

A. Online Application System - Guideline

1. STEP 1 (Account Application Sign-Up)

Account Application (For first-time applicants. If you already have an account, please go to STEP2 directly.

(1) Online application website. Use Internet Explorer browser to go to EZ Work Permit Website (https://ezwp.wda.gov.tw/) and choose ‘Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students



(2) Click “Apply for an account”

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

系統密碼 :

☐ 顯示密碼

驗證碼 :

5658

重新產生驗證碼 Refresh Verification Code

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 ||

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

	(3) To prevent others' interests from cri
	請妥善保管您的密碼及個人資料，不
四、自我保護措施	管理區。
Self-protection measures	Please keep your password and person;
	computer, please remember to close yo
五、聲明之修正	本聲明將因應需求隨時進行修正，修
Amendment to the	The statement will be amended subject
statement	
六、聲明之諮詢	若您對本聲明有任何疑問，請E-mail
Consultation on the	If you have any question about the stat
statement	
<input type="button" value="同意 apply"/>	<input type="button" value="不同意 reject"/>

3. STEP 3 (Add Application)

(1) Select “New Application Management” → “260_Student Application Management.”



(2) Choose “Add application”, “work permit” then “add”



4. STEP 4 (Complete the Application Form)

There are 6 (six) parts required to be filled-in

1. 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: CALVIN BRATAWIDJAJA

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 > 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)

申請人姓名(英文) Name of applicant(English)

性別 Gender

國籍(地區) Nationality (or region)

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

修改個人基本資料 Edit personal profile

修改個人基本資料 Edit personal profile

修改個人基本資料 Edit personal profile

修改個人基本資料 Edit personal profile

修改個人基本資料 Edit personal profile

修改個人基本資料 Edit personal profile

資料暫存 save application

離開(不儲存) Discard and leave the page.

2. School 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: CALVIN BRATAWIDJAJA

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

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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

國立臺北科技大學 National Taipei University of Technology

修改個人基本資料 Edit personal profile

*日夜別 Day/Night

日間部 Day School

*系別 Faculty

Business Management

身分別 identity

外國留學生-碩士 foreign students - Master

修改個人基本資料 Edit personal profile

*年級 year

碩士 Graduate school (Master's)

2

年級 year

下學期 Second semester

預定修業年限 expected study years

預定修業年限欄位填寫說明：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，特殊學制如雙學系6年制者，則請填寫6。

*學校校區所在地址 School Address

106

臺北市

大安區

忠孝東路3段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

3. Application form of work permit information

▶ 案件管理 Application Management > LX011500E 學生案件管理 Student Application Management

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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.

修改個人基本資料 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

2021/10/01

(西元yyyy/MM/dd) 至 to

2021/03/31

(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

☒ 電子公文 Electronic official document ☐ 郵寄學校 Delivery (to the school) ☐ 親自領取 Pick up in person.

工作許可應行動裝置檢視
View your work permit on the mobile devices.

☐ 否 NO ☒ 是 YES

行動裝置聯絡電話 mobile phone number

0987327531

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機號碼，並於完成驗證程序後，當行動裝置直立時，顯示畫面為QRcode，可供雇主掃描驗證資料。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 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

備註 Memo

若為親自領件者，約定取件人應列印親自領件回條(申請書頁面下方處)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，倘於指定期限內未親自領取者，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)

4. Upload File

- Upload unexpired passport file to "Photocopy of Passport" folder.
- Upload student ID card front file, and enrollment certificate file to "Photocopy of student ID card" folder.
- Upload unexpired ARC file (back and front) to "Front and back photocopy of the resident certificate" folder.

案件管理 Application Management > LX011700E 學生案件管理 Student Application Management

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Step6. 申請系統檢視審
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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, punctuation or special characters.)

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)	<div>請選擇檔案 please select file</div> <div><div>PDF</div>Passport_CalvinBratawidjaja.pdf刪除delete</div>
學生證影本 Photocopy of student ID card	<div>請選擇檔案 please select file</div> <div><div>PDF</div>ID Card_CalvinBratawidjaja.pdf刪除delete</div> <div><div>PDF</div>Enrollment Certificate Fall_Calvin Bratawidjaja.pdf刪除delete</div>
居留證正反面影本 Front and back photocopy of the resident certificate	<div>請選擇檔案 please select file</div> <div><div>PDF</div>ARC_Calvin Bratawidjaja.pdf刪除delete</div>
學習語言課程成績證明 Documentation of language courses' grades	<div>請選擇檔案 please select file</div> <div><div>PDF</div>IELTS_Calvin Bratawidjaja.pdf刪除delete</div>
教育部專案核准證明 Ratified certification of Ministry of Education	<div>請選擇檔案 please select file</div>
其他(含學校要求文件) Others (including school required documents)	<div>請選擇檔案 please select file</div>

上一步 previous

資料暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step

5. Examination Fee Information

There are three ways to pay the examination fee. (a) ATM, (b) postal remittance, (c)Taiwan pay
Below is the example of using the ATM Payment

勞動部勞動力發展署 建檔人 Built by: CALVIN BRATAWIDJAJA
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 > LX011900C 學生案件管理 Student Application Management

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personal information

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school information

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application form of
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information

Step4. 應備文件上傳
upload file

Step5. 審查費資料
examination fee
information

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Application review

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
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	6120320210162707
中華郵政ATM繳費流程 Chunghwa Post ATM payment process	?

離開 Leave

列印繳費序號 Print the serial number of payment.

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

建議使用 Chrome

請將螢幕解析度設定為 1920*1080 將可得到最佳的效果。
申請規定查詢專線: (02)8995 6000
勞動部發展署服務地址: 24219 新北市新莊區中平路439號南樓4樓
有關申請案件之打、補正發給、補遺洽打、補正通知所屬承辦人員。
Suggest to use Chrome
Please set your screen resolution at 1920*1080 for a better effect.
Telephone of Workforce Development Agency: (02)89956000
Address of Workforce Development Agency: 4F, South Building, No. 439, Zhongping Rd., Xinzhuang Dist., New Taipei City 24219
Address of Online System Service Center: 10F, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City 100
In the case where the application has been returned for revision/correction, please contact the officer as shown in the notification message to inquire.

線上系統電腦服務時間: 週一至週五 上午8時30分至12時30分, 下午13時30分至17時30分
線上系統查詢專線: 0800-881-339
線上系統查詢電子信箱: ezwp@wda.gov.tw
線上系統服務地址: 100臺北市中正區中華路一段39號10樓
Online System Telephone Service Hours: 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday
Online System Customer Service Hotline: 0800-881-339
Online System Customer Service E-mail: ezwp@wda.gov.tw

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: CALVIN BRATAWIDJAJA

Announcement基本資料維護Basic Information Maintenance案件新增及管理New Application and Management自關連結Related Links

▶ 案件管理Application Management > LX019100C 學生案件管理Student Application Management

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school information

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應備文件上傳
upload file

Step5.
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Step6.
申請案檢視送審
Application review

申請案檢視

個人基本資料 personal information

申請人姓名(中文) Name of applicant(年級 year預定修業年限 expected study years 3 年 year)

申請人姓名(英文) Name of applicant(學校校區所在地址School Address(106) 臺北市大安區忠孝東路3段1號)

性別 Gender

國籍(地區) Nationality (or region)工作許可申請資料 application form of work permit information

護照號碼 Passport number申請類別 application category外國留學生 foreign students

居留證統一編號 ARC ID number申請項目 application type工作許可 work permit

出生年月日 Date of birth申請許可期間 Application time2021/10/01 至 to 2022/03/31

聯絡電話 Phone number工作許可函公文領取方式 Way of receiving the official document電子公文 Electronic official document

學校就讀資料 school information工作許可函行動裝置檢視 View your work permit on the mobile devices.

就讀學校 School attended是 YES

日夜別 Day/Night行動裝置聯絡電話 mobile phone number0971884783

系別 Faculty備註 Memo

身分別 identity審查費資料 examination fee

繳費方式 PaymentATM繳費 payment by ATM

年級 year審查費金額 amount of examination fee100

學校校區所在地址School Address應備文件 documents for application

工作許可申請資料 application form o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

學習語言課程成績證明 Documentation of language courses' grades無

教育部專案核准證明 Ratified certification of Ministry of Education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.

Do the online application first, make sure you've filled in all the information and uploaded PDF files. After sending the application to the school, you will get the serial number of payment (16 digits) to proceed with the payment (\$100NT)

(a) ATM: Select "BILL PAYMENT(TAX) / OTHER PAYMENTS" option, and key in account NO.

(b) Postal remittance: Go to a Post Office's banking section. Fill out "Giro Deposit Slip" and pay the \$100NTD fee.

If you do not select the "pickup in person" option, the agency will send your working permit to the school. When OIA gets it, we will send you an email.

Your Application will be reviewed by school and relevant offices. Please check the application online status frequently. If your application status is withdrawn or shows corrections, the system will also show the reason, and please revise and submit again.

11000092022	取消申請	2021-09-01	CALVIN BRATAWIDJAJA	工作許可 work permit	學校審核中 The school application is under examination	新增(Create)
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The Application Serial Number of the Ministry of Labor

Important

The newly created application **needs to be submitted within 7 days**, otherwise, the data will be deleted by the system. If there's any question regarding online application, you are welcome to contact OISS

Other Regulations

- (1) The status of international students in Taiwan should be in accordance with the regulations of the Ministry of Education.
- (2) According to "Regulations on the Permission and Administration of the Employment of Foreign Workers", the applicants can apply for the student work permit since the first semester. However, a transcript of a one-year language course in Taiwan should be presented for language course learners.
- (3) The period validity of a work permit is six months at most.
- (4) For applications made in the first semester, the work permit is valid until March 31 of the following semester; for applications made in the second semester, the work permit is valid until September 30 of the same year.
- (5) The maximum work hours are 20 hours per week, except during summer and winter breaks.
- (6) Workforce Development Agency (WDA) has the right to revoke the permit if an applicant does not follow the regulations.
- (7) According to Employment Services Act, foreigners who work without a work permit will be fined from NT30,000 to NT150, 000.
- (8) Students should return the work permit (if valid) to the Office of International Student Service if they withdrawal or take leave from school.

For further details, please contact the Workforce Development Agency (WDA).

Website: <http://www.wda.gov.tw/>

Address: 10 F, No. 39, Chung-Hwa Rd. Sec. 1, Taipei City 10042, Taiwan

TEL: (02) 8995-6000 E-mail: wda@wda.gov.tw

Office Hours: Monday to Friday, 8:30-12:30, 13:30-17:30