office
繳費後經系統對帳成功才能成功送出申請案。(系統將於繳費後隔日中午對帳)
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 已上傳 Uploaded

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

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

After confirming that all the information is correct, simply wait for the Ministry of Labor to review and approve your application.

經系統對帳審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再送件！
Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day) .

上一步 previous

離開 Leave



After Submitting...

- Once your application has been approved by the Ministry of Labor, applicants who selected **“Electronic Official Document”** will receive their **electronic work permit** via email. No physical copy will be issued.
- Applicants who selected **“Paper Official Document”** should collect their physical work permit from the Office of International Affairs approximately **3–5 working days** after receiving the **notification email** from the Ministry of Labor’s online system.
- **To support environmental sustainability and reduce paper consumption, we encourage you to choose the electronic option whenever possible.**



After Submitting...

- If any information or required documents are missing, the university will **return your application**. Please update your application according to the instructions provided.
- A valid work permit is required for all employment in Taiwan, whether on or off campus. **Please do not work illegally.**
- According to the Ministry of Labor's announcement dated June 17, 2015, international students holding a work permit may work a **maximum of 20 hours per week**, except during winter and summer vacations. For further details on the relevant regulations, please refer to the official website of the Ministry of Labor.



!!! ATTENTION !!!

- International students must obtain a valid work permit before taking up part-time employment or internships, whether on or off campus.
- Working without a valid work permit may result in a fine ranging from **NT\$30,000 to NT\$150,000**, and may lead to immediate deportation.
- **During the semester: Maximum of 20 hours per week.**
- During winter and summer vacations: The 20-hour weekly limit does not apply. However, students must still comply with Taiwan's Labor Standards Act, including the standard working hours of 8 hours per day and at least one regular day off per week.
- If a student loses their enrollment status due to suspension of studies, withdrawal, graduation, or other reasons, their work permit will immediately become invalid.