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_

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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

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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

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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

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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

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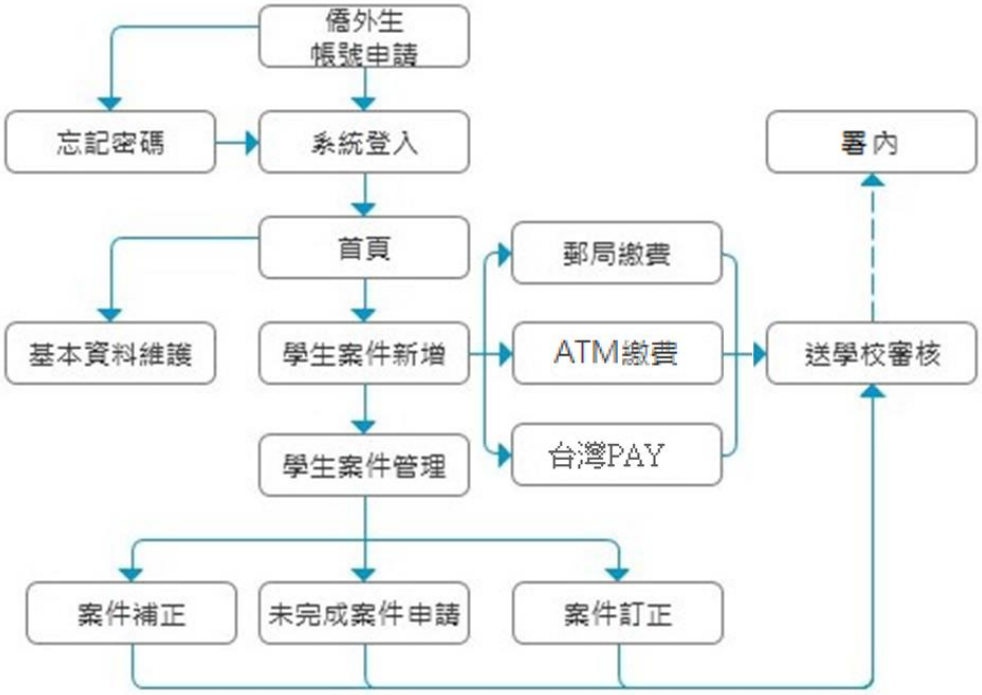
3. 網站操作說明-僑外生工讀申請 Description of Website Operation-Application for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students



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	

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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”	

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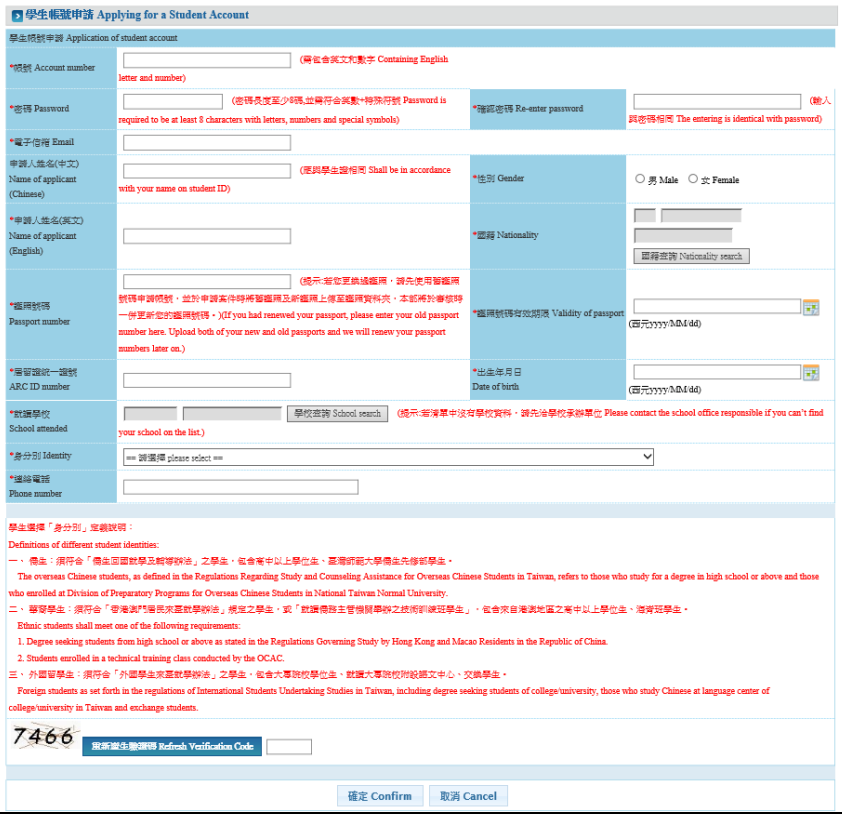
導至申請帳號頁面，輸入個人基本資料，並輸入下方之驗證碼，再點選【確定】即可送出帳號申請 The website will guide you to the webpage of “Application for account”. Enter all required columns (with a red asterisk * shown in front), CAPTCHA and click “Confirm” to complete the application for an account.	

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
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 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.	

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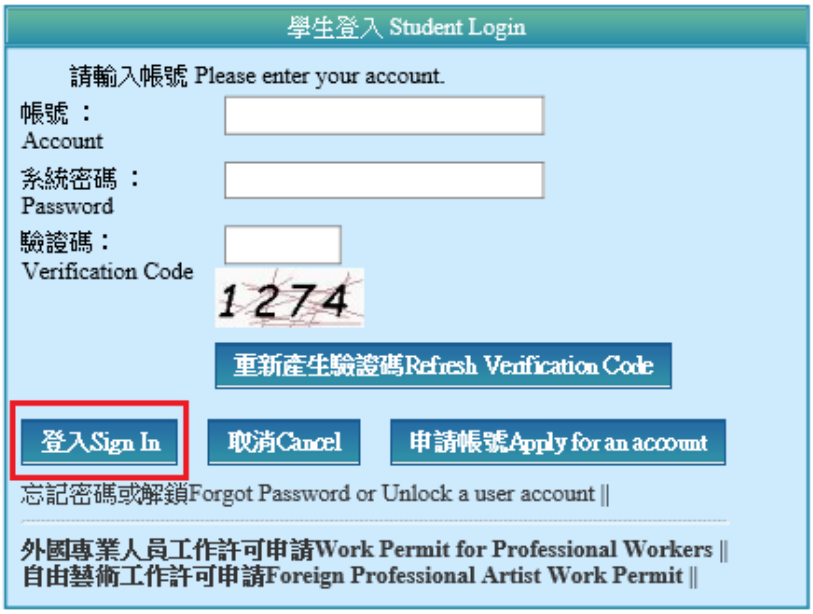
<table>
<tr>
<td></td>
<td>
</td>
</tr>
<tr>
<td>輸入帳號、系統密碼，及驗證碼，然後點擊【登入】
Enter account password, and CAPTCHA, then click “Login” to login.</td>
<td> 
</td>
</tr>
<tr>
<td>網站顯示「登入成功」
The website will show “You have successful signed in”</td>
<td>
</td>
</tr>
</table>

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3.3. 學生案件新增 Add Students' Applications

功能名稱 Function	學生案件新增 Add Students' Applications
功能說明 Description	新增學生申請案件 Add Students' Applications

操作步驟 Step	操作畫面 Operation Screen
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.	
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. 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。 Confirm and choose the application items. 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.) Confirm and click "Add New Application." Then, you will be guided to the application form page.	

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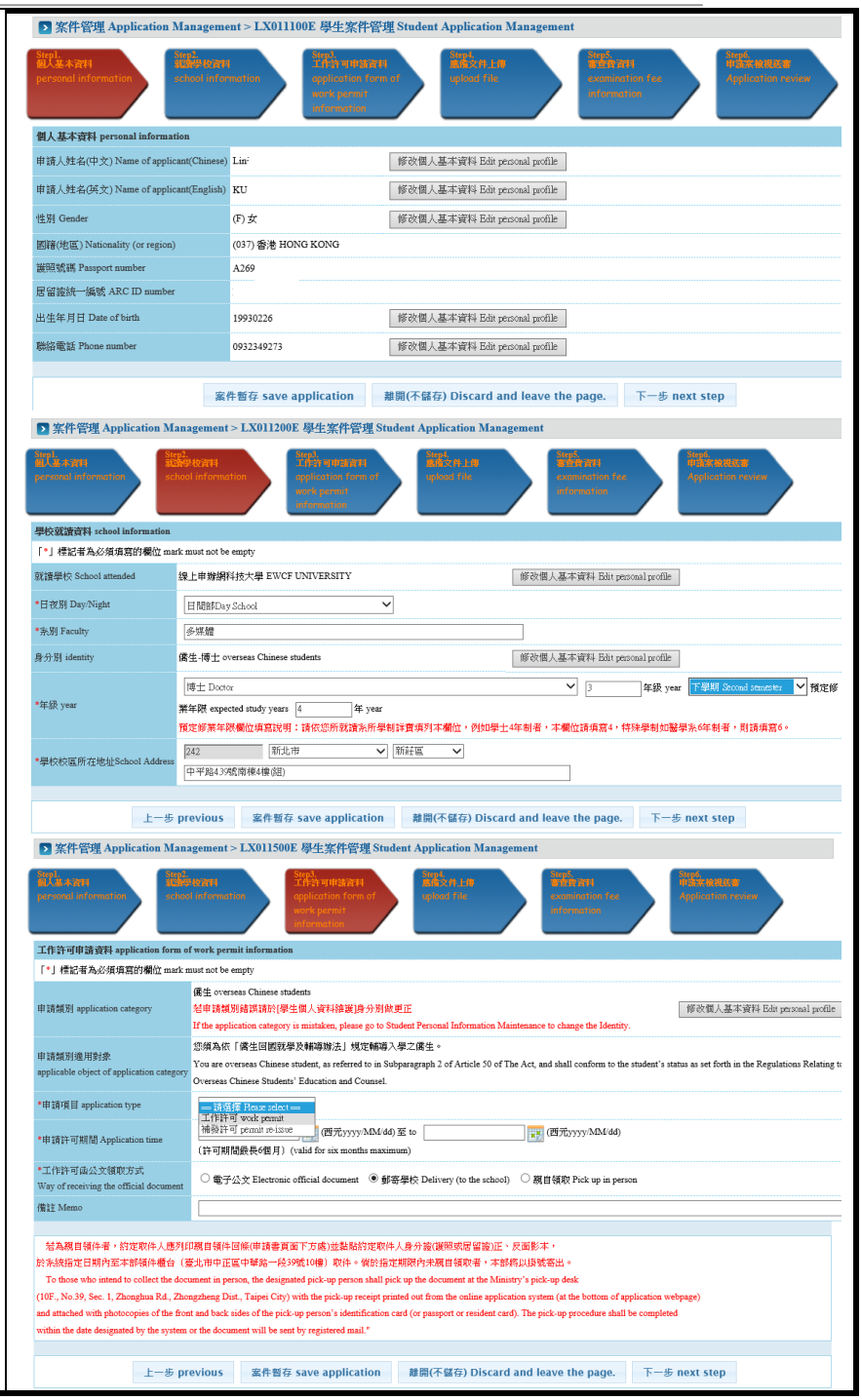
輸入相關申請書資料
Complete the application form



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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.

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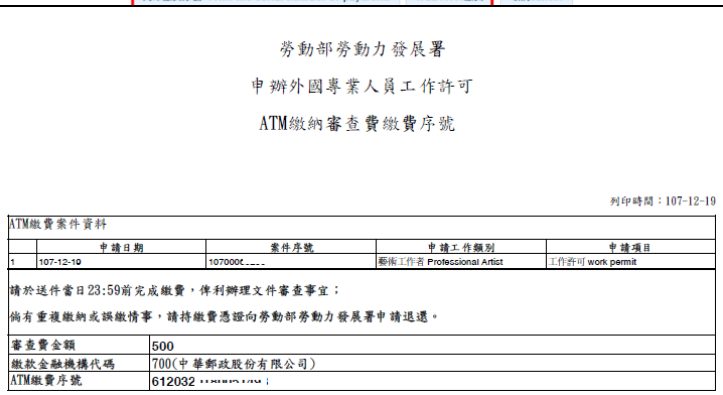
3.3.2. 選擇【ATM 繳費 payment by ATM】，
點選【送學校審核並取得繳費序號】將申請案件送署內審核。
For the payment via ATM post office, inserting the citizen certificate, click “
Send the application to school and acquire the serial number of payment” to submit the application to the agency for review.

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” 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。

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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。

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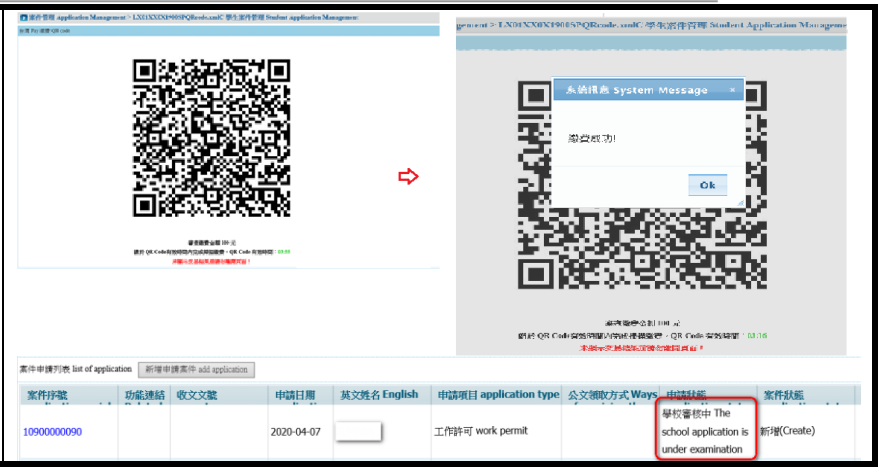
繳費完成回到頁面請等待「繳費成功!」系統訊息後即完成送審。 Complete the submission.	

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3.4. 學生案件管理 Student Application Management

功能名稱 Function	學生案件管理 Student Application Management
功能說明 Description	學生查詢及維護申請之案件 Review and manage students' applications.

操作步驟 Step	操作畫面 Operation Screen
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".	
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： ● 訂正：參考 3.5 學生案件訂正 ● 補正：參考 3.6 學生案件補正 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: ● Revision: Refer to 3.5 Application Revision ● Correction: Refer to 3.6 Application Correction	

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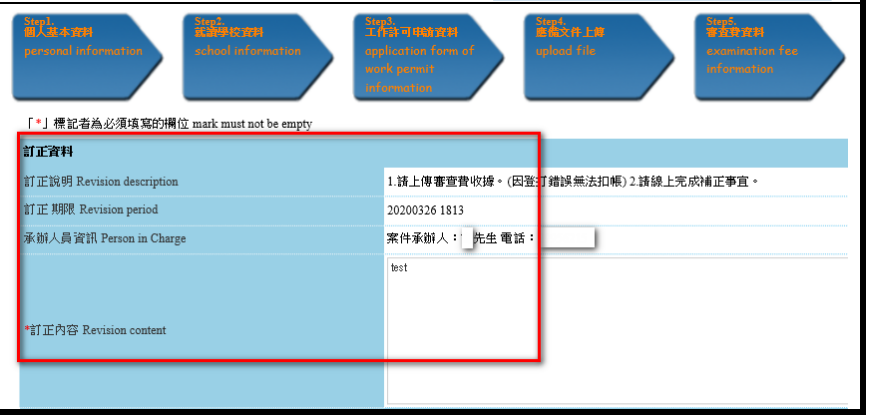
3.5. 學生案件訂正 Student Application Revision

功能名稱 Function	學生案件訂正 Student Application Revision
功能說明 Description	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.

操作步驟 Step	操作畫面 Operation Screen
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.	
確認案件資訊後，進行【訂正】案件的新增 After confirming the information, Click “Revise”.	
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”.	

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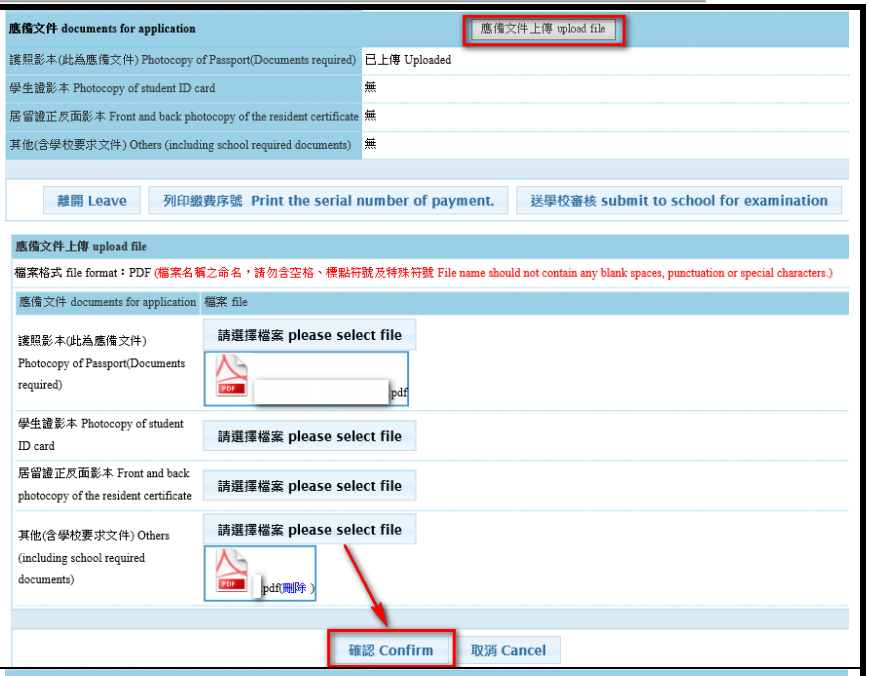
若需補上傳檔案，則可切換至「應備文件上傳」頁面，依「3.3 學生案件新增」相關操作說明進行檔案上傳，惟已上傳之檔案不能刪除 If users need to upload files, click the tab “Upload files” to upload files in accordance with the steps in “3.3 Add applications”. However, the uploaded files cannot be deleted.	
在訂正頁面的下方，有【送學校審核】可供操作 “Submit to school for examination” available 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

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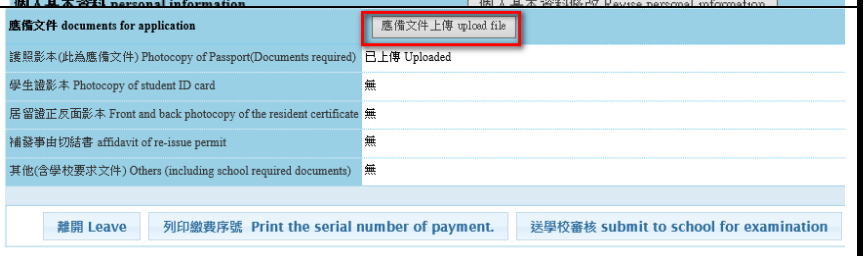
依「3.3 學生案件管理」查得待處理的補正案件，點選【補件建立】進行補正作業 After searching for the applications to be revised in accordance with “3.3 Application Management”, click the “Correct the application” to correct the application.	
確認案件資訊後，進行【開始訂正補件作業】案件的新增 After confirming the information, Click “Correct or Revise the application”.	
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”.	
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.	

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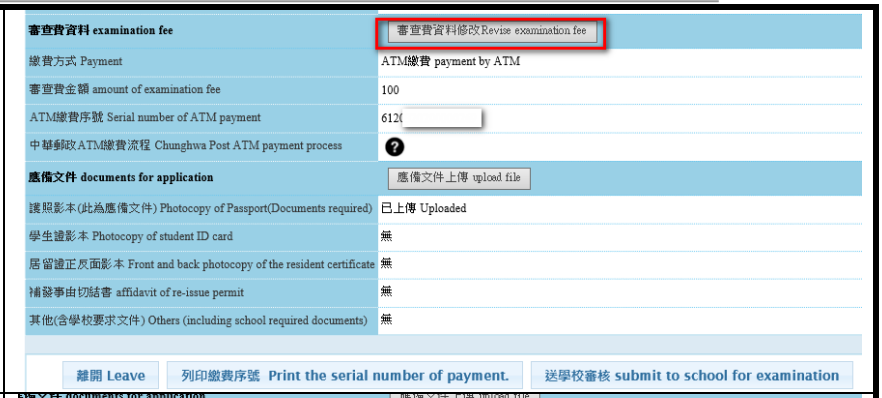
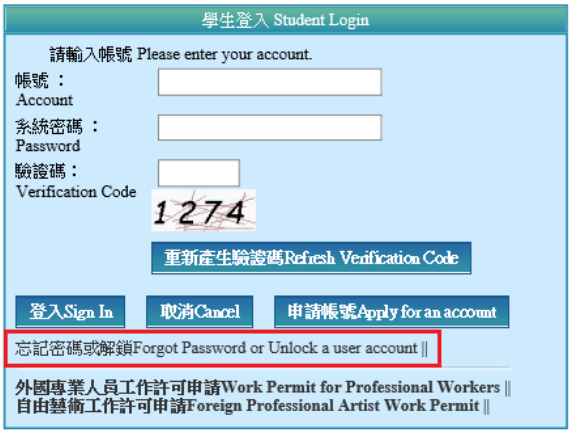
.若審查費資料可點選「審查費資料修改」，請確認「補件說明」是否需補審查費資料 If the review fee can be revised “Revise examination fee “, please confirm if the review fee info should be added in the “Correction.”	
在補正頁面的下方，有【送學校審核】可供操作 “Submit to school for examination” available for operation at the bottom of the webpage.	

3.7. 學生忘記密碼 Student Forget the Password

功能名稱 Function	學生忘記密碼 Student Forget the Password
功能說明 Description	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
操作步驟 Step	操作畫面 Operation Screen
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.	

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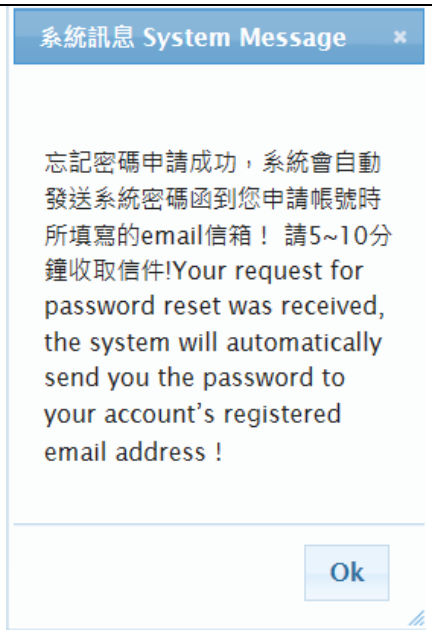
點選【忘記密碼或解鎖】，導至忘記密碼頁面
Click “Forgotten password or Unlock a user account”. The website will guide you to the webpage of “Forgotten password”.

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.



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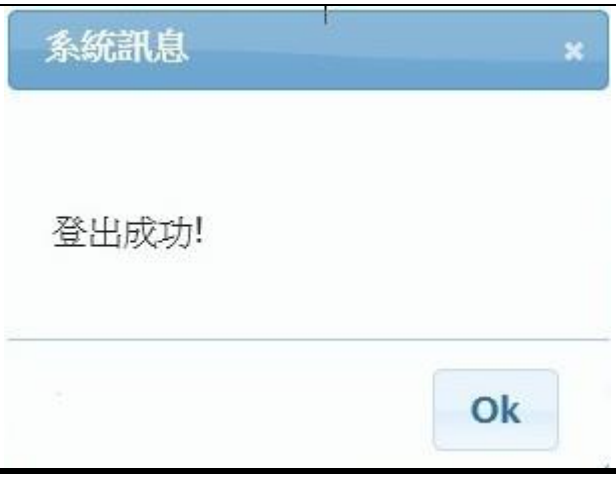
3.8. 登出網站 Website Logout

功能名稱 Function	登出網站 Website logout
功能說明 Description	登出網站 Website logout

操作步驟 Step	操作畫面 Operation Screen
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.	
網站提示「登出成功」 The website will show a window indicating that “You have logged out successfully!”	

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