

EZ work permit applying online system -Electronic work permit

A. Apply

While you apply for the work permit, the way of receiving the official document, you can choose the electronic official document one.

P.S. You can't download the electronic work permit, when you are using the macOS system.

工作許可函公文領取方式

Way of receiving the official document

電子公文 Electronic official document

B. Receive

1. You will get an email from the Workforce Department Agency, and please receive the electronic official document in eight days.

Dear [REDACTED]:

Welcome to EZ Work Permit

The processing you created on 2020/03/31 21:50:41 of the application has been completed.

Please collect the electronic official document on the EZ Work Permit website within 8 days from today (20200409).

Workforce Development Agency

***This is an automatically generated email, please do not reply. Thanks for your cooperation.**

2. Go log in to Workforce Development Agency EZ Work Permit. (<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>)



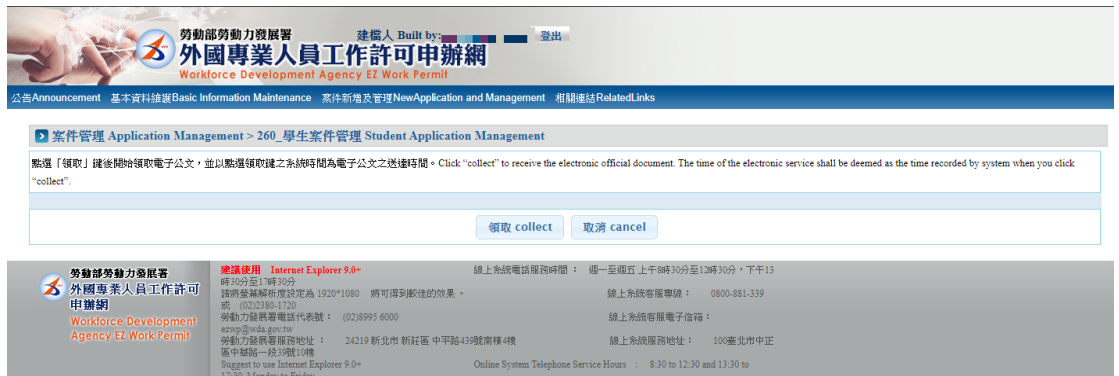
3. Click the Student Application Management from the New Application and Management section.



4. Then, click the receiving the electronic official document.



5. Then, click the Collect.



6. Later, it will show “Successfully collected” on the screen.



7. Finally, please download the PDF file and send it to 慈科大 國際暨兩岸事務處 with line account. Also please take good care of the file with you before the validity period.