

勞動部勞動力發展署

Workforce Development Agency, Ministry of Labor

外國專業人員工作許可申辦網

Website of EZ Work Permit

僑外生

Foreign Students, Overseas Chinese
Students and Ethnic Chinese Students

網站操作手冊

Website User Manual_

目錄 Table of Contents

1.	前言 INTRODUCTION	1
1.1.	手冊概述 USER MANUAL OVERVIEW	1
1.2.	作業系統基本需求 BASIC REQUIREMENTS FOR OPERATING SYSTEM	2
2.	網站功能說明 DESCRIPTION OF WEBSITE FUNCTIONS.....	3
2.1.	網站功能說明 DESCRIPTION OF WEBSITE FUNCTIONS	3
3.	網站操作說明-僑外生工讀申請 DESCRIPTION OF WEBSITE OPERATION- APPLICATION FOR FOREIGN STUDENTS, OVERSEAS CHINESE STUDENTS AND ETHNIC CHINESE STUDENTS.....	4
3.1.	僑外生帳號申請 STUDENT APPLICATION FOR ACCOUNT.....	4
3.2.	學生帳號/密碼登入 WEBSITE LOGIN.....	6
3.3.	學生案件新增 ADD STUDENTS' APPLICATIONS	8
3.3.1.	選擇【郵局繳費 payment by post office】，	10
3.3.2.	選擇【ATM 繳費 payment by ATM】，	11
3.3.3.	選擇【台灣 PAY 繳費 payment by Taiwan Pay】，	12
3.4.	學生案件管理 STUDENT APPLICATION MANAGEMENT.....	14
3.5.	學生案件訂正 STUDENT APPLICATION REVISION	15
3.6.	學生案件補正 STUDENT APPLICATION CORRECTION	16
3.7.	學生忘記密碼 STUDENT FORGET THE PASSWORD	18
3.8.	登出網站 WEBSITE LOGOUT.....	20

1. 前言 Introduction

1.1. 手冊概述 User Manual Overview

這本手冊主要是在協助您更有效使用「外國專業人員工作許可申辦網」，以及解決您在操作時所遇到的問題。為了說明上的方便，在這本手冊中我們會將「外國專業人員工作許可申辦網」簡稱為申辦網、本網站或直接稱為網站。為了讓您對這本手冊有概括性的了解，我們將區分以下章節，每一章的主要內容簡略地描述如下：

This user manual aims to help you use “EZ Work Permit” more efficiently and solve operation-related problems. For your convenience, “Website of Application for Work Permits of Foreign Professionals” is hereinafter referred to as the website. For your general understanding of the user manual, we will divide the user manual into the following chapters:

1. 前言 Introduction :

概略的描述本手冊內容，並說明作業系統基本需求。

Outline the user manual and describe the basic operating system requirements.

2. 網站功能說明 Description of Website Functions :

條列簡述本網站功能。

Outline the website functions by bullet points.

3. 網站操作說明-僑外生帳號申請 Description of Website Operation-Application for Accounts of Foreign Students, Overseas Chinese Students and Ethnic Chinese Students :

將僑外生帳號申請做一流程式的操作說明。

Describe the application for accounts of foreign Students, overseas Chinese students and ethnic Chinese students via flow chart.

4. 網站操作說明-僑外生工讀申請 Description of Website Operation-Application for Foreign Students, Overseas Chinese Students and Ethnic

Chinese Students :

將僑外生的工讀申請做一流程式的操作說明。

Describe the application for work permits of foreign Students, overseas Chinese students and ethnic Chinese students via flow chart.

1.2. 作業系統基本需求 Basic Requirements for Operating System

本網站採用 web_base 方式開發，所有程式及資料庫均設置於本網站所建置之軟、硬體設備內，各使用單位透過網際網路連線操作使用，以便有效管理及維護，使用單位環境介面規格建議如下：

The website is developed based on the web_base method. All programs and databases are installed inside the software and hardware of the website. Each user entity uses the website via the internet to achieve effective management and maintenance. The recommended specifications of user interface are as follows:

A、最佳網站畫面解析度須為 1920*1080

Best screen resolution shall be 1920*1080

B、使用瀏覽器為 IE 9.0 以上版本

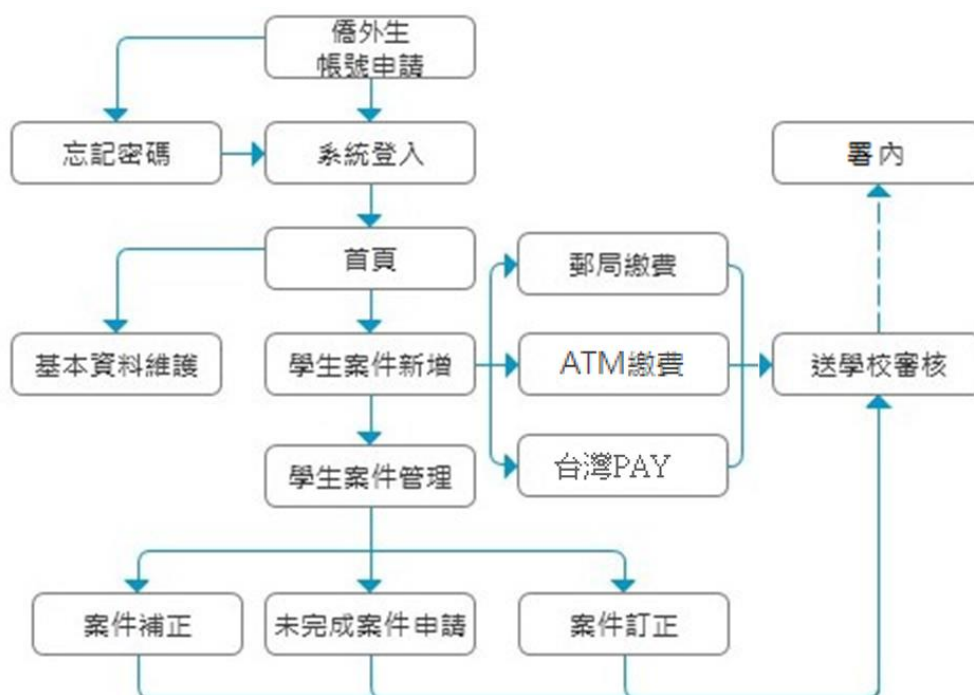
Browser shall be IE 9.0 or above

2. 網站功能說明 Description of Website Functions

2.1. 網站功能說明 Description of Website Functions

外國專業人員工作許可申辦網-功能列表 Website of EZ Work Permit-Function List	
功能名稱 Function	功能說明 Description
僑外生帳號申請 Student Application for Account	僑外生(無自然人憑證)之帳號建立 Create the account for students without certificates.
學生帳號/密碼登入 Website Login	僑外生輸入帳號與密碼登入網站 Enter the account and password to login.
學生案件新增 Add Student Applications	新增學生申請案件 Add Students' Applications
學生案件管理 Student Application Management	學生查詢及維護申請之案件 Review and manage students' applications.
學生案件訂正 Student Application Revision	依本部承辦人員之審核意見，將須訂正之內容於期限內繕打於訂正說明欄位內及上傳檔案後，續送本部審核。 According to the opinion from the person responsible at the agency, applicants shall type the correction in the column of correction description, upload the file, and submit it to the agency for review.
學生案件補正 Student Application Correction	依本部所發補正函之審核意見，於期限內進行修正欄位資料及補傳檔案後，重新送審。 According to the opinion in the correction letter issued by the agency, applicants shall correct the information and upload the file and submit it to the agency for review.
學生忘記密碼 Student Forget the Password	輸入帳號內之電子郵件，以電子郵件進行確認 Enter the Email address of the account and confirm via email
登出網站 Website Logout	登出網站 Website logout

3. 網站操作說明-僑外生工讀申請 Description of Website Operation- Application for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students



3.1. 僑外生帳號申請 Student Application for Account

功能名稱 Function	僑外生帳號申請 Student Application for Account
功能說明 Description	僑外生(無自然人憑證)之帳號建立 Create the account for students without certificates
操作步驟	操作畫面
連結申辦網網址 https://ezwp.wda.gov.tw Link to the application website: https://ezwp.wda.gov.tw	

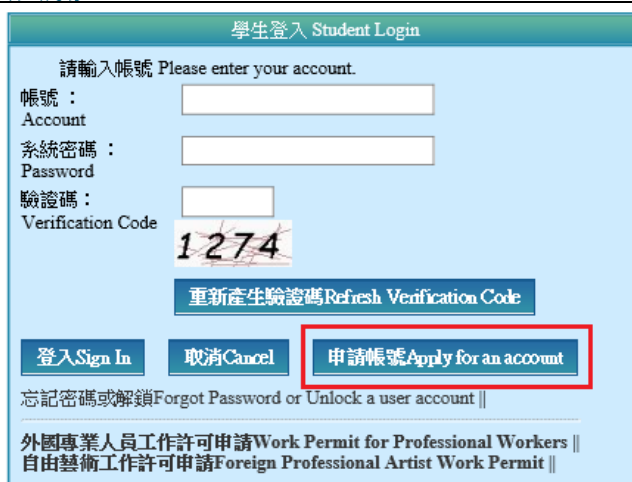
點擊「僑外生工讀申請」
Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students”



導至學生帳號申請登入頁
The website will guide you to the homepage for general users to login



點選【申請帳號】
Click “Application for account”



導至申請帳號頁面，輸入個人基本資料，並輸入下方之驗證碼，再點選【確定】即可送出帳號申請

The website will guide you to the webpage of “Application for account” .

Enter all required columns (with a red asterisk * shown in front), CAPTCHA and click “Confirm” to complete the application for an account.

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 (需包含英文與數字 Containing English letter and number)

*密碼 Password (密碼長度至少8位數,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) (需與學生證相同 Shall be in accordance with your name on student ID)

*申請人姓名(英文) Name of applicant (English)

*性別 Gender 男 Male 女 Female

*國籍 Nationality 選擇查詢 Nationality search

*護照號碼 Passport number (請上傳您舊換領護照, 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網頁資料夾, 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/d)

*居留證統一編號 ARC ID number

*出生年月日 Date of birth (西元yyyy/MM/d)

*就讀學校 School attended 學校查詢 School search (提示: 請填寫中沒有學校資料, 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.)

*身分證別 Identity 請選擇 please select ==

*連絡電話 Phone number


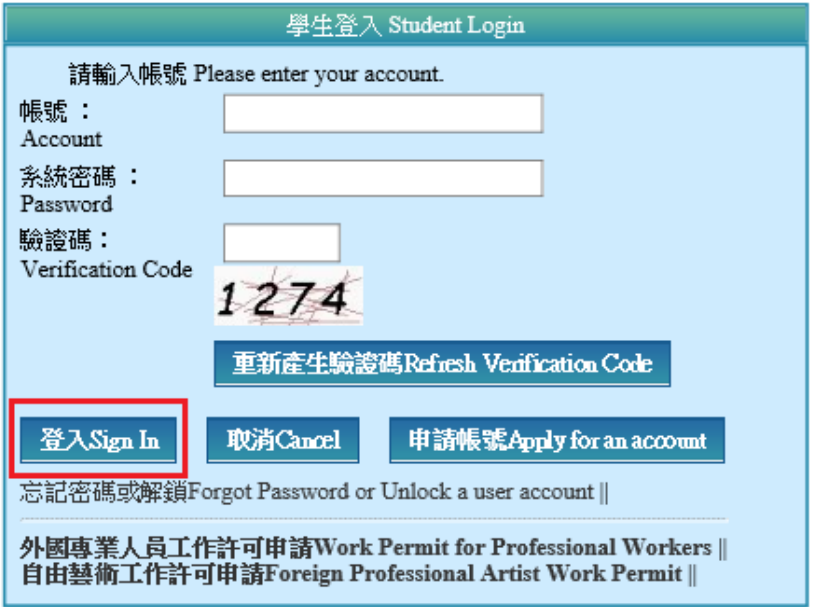

學生證「身分別」座標說明:
Definitions of different student identities:
一、 僑生: 須符合「僑生回國就學及輔導辦法」之學生, 包含高中以上學位生、臺灣師範大學僑生先修班學生。
The overseas Chinese students, as defined in the Regulations Regarding Study and Consulting Assistance for Overseas Chinese Students in Taiwan, refers to those who study for a degree in high school or above and those who enrolled at Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University.
二、 僑望學生: 須符合「僑望學生回國就學辦法」規定之學生, 或「就業服務主管機關學校之技術訓練班學生」, 包含來自臺灣地區之高中以上學位生、海外班學生。
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「外國學生來臺就學辦法」之學生, 包含大學附設校學位生、就業大學附設附設語文中心、交換學生。
Foreign students as set forth in the regulations of International Students Undertaking Studies in Taiwan, including degree seeking students of college/university, those who study Chinese at language center of college/university in Taiwan and exchange students.

7466 更新學生驗證碼 Refresh Verification Code



確定 Confirm 取消 Cancel

3.2. 學生帳號/密碼登入 Website Login

功能名稱 Function	學生帳號/密碼登入 Website Login
功能說明 Description	僑外生輸入帳號與密碼登入網站 Enter the account and password to login.
操作步驟 Step	操作畫面 Operation Screen
<p>連結網站網址，點擊「僑外生工讀申請」，頁面引導至學生帳號/密碼登入網頁</p> <p>Link to the application website: https://ezwp.wda.gov.tw</p> <p>Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” .</p> <p>The website will guide you to the homepage for general users to login.</p>	

	 <table border="1" data-bbox="678 633 1497 757"> <thead> <tr> <th>發佈日期 Date</th> <th>標題 Subject</th> </tr> </thead> <tbody> <tr> <td>2019/12/25 13:53:07</td> <td>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」-僑外學生申請工作許可可以電子公文方式送達工作許可。</td> </tr> <tr> <td>2018/10/22 13:59:48</td> <td>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。</td> </tr> <tr> <td>2017/08/31 18:59:56</td> <td>[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。</td> </tr> </tbody> </table>	發佈日期 Date	標題 Subject	2019/12/25 13:53:07	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」-僑外學生申請工作許可可以電子公文方式送達工作許可。	2018/10/22 13:59:48	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。	2017/08/31 18:59:56	[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。
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<p>輸入帳號、系統密碼，及驗證碼，然後點擊【登入】</p> <p>Enter account password, and CAPTCHA, then click “Login” to login.</p>									
<p>網站顯示「登入成功」</p> <p>The website will show “You have successful signed in”</p>									

3.3. 學生案件新增 Add Students' Applications

<p>功能名稱 Function</p>	<p>學生案件新增 Add Students' Applications</p>
<p>功能說明 Description</p>	<p>新增學生申請案件 Add Students' Applications</p>
<p>操作步驟 Step</p> <p>依「3.2 學生帳號/密碼登入」登入網站後，可透過「案件管理 > 學生案件管理」頁面進行案件之新增 After logging in to the website according to the steps in “3.2 Website Login”. Click “Case Management > Add students' applications”. The webpage for adding applications will appear.</p>	<p>操作畫面 Operation Screen</p> 
<p>點擊【新增申請案件】會導至新增頁 Click “Add application”. The website will guide you to the webpage to add.</p> <p>確認並選擇申請項目 1. 工作許可(申請新學期工作許可) 2. 補發許可(工作許可證遺失，申請補發原工作證) 確認後點擊【新增】會導至申請書資料填寫頁面。</p>	
<p>Confirm and choose the application items.</p> <ol style="list-style-type: none"> 1. Work permit (apply a work permit for the new semester) 2. Reissuance of a work permit (apply for the reissuance of the original permit if it is lost.) <p>Confirm and click “Add New Application.” Then, you will be guided to the application form page.</p>	<p>約定同意收受電子公文</p> <p>Agreement on Electronic Service</p> <p>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，並自次日起算法律系統將關閉「領取電子公文」功能，本部謹啟以紙本文書發許可函。</p> <p>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書許可函。</p> <p>According to Electronic Signatures Act, through online application, the work permit issued will be sent in electronic official document with your consent. An emu 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 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 download the electronic documents within eight days, the Ministry will take down the electronic documents and deliver the official documents in hard copy by re If you do not agree to the electronic service, the work permit will then be sent in hard copy by registered mail.</p> <p><input type="button" value="同意agree"/> <input type="button" value="不同意disagree"/></p>

輸入相關申請書資料
Complete the application form

▶ 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 學校資料 school information Step3 工作許可申請資料 application form of work permit information Step4 申請文件上傳 upload file Step5 繳費資料 examination fee information Step6 申請書檢核及審 Application review

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese) Lin* 修改個人基本資料 Edit personal profile

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

性別 Gender (F) 女 修改個人基本資料 Edit personal profile

國籍(地區) Nationality (or region) (037) 香港 HONG KONG

護照號碼 Passport number A269

居留證統一編號 ARC ID number

出生年月日 Date of birth 19930226 修改個人基本資料 Edit personal profile

聯絡電話 Phone number 0932349273 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

▶ 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 學校資料 school information Step3 工作許可申請資料 application form of work permit information Step4 申請文件上傳 upload file Step5 繳費資料 examination fee information Step6 申請書檢核及審 Application review

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 線上申請網科技大學 EWCF 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 多媒體

身分別 identity 僑生/博士 overseas Chinese students 修改個人基本資料 Edit personal profile

*年級 year 博士 Doctor 3 年級 year 下學期 Second strategy 預定修

禁年限 expected study years 4 年 year
預定修禁年限欄位填寫說明：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，特殊學制如醫系6年制者，則請填寫6。

*學校校區所在地址 School Address 242 新北市 新莊區 中平路43號南棟4樓(8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

▶ 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 學校資料 school information Step3 工作許可申請資料 application form of work permit information Step4 申請文件上傳 upload file Step5 繳費資料 examination fee information Step6 申請書檢核及審 Application review

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
魁申請類別錯誤請於(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. 修改個人基本資料 Edit personal profile

申請類別適用對象 applicable object of application category 您係為依「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 Overseas Chinese Students' Education and Counsel.

*申請項目 application type 申請選擇 Please select one
工作許可 work permit
預發許可 permit to issue (西元yyyy/MM/dd) 至 (西元yyyy/MM/dd)

*申請許可期間 Application time (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 電子公文 Electronic official document 郵寄學校 Delivery (to the school) 親自領取 Pick up in person

備註 Memo

始為獨自領件者，約定取件人應於領取日期前(申請書真面下方處)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。備於指定日期內未親自領取者，本部將以掛號寄出。
To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (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.*

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

點選 Step4. 「應備文件上傳」頁籤，上傳相關應備文件檔案
Click the tab Step4. “upload file” to upload related required documents.

Step5. 「審查費資料 examination fee information」
3.3.1. 選擇【郵局繳費 payment by post office】，預先至郵局繳費後，將「交易日期」、「交易局號」及「郵政劃撥收據編號」輸入審查費相關欄位
After pay fee via post office, enter revising “transaction date”, entering “office code” and “receipt number” .

點選【送學校審核】進行案件審核
Click “Submit to school for examination” to check the application.

3.3.2. 選擇【ATM 繳費 payment by ATM】，

點選【送學校審核並取得繳費序號】將申請案件送署內審核。

For the payment via ATM post office, inserting the citizen certificate, click “

Send the application to school and acquire the serial number of payment” to submit the application to the agency for review.

點選【列印繳費序號】至實體 ATM 進行繳費，或點選【WEB ATM 繳費】進行線上 ATM 繳費

Click “Print Payment No.” and pay the fees at any ATM machine or click “WEB ATM繳費” for online ATM payment.

※(1)使用【列印繳費序號】顯示 ATM 繳費序號表單列印，可至實體 ATM 進行【繳費】。

※(1)Use “Print Payment No.” to print out the ATM Payment No. ; then “Pay the fee” at any ATM machine.

※(2)使用中華郵政【WEB ATM 繳費】請先登入系統。

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

Step 1 個人基本資料 personal information | Step 2 學歷及工作資訊 school information | Step 3 工作許可申請資料 application form of work permit information | Step 4 繳費文件上傳 upload file | Step 5 申請費資料 examination fee information | Step 6 繳費查詢查詢 Application review

審查費資料 examination fee

*繳費方式 Payment 郵寄繳費 payment by post office ATM繳費 payment by ATM 台灣郵費 payment by Taiwan Post

ATM繳費 payment by ATM

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

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

應繳文件 documents for application

護照影本(此為應繳文件) Photocopy of Passport/Documents required 已上傳 Uploaded

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

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

上一步 previous | 離開 Leave | 送學校審核並取得繳費序號 Send the application to school and acquire the serial number of payment. |

案件管理 > 260 學生案件管理

申請日期 application date	案件序號/application serial number	申請項目 application type
20181108	1070000.....	工作許可 work permit

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

繳款金融機構代碼 700(中華郵政股份有限公司 Chungghwa Post Co., Ltd.)

ATM繳費序號 Serial number of ATM payment 61

列印繳費序號 Print the serial number of payment. | WEB ATM繳費 | 取消cancel

勞動部勞動力發展署
申辦外國專業人員工作許可
ATM繳納審查費繳費序號

列印時間：107-12-10

ATM繳費案件資料			
申請日期	案件序號	申請工作類別	申請項目
107-12-10	1070000.....	藝術工作者 Professional Artist	工作許可 work permit

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。

審查費金額	500
繳款金融機構代碼	700(中華郵政股份有限公司)
ATM繳費序號	612032



點選【繳費(稅)】>【一般繳費】，輸入「銷帳編號 (16 位)」和「繳費金額」後，點選【確定】。

Click “Pay the fees (Taxes)”> “General Payments”, input payment no. (16 digits) and the amount paid. Click “Confirm”.



3.3.3. 選擇【台灣 PAY 繳費 payment by Taiwan Pay】，

點選【送出申請(台灣 PAY 繳費)】後【確認】，系統將產生 QRcode，

請將手機開啟台灣 pay -APP 使用【掃描收付】方式，確認繳費資訊輸入卡片密碼，APP 顯示交易成功即完成繳費。





繳費完成回到頁面請等待「繳費成功！」系統訊息後即完成送審。




Complete the submission.

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	公文遞取方式 Ways	申請狀態	案件狀態
1090000090			2020-04-07	<input type="text"/>	工作許可 work permit		學校審核中 The school application is under examination	新增(Create)

3.4. 學生案件管理 Student Application Management

<p>功能名稱 Function</p>	<p>學生案件管理 Student Application Management</p>
<p>功能說明 Description</p>	<p>學生查詢及維護申請之案件 Review and manage students' applications.</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依「3.2 學生帳號/密碼登入」登入網站後，可透過「案件管理 > 學生案件管理」頁面進行案件之維護 After logging in to the website according to the steps in “3.2 Website Login”. Click “Case Management > Student Application Management”.</p>	
<p>點選查詢結果的案件序號或是後方的案件動作按鈕(如訂補正)，可進行案件的一般申請操作(如繼續未完成送出之案件)，或其他訂補正相關操作：</p> <ul style="list-style-type: none"> ● 訂正：參考 3.5 學生案件訂正 ● 補正：參考 3.6 學生案件補正 <p>Click the case number of the action button in the rear (such as Revise) to process the regular operation of the application (such as, continue with the unfinished application), or revise related operation:</p> <ul style="list-style-type: none"> ● Revision: Refer to 3.5 Application Revision ● Correction: Refer to 3.6 Application Correction 	

3.5. 學生案件訂正 Student Application Revision

<p>功能名稱 Function</p>	<p>學生案件訂正 Student Application Revision</p>
<p>功能說明 Description</p>	<p>依本部承辦人員之審核意見，將須訂正之內容於期限內繕打於訂正說明欄位內及上傳檔案後，續送本部審核。 According to the opinion from the person responsible at the agency, applicants shall type the correction in the column of correction description, upload the file, and submit it to the agency for review.</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依「3.4 學生案件管理」查得待處理的訂正案件，點選【訂正建立】進行訂正作業 After searching for the applications to be revised in accordance with “3.4 Application Management”, click the “Revise the application” to revise the application.</p>	
<p>確認案件資訊後，進行【訂正】案件的新增 After confirming the information, Click “Revise”.</p>	
<p>署內的審核意見會顯示於「訂正說明」區塊，欲更正的資料則需輸入於「訂正內容」中 The opinion from the agency will show in the “description of revision”. Enter the revision in the “Content of Revision”.</p>	

若需補上傳檔案，則可切換至「應備文件上傳」頁面，依「3.3 學生案件新增」相關操作說明進行檔案上傳，惟已上傳之檔案不能刪除
If users need to upload files, click the tab “Upload files” to upload files in accordance with the steps in “3.3 Add applications”. However, the uploaded files cannot be deleted.

在訂正頁面的下方，有【送學校審核】可供操作
“Submit to school for examination” available for operation at the bottom of the webpage.

3.6. 學生案件補正 Student Application Correction

功能名稱 Function	學生案件補正 Student Application Correction
功能說明 Description	依本部所發補正函之審核意見，於期限內進行修正欄位資料及補傳檔案後，重新送審。 According to the opinion in the correction letter issued by the agency, applicants shall correct the information and upload the file and submit it to the agency for review.
操作步驟 Step	操作畫面 Operation Screen

依「3.3 學生案件管理」查得待處理的補正案件，點選【補件建立】進行補正作業

After searching for the applications to be revised in accordance with “3.3 Application Management”, click the “Correct the application” to correct the application.

勞動部勞動力發展署 建僱人 Built by: KUMARA 建僱
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/Case New Application and Management *相關連結/Related Links

即時訊息 | 資訊處公告 | 本系統測試系統/Instant Message - This is only a testing system

案件管理 > 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109年6月30日止。
註有下列情形之一，得延長許可期限至9月30日：
(1) 應屆畢業生或延畢生有修課或延考之需要，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，加附由該校或學校出具學生已完修課科目之證明文件。
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
1080000338	訂正建立 Revise the application		2019-10-18	KUMARA	工作許可 work permit		通知訂正 Already returned for amendment	新增(Create)
1080000332	補件建立 Correct the application	01082605476	2019-10-18	KUMARA	工作許可 work permit		補件 correction	訂正(Make Corrections) (01082605476)

1 2 3 4 5 6 Records from 21 to 30 of 51

確認案件資訊後，進行【開始訂正補件作業】案件的新增
After confirming the information, Click “Correct or Revise the application” .

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

- *申請類別 application category: 僑生 overseas Chinese students
您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。
申請類別適用對象 applicable object of application category: You are overseas Chinese student, as referred to in Subparagraph 2 of Council.
- *申請項目 application type: 補件 document supplement

開始訂正補件作業 Correct or Revise the application

署內的審核意見會顯示於「補正說明」區塊，「補正期限」也會同時顯示。
依「補正說明」進行直接進行申請書資料的修正。
The opinion from the agency will show in the “description of correction”, and the “deadline for correction” will show as well.
Enter the correction in the “Content of Correction”.

案件管理 Application Management > LX039102E 學生案件管理 Student Application Management

* 標記者為必須填寫的欄位 mark must not be empty

補件資料

補件說明 Correction description	依據台辦109年04月14日申請書前理。 本案經審所附文件未符規定，請於109年04月24日前以線上!
補件期限 Correction period	20200524
承辦人員資訊 Person in Charge	案件承辦人：簡先生 電話：89956215
補件內容 Correction content	

若需上傳檔案，則可切換至「應備文件上傳」頁面，依「3.3 學生案件新增」相關操作說明進行檔案上傳，惟已上傳之檔案不能刪除
If users need to upload files, click the tab “Upload files” to upload files in accordance with the steps in “3.3 Add applications”. However, the uploaded files cannot be deleted.

個人基本資料 personal information 個人基本資料修改/Revise personal information

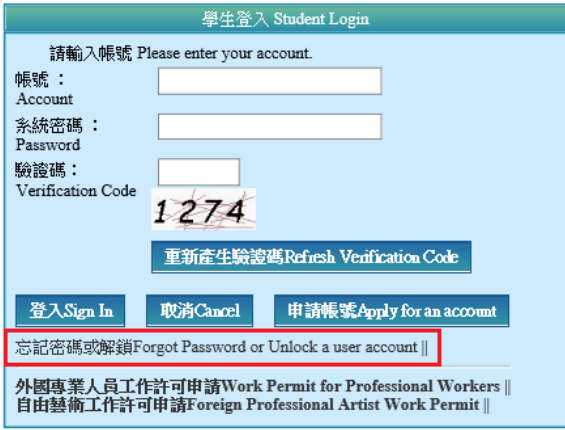
應備文件 documents for application 應備文件上傳 upload file

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	無
居留證正反面影本 Front and back photocopy of the resident certificate	無
補發事由切結書 affidavit of re-issue permit	無
其他(含學校要求文件) Others (including school required documents)	無

離開 Leave 列印繳費序號 Print the serial number of payment. 送學校審核 submit to school for examination

<p>. 若審查費資料可點選「審查費資料修改」，請確認「補件說明」是否需補審查費資料 If the review fee can be revised “Revise examination fee “, please confirm if the review fee info should be added in the “Correction.”</p>	
<p>在補正頁面的下方，有【送學校審核】可供操作 “Submit to school for examination” available for operation at the bottom of the webpage.</p>	

3.7. 學生忘記密碼 Student Forget the Password

<p>功能名稱 Function</p>	<p>學生忘記密碼 Student Forget the Password</p>	
<p>功能說明 Description</p>	<p>輸入帳號內之電子郵件，以電子郵件進行確認 Enter the Email address of the account and confirm via email</p>	
	<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>連結申辦網網址，點擊「僑外生工讀申請」，導至學生帳號/密碼登入頁 Link to the application website: https://ezwp.wda.gov.tw Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” . The website will guide you to the homepage for general users to login.</p>		

點選【忘記密碼或解鎖】，導至忘記密碼頁面

Click “Forgotten password or Unlock a user account”. The website will guide you to the webpage of “Forgotten password”.

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 檢測與下載_Certificate and CardReaderTest 相關連結_RelatedLinks

學生忘記密碼功能 Students forget the password function

忘記密碼 forget password

*Email 信箱

*居留證統一證號
ARC ID number

*驗證碼 verification code : 5405 重新產生驗證碼 Refresh Verification Code

確定 confirm 取消 cancel

學生忘記密碼功能 Students forget the password function

系統密碼函領取方式

系統密碼函會寄送到您申請帳號時所填寫的

帳號 : pa*****@gm**.co**

電子信箱 Email (電子郵件) 您所填寫的電子信箱為 pa*****@gm**.co**

聯絡電話 Phone number (簡訊) 您所填寫的聯絡電話為 09*****273

帳號 : pa*****@gm**.co**

電子信箱 Email (電子郵件) 您所填寫的電子信箱為 pa*****@gm**.co**

聯絡電話 Phone number (簡訊) 您所填寫的聯絡電話為 09*****273

確定 confirm 取消 cancel

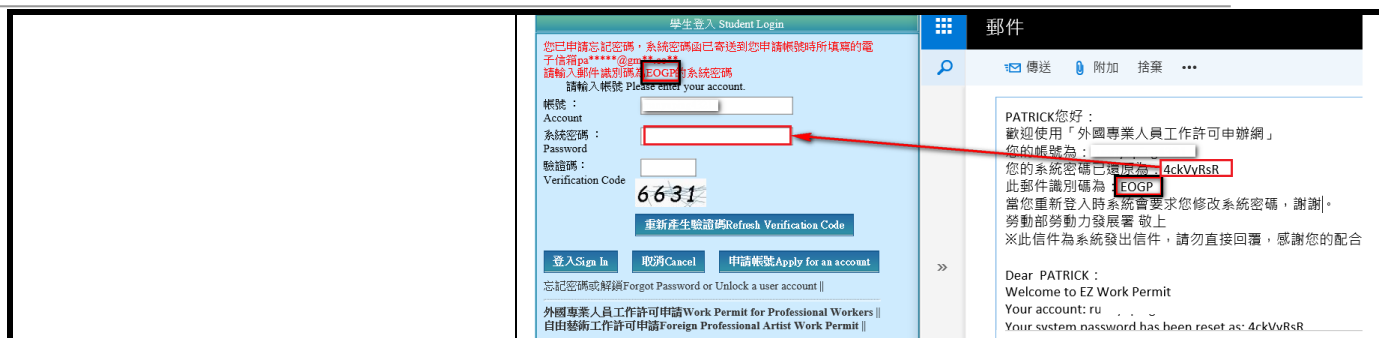
輸入 Email 信箱、居留證統一證號及驗證碼，點選【確定】，網站會提示成功訊息

After entering the Email address、ARC ID number and CAPTCHA, click “Confirm”, and the website will show a message indicating a successful delivery of a new password.

系統訊息 System Message

忘記密碼申請成功，系統會自動發送系統密碼函到您申請帳號時所填寫的email信箱！請5~10分鐘收取信件!Your request for password reset was received, the system will automatically send you the password to your account's registered email address !

Ok



3.8. 登出網站 Website Logout

<p>功能名稱 Function</p>	<p>登出網站 Website logout</p>
<p>功能說明 Description</p>	<p>登出網站 Website logout</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>於各頁面上方點擊【登出】即可登出網站 Click “Logout” at the top of each webpage to logout of the website.</p>	
<p>網站提示「登出成功」 The website will show a window indicating that “You have logged out successfully!”</p>	