

Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students

Website:

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage>



Apply for an account:



Agree the personal data collection agreement:

The screenshot shows a web browser window with the URL <https://ezwp.wda.gov.tw/wc/online/wSite/TheRightToPrivacyForStd.htm>. The page title is "個人資訊保護法及相關法令聲明" (Personal Information Protection Act and Related Regulations Statement). The content includes a welcome message and a detailed statement of privacy practices in both Chinese and English. At the bottom, there are two buttons: "同意 apply" (Agree apply) and "不同意 reject" (Disagree reject). The "同意 apply" button is highlighted with a red box.

Please be sure that your account name must contain English and number.

And the password is required to be at least 8 characters with letters, numbers and special symbols.

The screenshot shows the "學生帳號申請 Applying for a Student Account" form. The form fields include:

- *帳號 Account number (需包含英文和數字 Containing English letter and number)
- *密碼 Password (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)
- *電子信箱 Email
- 申請人姓名(中文) Name of applicant (Chinese) (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)
- *國籍 Nationality (國籍查詢 Nationality search)
- *護照號碼 Passport number (提示:若您更換護照,請先使用舊護照號碼申請帳號,並於申請案件時將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 (西元yyyy/MM/dd)
- *居留證統一證號 ARC ID number
- 出生年月日 Date of birth (西元yyyy/MM/dd)
- *就讀學校 School attended (請選擇 please select - find your school on the list.) (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)
- *身分別 Identity (請選擇 please select -)
- *連絡電話 Phone number

學生選擇「身分別」定義說明:
Definitions of different student identities:
一、僑生:須符合「僑生回國就學及輔導辦法」之學生,包含高中以上學位生、臺灣師範大學僑生先修部學生。
The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, refers to those who study for a degree in high school or above and those who enrolled at Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University.
二、華裔學生:須符合「香港澳門居民來臺就學辦法」規定之學生,或「就讀僑務主管機關舉辦之技術訓練班學生」,包含來自港澳地區之高中以上學位生、海青班學生。
Ethnic students shall meet one of the following requirements:
1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Hong Kong and Macao Residents in the Republic of China.
2. Students enrolled in a technical training class conducted by the OCAC.
三、外國留學生:須符合「外國留學生來臺就學辦法」之學生,包含大學國際學院學生、附屬大學國際學院學生、附屬大學國際學院學生。

New Application and Management:

外國專業人員工作許可線上申請

https://ezwp.wda.gov.tw/wc/online/wSite/Control?function=RunAction&_action=news10/news10_ip.xml

公告 Announcement 基本資料維護 Basic Information Maintenance **案件新增及管理 NewApplication and Management** 檢測與下載 Certificate and CardReaderTest 相關連結 RelatedLinks

公告 Announcement > 005_最新訊息 Latest News

| 系統公告/新聞 system announcement | 發佈日期 release | 標題 title |
|-----------------------------|--------------|--|
| 系統公告/system announcement | 107-10-22 | 自107年10月8日起，正式啟用短期補習班技藝類外籍教師、外國特定專業人才及外國自由藝術工作者的工作許可線上申辦功能。 |
| 系統公告/system announcement | 107-02-02 | 停止受理外籍學校教師工作許可案件 |
| 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日進行憑證更新，請各單位更新元件。 |

Records from 1 to 10 of 10

建議使用 Internet Explorer 9.0+
上午8時30分至12時30分，下午1時30分至17時30分
請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。
統客服專線：0800-881-339 或 (02)2380-1720
勞動力發展署電話代表號：(02)8995 6000
系統客服電子郵件：ezwp@wda.gov.tw

Add application:

外國專業人員工作許可線上申請

https://ezwp.wda.gov.tw/wc/online/wSite/Control?function=RunAction&_action=case100/case100_ip.xml

公告 Announcement 基本資料維護 Basic Information Maintenance 案件新增及管理 NewApplication and Management 檢測與下載 Certificate and CardReaderTest 相關連結 RelatedLinks

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修業或延畢之需要，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，加附由該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 | 申請類別 | 申請日期 | 英文姓名 English | 申請項目 application | 申請狀態 | 案件狀態 |
|------|------|------|--------------|------------------|------|------|
|------|------|------|--------------|------------------|------|------|

No Records Found

建議使用 Internet Explorer 9.0+
上午8時30分至12時30分，下午1時30分至17時30分
請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。
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勞動力發展署電話代表號：(02)8995 6000
系統客服電子郵件：ezwp@wda.gov.tw

https://ezwp.wda.gov.tw/wc/online/wSite/Control?function=RunAction&_action=case100/case100X_splnfo_orign.xml

文藻外語大學Portal單一登入 外國專業人員工作許可線上申請

公告 Announcement 基本資料維護 Basic Information Maintenance 案件新增及管理 NewApplication and Management 相關連結 RelatedLinks

案件管理 Application Management > 260_學生案件管理 Student Application Management

新增案件 add application

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】身分做更正，再重新新增案件 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「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.

新增 add

建議使用 Internet Explorer 9.0+
上午8時30分至12時30分，下午1時30分至17時30分
請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。
勞動力發展署電話代表號：(02)8995 6000
勞動力發展署服務地址：24219 新北市新莊區中平路439號東棟4樓
Online System Telephone Service Hours: 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday
Phone set your screen resolution at 1920*1080 for a better effect. Online System Customer Service Hotline: 0800-881-339 or (02)2380-1720
Telephone of Workforce Development Agency: (02)89956000 Online System Customer Service E-mail: ezwp@wda.gov.tw
Address of Workforce Development Agency: 4F, South Building, No. 439, Zhongxing Rd., Xuzhuang Dist., New Taipei City 24219
Address of Online System Service Center: 10F, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City 100

Agree electronic service:

Ministry of Labor will send you the official document of work permit after it is issued. And you need to collect the permit within 8 days.

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

新增案件 add application

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] 身分分別做更正，再重新新增案件 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.

新增 add

總機使用 Internet Explorer 9.0+
建議螢幕解析度設定為 1920*1080 將可得到最佳的效果。
勞動部服務專線電話：(02)8995 6000
勞動部服務專線地址：24219 新北市新莊區中平路 439 號 4 樓
Suggest to use Internet Explorer 9.0+
Please set your screen resolution at 1920*1080 for a better effect.
Telephone of Workforce Development Agency: (02)89956000
Address of Workforce Development Agency: 4F, South Building, No. 439, Zhongxing Rd., Xuzhuang Dist., New Taipei City 24219
Address of Online System Service Center: 10F, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City 100

線上系統電話服務時間：週一至週五 上午 8 時 30 分至 12 時 30 分，下午 1 時 30 分至 5 時 30 分
線上系統服務專線：0800-881-339 或 (02)2380-1720
線上系統服務電子郵件：ezwp@wda.gov.tw
線上系統服務地址：100 臺北中正區中區中區第一段 39 號 10 樓
Online System Telephone Service Hours: 週一至週五 上午 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday
Online System Customer Service Hotline: 0800-881-339 or (02)2380-1720
Online System Customer Service E-mail: ezwp@wda.gov.tw

Double check the personal information

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 > 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 Step4: 上傳文件上傳 upload file Step5: 審查資料 examination fee information Step6: 申請案檢視並寄

個人基本資料 personal information

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

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

性別 Gender 修改個人基本資料

國籍(地區) Nationality (or region)

護照號碼 Passport number

居留證統一編號 ARC ID number

出生年月日 Date of birth 修改個人基本資料

聯絡電話 Phone number 修改個人基本資料

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

Select "Day School" and fill in the "year" and "expected study years"

School address: 807 高雄市三民區民族一路 900 號

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 > 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 Step4: 上傳文件上傳 upload file Step5: 審查資料 examination fee information Step6: 申請案檢視並寄

學校就讀資料 school information

* 橫記號為必須填寫的欄位 mark must not be empty

就讀學校 School attended 文藻外語大學 Wenzao Ursuline University of Languages 修改個人基本資料

* 日夜別 Day/Night 日間部 Day School

* 系別 Faculty

身分 identity 外國留學生-學士(4年制) foreign students - 4-year universities 修改個人基本資料

* 年級 year 大學(4年制) 4-year university 年級 year 請選擇 Please select == 預定肄業年限 expected study year 年 year

學校校區所在地址 School Address 807 高雄市 三民區 民族一路900號

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

Please select **“work permit”** on the application type, **“Electronic official document”** on way of receiving the official document and **“Yes”** on view your work permit on the mobile devices.

And 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.

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)分別變更 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 | <input checked="" type="radio"/> 工作許可 work permit | |
| *申請許可期間 Application time | 自 (西元yyyy/MM/dd) 至 (西元yyyy/MM/dd) (許可期間最長6個月) (valid for six months maximum) | |
| *工作許可公文領取方式 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 | |
| 工作許可可行動裝置檢視 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 0967028501 |

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.

備註 Memo

若為親自領件者，約定取件人應列印親自領件回條(申請書頁下方處)並黏貼約定取件人身分證(護照或居留證)正、反面影本，於系統指定日期內至本部領件櫃台(臺北市中正區中華路一段39號10樓)取件。倘於指定期限內未親自領取者，本部將以掛號寄出(10F, No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail."

Please upload **passport, ARC and student ID card** in PDF file.

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 > LX011700E 學生案件管理 Student Application Management

Step1 個人資料 Personal Information Step2 試讀學校資料 School Information Step3 工作許可申請資料 Application Form of Work Permit Step4 應繳文件上傳 Upload File Step5 繳費資料 Examination Fee Information Step6 申請審核與出證

應繳文件上傳 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.)

應繳文件 documents for application 檔案 file

| | |
|---|--------------------------|
| 護照影本(此為應繳文件) 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 |
| 學習語言課程或成績證明 Documentation of language courses/grades | 請選擇檔案 please select file |
| 教育部專案核准證明 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 |

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

Please go to post office to remit \$100 application fee.

Remittance account: 勞動部勞動力發展署聘僱許可收費專戶

Account number: 19058848

外國專業人員工作許可申請網
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 > 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. 上傳文件上傳 upload file
Step5. 審查費資料 examination fee information
Step6. 申請本局核發

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

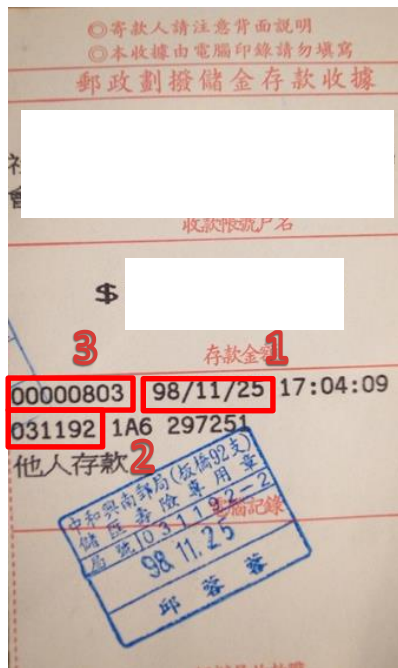
交易日期 remittance date
請輸入民國年月日，例1070101。
Please enter the date in ROC era, for example 1070101.

交易局號 post office of remittance

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，並請詳閱看完圖示說明，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

EXAMPLE:



Or you may choose to pay by ATM

外國專業人員工作許可申請網
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 > LX011900E 學生案件管理 Student Application Management

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Step4. 上傳文件上傳 upload file
Step5. 審查費資料 examination fee information
Step6. 申請本局核發

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

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

Last step, please confirm again all the information.

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 > LX019100E 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. 上傳文件上傳 upload file Step5. 繳費資料 examination fee information Step6. 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) [Redacted]
 申請人姓名(英文) Name of applicant(English) [Redacted]
 性別 Gender [Redacted]
 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]
 聯絡電話 Phone number [Redacted]
 緊急聯絡人姓名 Emergency contact person Name [Redacted]
 緊急聯絡人電話 Emergency contact person Tel [Redacted]

學校就讀資料 school information

就讀學校 School attended 文藻外語大學 Wenzao Ursuline University of Languages
 日夜別 Day/Night 日間部 Day School

身分別 identity 外國留學生-學士(4年制) foreign students - 4-year universities
 年級 year 大學(4年制) 4-year universi [Redacted]
 年級 year 預定肄業年限 expected study years 4 年 year
 學校校區所在地址 School Address (807) 高雄市三民區民族一路900號

工作許可申請資料 application form of work permit information

申請類別 application category 外國留學生 foreign students
 申請項目 application type 工作許可 work permit
 申請許可期間 Application time [Redacted]
 是否親自取件 Please Check if pickup in person 否
 備註 Memo

審查費資料 examination fee

繳費方式 Payment ATM繳費 payment by ATM
 審查費金額 amount of examination fee 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
 學生證影本 Photocopy of student ID card 無
 居留證正反面影本 Front and back photocopy of the resident certificate 無
 學習語言課程成績證明 Documentation of language courses' grades 無
 教育部專案核准證明 Ratified certification of Ministry of Education 無
 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.

勞動部勞動力發展署 外勞專業人員工作許可
 網路使用 Internet Explorer 9.0+
 請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。
 勞動部諮詢電話及表號： (02)8995-6900
 線上諮詢電話服務時間： 週一至週五 上午8時30分至12時30分，下午1時30分至1時50分
 請將查詢時間及查詢電話： 0800-881-339 或 (02)2380-1720
 線上諮詢服務電子信箱： emp@wda.gov.tw

Once you finished upload the files and filled in the application, please submit to school for examination.

*The work permit examination will take around 1 to 2 weeks working days.