

工作證申請流程

Work Permit Application Process

進入工作證申請頁面後，點選「僑外生工讀申請」

Going for the application website, then click the blue button.



申請系統連結Application Link :

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

先申請帳號後，
再登入
Apply for an
account first,
and then log in
to the application
website

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Certificate and CardReaderTest 相關連結RelatedLinks

網路資訊安全需求，Chrome瀏覽器預計111年5月發佈更新101版本，線上申辦系統需同步更新讀卡元件，請先至系統首頁安裝與檢測google chrome最新讀取憑證卡元件(1.0.22.0311版)

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

8674

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 ||

外國專業人員工作許可申請 Work Permit for Professional Workers ||
自由藝術工作許可申請 Foreign Professional Artist Work Permit ||
外國專業人才成年子女工作許可申請 ||

點選「案件新增及管理」
Click “New Application and Management”



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

建檔人 Built by: FONG CHAI CHING

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

公告 Announcement > 005_最新訊息 Latest News

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 announcement	108-12-25	重要訊息公告：自109年1月1日起正式啟用僑外生工作許可函電子送達功能，詳請參閱「相關連結 學生版、雇主版」
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
系統公告system announcement	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

1

Records from 1 to 5 of 5

新增申請案件 Add a new application

▶ 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修或延畢之需要，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 applications

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	公文領取方式	申請狀態	案件狀態	勞動部收文日期	
10900034465		01092575041	2020-03-24	FONG CHAI CHING	工作許可 work permit	電子公文(已領取)	已發文 An official letter has been sent(許可)	新增(Create) (01092575041)	20200325	2
10800093595		01082617696	2019-10-13	FONG CHAI CHING	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(Create) (01082617696)	20191015	2
10800013556		01082557665	2019-03-05	FONG CHAI CHING	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(Create) (01082557665)		2
10700043426		01073188857	2018-09-20	FONG CHAI CHING	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(Create) (01073188857)		2

是否同意以
「電子公文」
方式領取工作
許可函

Agree to pick up
the work permit
on electronic
service or not



勞動部勞動力發展署 建檔人 Built by: SHINAGAWAYUKI 查出
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，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，仍將以紙本文公寄發；逾期未領件者，系統將關閉「領取電子公文」功能，本部逕改以紙本文公寄發許可函。

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文公許可函。

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

同意→電子領取工作證
不同意→郵寄工作證

Agree → collect the electronic work permit on website
Disagree → the paper work permit will be delivered to the school

填入個人基本資料

Fill in your 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

建檔人 Built by: SHINAGAWAYUKI 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 > 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. 申請案檢視送審 Application review

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)	<input type="text"/>	修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)	<input type="text"/>	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)	(013) 日本 JAPAN	
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	20000828	修改個人基本資料 Edit personal profile
聯絡電話 Phone number	<input type="text"/>	修改個人基本資料 Edit personal profile

案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

就讀學校資料 Fill in the school information

▶ 案件管理 Application Management > LX011200E 學生案件管理 Student Application Management



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	長榮大學 Chang Jung Christian 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	國際企業學系	
身分別 identity	外國留學生-學士(4年制) foreign students - 4-year universities	修改個人基本資料 Edit personal profile
*年級 year	大學(4年制) 4-year university	1 年級 year 下學期 Second semester 預定修業年限 expected study years 4 年 year
*學校校區所在地址 School Address		
711 臺南市 歸仁區 長大路1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

學校校區所在地址 School Address:
711301 臺南市歸仁區長大路1號

工作許可 申請資料 Application form of work permit 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	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	工作許可 work permit	
* 申請許可期間 Application time	2020/02/19 (西元yyyy/MM/dd) 至 2020/07/19 (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	

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
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

可更換領取方式
You can change the way here of
receiving the permit

工作證期限：最多一年
Work permit validity : for **1 year maximum**

上傳檔案資料 Upload the files

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Re

▶ 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

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, punctu

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  護照.pdf(刪除)
學生證影本 Photocopy of student ID card	請選擇檔案 please select file  學生證 正.pdf(刪除)  學生證 反.pdf(刪除)
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file  居留證 正.pdf(刪除)  居留證 反.pdf(刪除)
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

1. 護照
2. 學生證正反面(須有當學期註冊章)
3. 效期內之居留證正反面
4. 長榮大學工作證申請切結書

*檔案皆以PDF檔上傳

1. Passport
2. Student ID card (front and back sides, please make sure that you get the registration stamp from Registration and Curriculum Section for the new semester)
3. ARC(front and back sides)
4. CJCUC Overseas Students Work Permit Application Affidavit

*All the files are PDF

申請切結書 上傳位置

The folder of uploading the affidavit

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  護照.pdf(刪除)
學生證影本 Photocopy of student ID card	請選擇檔案 please select file  學生證 正.pdf(刪除)  學生證 反.pdf(刪除)
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file  居留證 正.pdf(刪除)  居留證 反.pdf(刪除)
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

上傳至“其他”資料夾
Upload to “Others” folder

工作證申請切結書請自行下載並請導師簽章後，再上傳。
(下載連結：<https://dweb.cjcu.edu.tw/intl/article/6717?lang=zh-TW>)

Download the Application Affidavit and ask your mentor teacher to sign it.
(Link：<https://dweb.cjcu.edu.tw/intl/article/6717?lang=zh-TW>)

申請切結書
填寫注意事項
The notice of
filling in the
application
affidavit

長榮大學僑外港澳生工作證申請切結書

海外學生在台工讀注意事項

1. 海外學生來台居留目的為學習，並非工作賺錢，學期間一週工讀不得超過二十小時。
2. 若因休學、退學等而致居留事由消失，工作證即失去效力。
3. 若工作證申請尚在審核期間，即視同未拿到工作證，需待拿到審核通過的工作證件後，即完成申請作業。
4. 工作證期限以實際核發的工作證上日期為準，一旦工作證日期失效，需申請新證。
5. 外國人未經許可或原許可失效，非法從事工作者，處新臺幣3萬元以上15萬元以下罰鍰，情節嚴重者必須離境。
6. 目前台灣未開放大陸人士及學生在台工作，陸生現階段不能在台灣打工。

申請人：_____

系級：_____，學號：_____

連絡電話：_____

聯絡電子信箱：_____

申請原因：_____

我已詳閱注意事項，並會遵守相關規定。 申請人簽章：_____

日期：_____

長榮大學僑外港澳生工讀導師訪視提醒

老師，您好！

為了完備海外學生工讀輔導機制，在海外同學申請工作證前，我們會請同學務必讓導師知道。勞煩老師閱讀以下說明後簽名，做為核可以上學生申請工作證的必備文件之一。

1. 敬請師長協助關心同學工讀狀況，訪視瞭解學生工讀場所，依「長榮大學學生校外工讀輔導訪視要點」規定，於訪視後至學務系統內導師關懷輔導紀錄填寫「學生校外工讀訪視紀錄表」備查。
2. 海外學生來台居留目的為學習，並非工作賺錢，學期間一週工讀不得超過二十小時。請協助輔導學生避免因工讀影響課業，並提醒注意工讀環境安全及權益。
3. 另外，目前台灣未開放大陸人士及學生在台工作，陸生現階段不能在台灣打工。

導師簽章：_____

日期：_____

CJCU Overseas Students Work Permit Application Affidavit

Reminders for Overseas Students Working In Taiwan

1. For overseas students, the purpose of staying in Taiwan is to study, not to make money. During the semester, the sum of working hours shall not exceed 20 hours per week.
2. If the reason of residence disappears due to suspension, withdrawal, etc., the work permit will be invalid.
3. A work permit still under application examination is considered that it has not been obtained. After you get the approved work permit, the application is completed.
4. Duration of the work permit is subject to the date on the actual issued work permit. Once your work permit expires, you need to apply for a new one.
5. Foreigners who work without permission or with original permission that has expired shall be fined from NTS\$30,000 to NTS\$150,000. Those in serious conditions must leave Taiwan.
6. Currently, people from China cannot work in Taiwan, so Chinese students cannot apply a work permit.

Applicant's name: _____

Department and class: _____, Student ID: _____

Contact phone number: _____

Email: _____

Application Reason: _____

I have read the notices above carefully and will abide by the relevant regulations.

Signature: _____ Date: _____

CJCU Overseas Students Work Study Guidance Reminder to Mentor

Dear Teacher,

In order to complete the work-study guidance mechanism for overseas students, before overseas students apply for a work permit, we will ask students to let their tutor know. Please sign after reading the following description, as one of the necessary documents to approve the student's work permit application.

1. Please do care about students' work-study status and visit their work-study places. According to "Chang Jung Christian University work study management and guidance regulations", observations made during the visit shall be noted in the guidance visitation record of academic system for reference
2. For overseas students, the purpose of staying in Taiwan is to study, not to make money. During the semester, the sum of working hours shall not exceed 20 hours per week. Please help guide students to avoid affecting their schoolwork due to work-study, and remind them to pay attention to the safety and rights of the work-study environment.
3. Furthermore, people from China cannot work in Taiwan, so Chinese students cannot apply a work permit currently.

Teacher's Signature: _____ Date: _____

申請原因

Application Reason

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



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 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

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

1

審查費資料 (郵政劃撥)

Review fee (by post office)

請記錄此資訊，並前往
郵局謄寫此單據
進行繳費

Please remember the
information on the paper,
and than go to the post
office to write it and pay
the money

郵政劃撥

Post office payment

郵政劃撥收據編號

(請輸入後7碼)

The receipt number of postal remittance
(Please fill the last 7 numbers)

交易局號

Post office of remittance

◎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

\$100.00

存款金額

00001101 108/09/21 10:01:49

003100 1A5 297471

他人不扣手續費

電腦紀錄

108.9.21

魏秀蘭

經辦局收款章戳

交易日期
(只需輸入數字)
Remittance date
(Only numbers)

2

審查費資料 (ATM繳費) Review fee (by ATM Wire transfer)

勞動部勞動力發展署 建檔人 Built by: SHINAGAWAYUKI 登出
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 > 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. 應備文件上傳 upload file
Step5. 審查費資料 examination fee information
Step6. 申請案檢核送審 Application review

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

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) Discard and leave the page. 下一步 next step

3

審查費資料 (台灣Pay) Review fee (by Taiwan Pay)

勞動部勞動力發展署 建檔人 Built by: [] 登出
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

即時訊息 1. 因應網路資訊安全需求，Chrome瀏覽器預計111年5月發佈更新101版本，線上申辦系統需同步更新讀卡元件，請先至系統首頁安裝與檢測google chrome最新讀取憑證卡元件(1.0.22.0311版)

▶ 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. 應備文件上傳 upload file
Step5. 審查費資料 examination fee information
Step6. 申請案檢視審著 Application review

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

台灣Pay繳費 payment by Taiwan Pay
案件一經本郵收件後即不退費，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.
台灣Pay繳費請於QRcode有效時間內完成繳費，便利辦理文件審查事宜；倘有重複繳費或誤繳情事，請務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.

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) Discard and leave the page. 下一步 next step

再次檢查所有資料

Double check all the information

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



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	(M) 男
國籍(地區) Nationality (or region)	(013) 日本 JAPAN
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	20000828
聯絡電話 Phone number	[REDACTED]

學校就讀資料 school information

就讀學校 School attended	長榮大學 Chang Jung Christian University
日夜別 Day/Night	日間部 Day School
系別 Faculty	國際企業學系
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 university 1 年級 year 下學期 Second semester
年級 year	預定修業年限 expected study years 4 年 year
學校校區所在地址 School Address	(711) 臺南市歸仁區長大路1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
申請日期	2020/03/10 至 2020/07/10

ATM繳費序號 Serial number of ATM payment

勞動部勞動力發展署 建檔人 Built by: SHINAGAWAYUKI 查出

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NewApplication and Management 相關連結RelatedLinks

▶ 案件管理 Application Management > LX01XX0X1900SP.xmlC 學生案件管理 Student Application Management

申請日期application date	20200218
案件序號application serial number	10900008350
申請項目application type	工作許可 work permit
審查費金額amount of examination fee	100
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繳費序號 Serial number of ATM payment	6120320200009606
中華郵政ATM繳費流程 Chungghwa Post ATM payment process	?

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

**請記住繳費序號！
Please remember your
payment number!**

領取電子公文
Pick up the
work permit by
electronic
service

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修或延畢之需要，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

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	公文領取方式	申請狀態	案件狀態	勞動部收文日期
10900008350	領取電子公文	01092554750	2020-02-18	SHINAGAWAYUKI	工作許可 work permit	電子公文(已可領取)	已發文 An official letter has been sent(許可)	新增(Create) (01092554750)	20200219

點選即可下載電子工作證檔案
Click this button to download the work permit

其他規定 Other regulations

- 1) 工作時間除寒暑假外，每星期最長為20小時。

With the exception of the winter and summer vacations, foreign students' sum of working hours shall not exceed 20 hours per week.

- 2) 若因休學、退學等而致居留事由消失，工作證即失去效力。

If the reason of residence disappears due to suspension, withdrawal, etc., the work permit will be invalid.

- 3) 外國人未經許可或原許可失效，非法從事工作者，處新臺幣3萬元以上15萬元以下罰鍰，情節嚴重者必須離境。

Foreigners who work without permission or with original permission that has expired shall be fined from NT\$30,000 to NT\$150,000. Those in serious conditions must leave Taiwan.

常見問題(1)

Q1：忘記帳號密碼

A1：請將帳密抄寫下來，或拍照記錄。

Q2：郵局繳費收據資料輸入錯誤

A2：請務必留著收據

Q3：申請切結書上沒有寫申請原因

A3：請一定要填寫

Q4：更換新護照

A4：請將新舊護照皆上傳，並在備註欄說明新舊護照號碼。

Common problems(1)

Q1: Forgot account and password

A2: Please write them down or take a picture to keep.

Q2: Type the wrong payment receipt information

A2: Please remember to keep the receipt.

Q3: Do not write the work reason on the affidavit

A3: You must write down the application reason on the affidavit.

Q4: Renew a new passport

A4: If you renew your passport, please upload both old and new passport. On the memo bar, you need to explain that you change the passport and type the old and new passport number.

常見問題(2)

Q5：收到e-mail退件通知

A5：請**登入工作證系統查看退件原因**。

Q6：被退件原因為「請補蓋○○○學期註冊章」

A6：請前往註冊課務組蓋新學期的註冊章後，再上傳。

Q7：領取電子公文的工作證

A7：如果是選擇領取電子公文方式，請在收到郵件通知後**8天內**至工作證系統下載列印，若超過期限則會改為郵寄到學校。

***請隨時注意e-mail是否有信件通知。**

Common problems(2)

Q5: Receiving the e-mail that notification of return

A5: Please **log in the work permit system to check the return reason.**

Q6: The return reason is "Please attach the student card again after you got the stamp of this semester"

A6: Please go to the Registration and Curriculum Section to get the registration stamp of new semester first, then upload the student ID card.

Q7: Download the electronic work permit

A7: If you choose the electronic service to pick up your work permit, please download the permit within **eight days** after you receive the mail notification. If you miss the pick-up deadline, the Ministry will take down the electronic document, and send the hard copy one to school.

***Please always check the related mail notification.**

若工作證申請尚在審核期間，即視同未拿到工作證，需待拿到審核通過的工作證件後，即完成申請作業，才能合法打工。

Applying for the work permit does not mean you are permitted to work yet. Students may only start to work after the work permit has been issued.

注意！只要是有在工讀的同學，無論是在校內或校外，一定要申請工作證，非常重要！！！如果沒有申請工作證，屬於非法打工，被查到的話，嚴重者是必須要強制離開台灣回到自己的國家的喔！

Please pay attention! Once you have a part-time job, whether it is on campus or not, you must apply for work permit. That is very important!!! If you don't have valid work permit, it is illegal. Those in serious conditions must leave Taiwan!