

# Workforce Development Agency EZ Work Permit Manual for International Students at TCUST

International students that wish to work in Taiwan (both on- and off-campus) are required to apply for a work permit. Students who are employed without a valid work permit are subject to a fine between NT\$30,000 to NT\$150,000. Currently, work permits are not granted to Mainland China students and junior-college students in their first three years.

## 1. Account Application (For first time applicants. If you already have an account, please refer to #2.)


(1) Online application website: [ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage](http://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage)

Enter the website, and click on the “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” button.



(2) Click “Apply for an account”.

發佈日期 Date	標題 Subject
2018/02/02 15:06:00	停止受理外籍學校教師工作許可案件
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日進行感證更新，請各單位更新元件。
2016/04/21 15:10:24	重要公告：「屬主申請證備置一類外國人其他護照文件」修正內容 Important Announcement: Content of the Amendment to "Other Documents r



(3) Read the statement, and click “Apply”.

**個人資訊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請網」(以下簡稱本網站),本署為保護您在使用本網站時的安全,並尊重您的隱私權,遵循個人資料保護法及相關法令之要求,特制定本聲明,以協助您了解本網站如何蒐集、處理、利用及致力於保護您的隱私及個人資料。

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 regulations, this statement is presented to help you understand 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 statement about privacy on such websites.
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,只有經過授權的人員才能接觸您的個人資料,相關處理人員皆簽署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 will be carefully protected, and may only be accessed by authorized personnel. All related personnel have to sign a confidentiality contract. In case of breach of confidentiality contract, related personnel will be punished accordingly.
三、資訊分享與使用 How information is shared and used	除了下列狀況外,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: (一)法律明文規定。 (二)配合公務機關執行法定職務必要範圍。 (三)為防止他人權益之重大危害。 Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection: (1) Statutory regulations (2) Scope of statutory duties in accordance with public entities (3) To prevent others' interests from critical harm.
四、自我保護措施 Self-protection measures	請妥善保管您的密碼及個人資料,不要提供給任何人。在完成個人化服務的使用後,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、信件或進入所屬單位管理區。 Please keep your password and personal information private and 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 remember to close your browser windows to prevent others from accessing your personal information, E-mail, or the entity management area.
五、聲明之修正 Amendment to the statement	本聲明將因應需求隨時進行修正,修正後的條款將刊登於本網站上,以維護您瀏覽網站的安全及相關權益。 The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests.
六、聲明之諮詢 Consultation on the statement	若您對本聲明有任何疑問,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**



(4) Fill in the blanks; fields marked with “\*” is required. Please pay attention to the words in RED! After completing the form, click “confirm” to finish applying for an account.

**School attended** : 慈濟學校財團法人慈濟科技大學 Tzu Chi University of Science and Technology. **Identity** : 外國留學生-學士(4年制) foreign students-4-year universities、外國留學生-專科(5年制) foreign students-5-year junior colleges、僑生-學士學士(4年制) overseas students-4-year universities、華裔學生-學士(4年制) ethnic chinese students-4-year universities

學生帳號申請 Application of student account

帳號 Account number:  (需由英文字母及數字 Composing English letter and number)

密碼 Password:  (密碼長度至少 8 碼,並需包含英數、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):  (需與學生證相符 Must be in accordance with your name on student ID)

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

護照號碼 Passport number:

居留證統一證號 ARC ID number:

就讀學校 School attended:  (請至指定清單中選擇學校資料,請向該學校索取單位 Please contact the school office responsible of you last)

海外別 Identity:

性別 Gender:  Male  Female

國籍 Nationality:  (請選擇 Nationality search)

護照效期與到期日 Validity of passport:  (請選擇 Validity search)

出生年月日 Date of birth:  (請選擇 Date search)

3636

**確認 Confirm**    取消 Cancel



## Step 2: Work Permit Application

### 2.1 Enter your account information and sign in



The screenshot shows a web application interface. On the left, there is a '最新消息 Latest News' section with a table of news items. On the right, there is a '學生登入 Student Login' form. The form is highlighted with a red box and contains the following fields and buttons:

- 請輸入帳號 Please enter your account.
- 帳號 Account:
- 系統密碼 Password:
- 驗證碼 Verification Code:
- 重新產生驗證碼 Refresh Verification Code:
- 登入 Sign In:
- 取消 Cancel:
- 忘記密碼 或解鎖 Forgot Password or Unlock a user account:
- 申請帳號 Apply for an account:
- 外國專業人員申請頁面 Work Permit for Professional Workers:

### 2.2 Select “案件新增及管理”→ “260\_Student Application Management.”& Click “add application.”



The screenshot shows the main navigation menu of the 'Workforce Development Agency's Work Permit' website. The '案件新增及管理' menu item is highlighted with a red box, and a red arrow points to the '260\_Student Application Management\_260\_學生案件管理' link.

### 2.3 Select application type as “work permit” and click “add”.



The screenshot shows the '260\_Student Application Management' form. The '申請項目 application type' dropdown menu is set to '工作許可 work permit'. The '新增 add' button is highlighted with a red box.

2.4 Complete the application form. Note that blanks with “\*” is compulsory. Click “save application” to save the information you have filled.

2.4.1 Identity (1) Foreign Students (2) Overseas Chinese (3) Ethnic Chinese Students

2.4.2 Fill in the full title of your department, which can be found on your department website or your student ID card.”

2.4.3 Grade (1)College(4 year universities) (2)Junior college(5 year junior college)

2.4.4 The period of application for permission is 6 months, and it is required to be within the validity period of the residence permit.

申請類別 Categories of application : (Please check one)	外僑留學生 foreign students	申請理由 Type of application : (Please check one)	工作許可 work permit
申請人姓名(中文) Name of applicant(Chinese):	██████████	*性別 Gender:	██████████
*申請人姓名(英文) Name of applicant(English)	██████████	*國籍(地區) Nationality	██████████
*護照號碼 Passport number	██████████	*居留證統一編號 ARC ID number	██████████
*出生年月日 Date of birth	██████████	*聯絡電話 Phone number	██████████
就讀學校 School attended	在臺學校財團法人慈濟科技大學 Tzu Chi University of Science and Technology	*日夜制 Day/Night:	日間部 Day School
*系別 Faculty	██████████		
身分別 Identity	外僑留學生-學士(4年制) foreign students - 4-year universities		
*年級 year	大學(4年制) 4-year university	預計修業年限 expected study years	4 年 year
*學校校區所在地址 School Address :	970 花蓮縣 花蓮市 蓮雲路二段880號		
*申請許可期間 Application time	██████████ (西元yyyy/MM/dd) 至 to ██████████ (西元yyyy/MM/dd)		
緊急連絡人姓名 Emergency contact person Name:	██████████	緊急連絡人電話 Emergency contact person Tel:	██████████
*是否親自取件 Please Check if pickup in person	<input checked="" type="radio"/> 否 NO <input type="radio"/> 是 YES		
取件人護照號碼或居留證號 (請註本國人取件，請填寫身分證字號) Passport or Alien Resident Certificate Number of the Recipient	██████████	取件人姓名 Recipient Name :	██████████

2.5 Click the “upload file” tab to switch to the documentation page.



2.6 Upload the required documentations as stated in file title. Only the first three files, “Photocopy of student ID card”, “Photocopy of passport”, “Front and back of photocopy of the ARC” are required. After you have uploaded the required documents, click “confirm”.

Note: For “Photocopy of student ID card” file, you need to upload a scan of your student ID card and a current “Certificate of Enrollment (在學證明)”



2.7 To complete your application, you have to pay the examination fee via post office, then fill in payment information found on the transaction receipt.

2.7.1 Sample : Transaction receipt issued by the post office: Film in 1. Remittance date 2. Receipt number 3. Post office of remittance

2.7.2 After sending out the application, please inform the group. If the information is complete and meets the eligibility requirements, the review time will be 7 working days from the next day of receipt of the Ministry of Labor system. Please be patient to receive a work permit from this group.



繳費費 examination fee(申請費資料填寫，上傳傳單上傳後，再填寫繳費費，填寫完成直接點選送件審核)

繳費方式  郵局繳費  ATM繳費

郵局繳費 payment at post office	請於一但本郵收件後即不還費，如有任何問題請洽系統專案人員。 劃帳戶名：勞動部勞動力發展署特許可收費專戶。劃帳帳號：19058848 Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848.	
交易日期 remittance date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 請輸入民國年月日，例 1060101	交易局號 post office of remittance <input type="text"/>
輸入郵收劃帳位址 enter receipt number of postal remittance	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 請注意：郵收劃帳收據號碼填後七碼，並請詳細看圖示說明，才 能方便正確作業！(Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!)	繳費金額 amount of examination fee <input type="text"/>

Sample for Certificate of Enrollment :

慈濟學校財團法人慈濟科技大學  
在學證明書

學生中文姓名：████████

學生英文姓名：████████

學號：████████

生日：██████

學制：██████

班級：██████

科系：██████

為本校在學學生 106 學年度第 2 學期，特予證明。



慈濟科技大學教務處 啟

中華民國 107 年 02 月 27 日