

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: (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 Amendment to the statement	本聲明將因應需求隨時進行修正,修 The statement will be amended subject
六、聲明之諮詢 Consultation on the statement	若您對本聲明有任何疑問,請E-mail If you have any question about the state
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.

<u>Things to note in filling up your personal information:</u>

- Your account number must contain English letters and numbers.
- Password is required to be at least 8 characters with letters, numbers and special symbols.

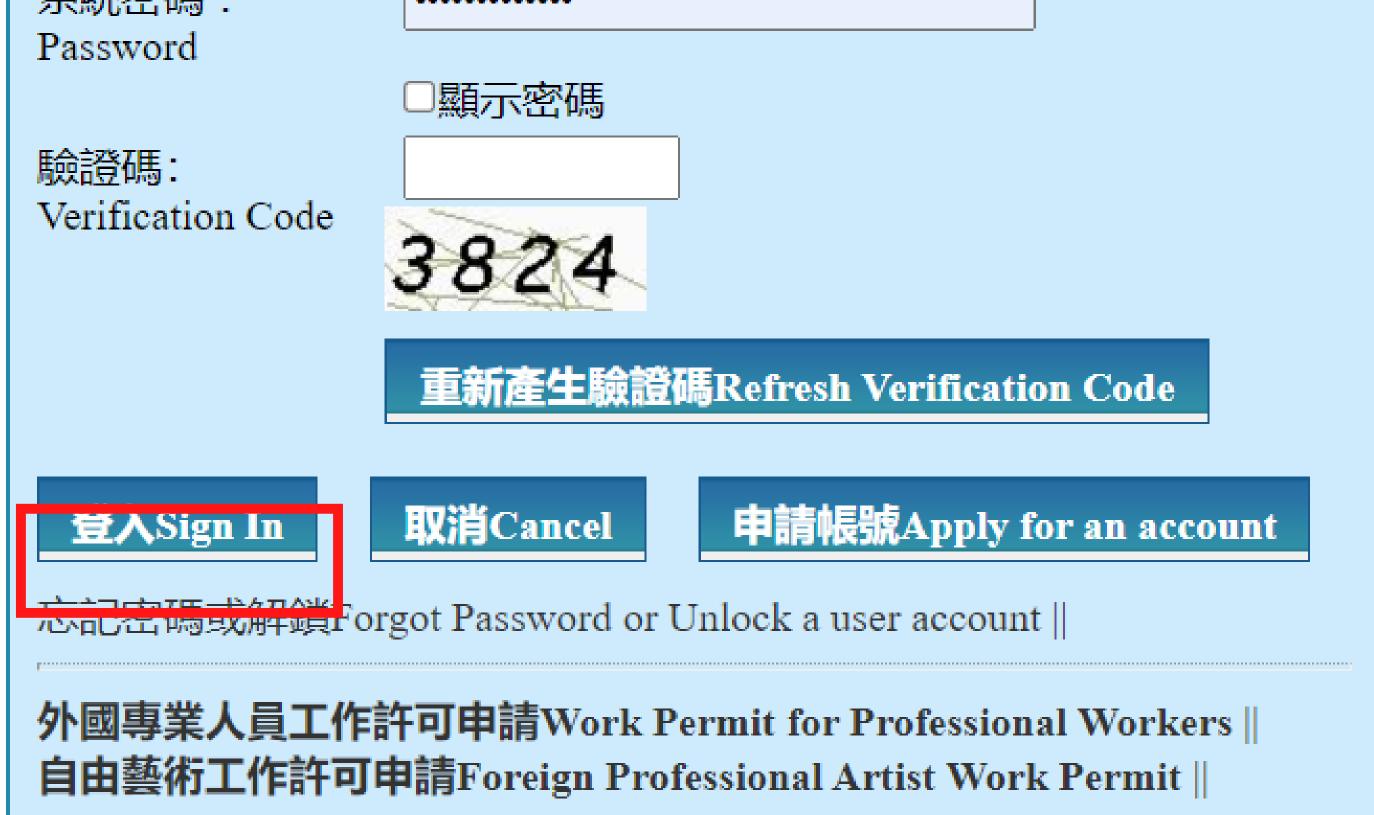
<u>- For the "identity" part, "foreign students- 4 year university" is for undergraduate students while</u> <u>"foreign students- master" is for master students.</u>

▶ 學生帳號申請 App	lying for a Student Accou	int					
學生帳號申請 Application o	of student account						
*帳號 Account number	Calvinb109578418	(需包含英文和數字 Containing English letter and nu	mber)				
*密碼 Password		(密碼長度至少8碼,並需符合英數+特殊符號 Password is required to	be at least 8 characters with letters, numbers a	nd special symbols)		*確認密碼 Re-enter password id	len
*電子信箱 Email							
申請人姓名(中文) Name of applicant (Chinese)		(應與學生證相同 Shall be in accordance with your na	ame on student ID)			*性別 Gender	0
*申請人姓名(英文) Name of applicant (English)						*國籍 Nationality	
*護照號碼 Passport number	please enter your old passport n	(提示:若您更換過護照,請先使用舊護照號碼申請 umber here. Upload both of your new and old passports and we will renew		上傳至護照資料夾,本部將	於審核時一併更新您的護照號碼。)(If you had renewed your passport,	*護照號碼有效期限 Validity of passport	
*居留證統一證號 ARC ID number						*出生年月日 Date of birth	
*就讀學校 School attended		學校查詢 School search (提示:若清單中沒有學	學校資料,請先洽學校承辦單位 Please cont	act the school office responsi	ble if you can't find your school on the list.)		
*身分別 Identity	== 請選擇 please select ==			~			
*連絡電話 Phone number							
学生選擇「身分別」定義説明: Definitions of different student identifies: 一、 倚生: 須符合「倚生回園就是及講導統力」之學生,包含高中以上學位生、夏雪研範大學儒生先修部學生, The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling 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 Ui 二、 華萄學生: 須符合「奇性型問題用改運就学解法」規定之學生,或「就讓佛路生管機關舉辦之技術訓練班學生」,包含來自著演地區之高中以上學位生、海喜班學生, 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 smolled in a technical training class conducted by the OCAC 三、 外國留學生: 須符合「外國學生來夏朝學解法」之學生,包含大專院校學位生,就讓大專院校將設證文中心、交換學生, Toreign 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. 0355						Uı	
重新	智生驗證碼 Refresh Verification	Code					
				確定 Confirm	取消 Cancel		

2. STEP 2 (Account Application Sign-In)

Enter your account information, password and sign in

學生登入 Student Login						
請輸入帳	請輸入帳號 Please enter your account.					
帳號:	Calvinb109578418					
Account						
天体家雄・						





3. STEP 3 (Add Application)

(1) Select "New Application Management" \rightarrow "260_Student Application Management."



(2) Choose "Add application", "work permit" then "add"



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 > 260_學生案件管理 Student Application Management

高中及大學應屆畢業生 (含延畢生) 許可期限至同年 6 月 30 日止。

但有下列情事之一,得延長許可期限至9月30日:

(1) 應屆畢業生或延畢生有暑修或延畢之需要,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,加附由錄取學校出具該生已完成報到手續之證明文件。

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.

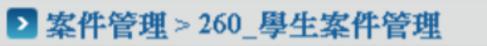
(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

請注意! 取消申請係指放棄本次申請案, 取消申請後審查費不予退還, 如欲再次申請, 須重新繳交審查費。若您想修改申請資料或重新上傳文件, 請聯絡案件承辦人將案件退回, 勿使用本功能。

Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examination fee once more If you want to apply again. Supposing you want to modify the application information or re-upload the file, please contact the case undertaker to return the case. Do not use this function.

案件申請列表 list of applicati	o 新增申	請案件 add application [新增資料變更申請	案					
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	勞動部收文日期 The
11000092022 I	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)	
11000071523		01102664000	2021-06-29	CALVIN BRATAWIDJAJA	工作許可 work permit	電子公文(已領 取)Electronic official document	已發文 An official letter has been sent(許可 Issued)	新增(Create) (01102664000)	20210728

The Application Serial Number of the Ministry of Labor



新增案件 add application

*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 ,再重新新増案件 If the application category is mistaken, please go to Stud
	change the Identity.
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 Students Enrolled in Schools in the Republic of China.
*申請項目 application type	工作許可 work permit ▼ 工作許可 work permit 補發許可 permit re-issue 新増 add



4. STEP 4 (Complete the Application Form)

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

1. Personal Information



居留證統一編號 ARC ID number	A800084592			
出生年月日 Date of birth	19960227		修	改個人基本資料 Edit personal profile
聯絡電話 Phone number	+886 971884783		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 Vorkforce Developme	員工作許可	申辦絳	IN BRATAW	/IDJAJA					
告Announcement 基本資料維護Ba	sic Information Maintenand	ce 案件新增及管理NewA	pplication a	nd Managemei	nt 相關連結F	RelatedLinks				
▶ 案件管理 Application Ma	anagement > LX01120	0E 學生案件管理 Stu	lent Appli	cation Mana	gement					
Step1. 個人基本資料 personal information	p2. 東學校資料 hool information	Step3. IMTORESSE application form of work permit information		4. 文件上庫 ad file		tep5. K宣奏資料 xamination fee nformation		ep6. 【諸案版規述書 pplication review		
學校就讀資料 school information										
「*」標記者為必須填寫的欄位 max										
就讀學校 School attended	國立臺北科技大學 Nationa	l Taipei University of Techn	ology						修改(固人基本資料 Edit pe
*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	固人基本資料 Edit pe
*年級 year	碩士 Graduate school (Ma	aster's)			~	2	年級 year	下學期 Second semester	➤ 預定修業年限 e	xpected study years
·++mx year	預定修業年限欄位填寫說明	归: 請依您所就讀系所學#	詳實填列本	欄位, 例如學士	上4年制者,本	欄位請填寫4, 特殊		。 《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	E 🗸 (忠孝東路3段1	號				
			上一步 pro	evious	案件暫存 sa	ve application	離開(ス	F儲存) Discard and l	eave the page.	下一步 next s

3. Application form of work permit information

▶ 案件管理 Application Managen	≥ 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 School inf						
工作許可申請資料 application form of wor	k permit information					
「*」標記者為必須填寫的欄位 mark must n	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.					
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 (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					
工作許可函行動裝置檢視 View your work permit on the mobile devices	○否 NO ◎是 YES 0987327532					
	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」。					
	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 cod	le 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 or					
備註 Memo						
於系統指定日期内至本部領件櫃台(臺北市	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, 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。 it 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., Zhongzh	eng 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
personal information school information app wor	h3. 許可申請資料 blication form of rk permit formation
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	虎及特殊符號 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)	請選擇檔案 please select file ▶ Passport_CalvinBratawidjaja.pdf(刪除delete)
學生證影本 Photocopy of student ID card	請選擇檔案 please select file ID Card_CalvinBratawidjaja.pdf(刪除delete) Enrollment Certificate Fall_Calvin Bratawidjaja.pdf(刪除delete)
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file ▶ ARC_Calvin Bratawidjaja.pdf(刪除delete)
學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file ▶■■■ IELTS_Calvin Bratawidjaja.pdf(刪除delete)
教育部專案核准證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file
	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



激質力式 Payment	ATM 激賞 payment by ATM					
審查費金額 amount of examination fee	100					
繳款金融機構代碼 Code of financial instit	tutions 700(中華郵政股份有限公司 Chunghwa	公司 Chunghwa Post Co., Ltd.)				
ATM繳費序號 Serial number of ATM pays	ment 6120320210162707					
中華郵政ATM繳費流程 Chunghwa Post A	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	建議使用 Chrome 請將螢幕解析度設定為 1920*1080 將可得到較佳的效果。 申請規定客服專線: (02)8995 6000 勞動力發展署服務地址: 24219 新北市新莊區中平路439號南機4機 有關申請案件之訂、補正疑義,請逕洽訂、補正通知所戲承辦人員。	線上系統電話服務時間: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 線上系統客服電線:0800-881-339 線上系統客服電子信箱:ezwp@wda.gov.tw 線上系統服務地址:100空北市中正區中華路一段39號10樓				
Workforce Development	Suggest to use Chrome Blazza act your access revolution at 1020#1080 for a batter offect	Online System Telephone Service Hours: 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday Online System Contemer Service Hotline: 0000 981 330				

Agency EZ Work Permit Telephone of Workforce Development Agency: (02)89956000

Online System Customer Service E-mail:ezwp@wda.gov.tw 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.

Work Permit Application



6. Application Review

勞動部勞動力發展署 建檔人 Built by: CALVIN BRATAWIDJAJA 外國專業人員工作				
Announcement 基本資料維護Bas	ic Information Maintenance 案件新增及管理NewApplication and	Management 目開連結RelatedLinks		
▶ 案件管理 Application Ma	nagement > LX019100C 學生案件管理 Student Applicati	ion Management		
Stepl. Ste 個人基本資料 就該	p2. 学校資料 mool information Step3. 工作許可中講資料 application form of work permit information	L体 Step5. 審査教資料 申請案檢視送審		
個人基本資料 personal information				
申請人姓名(中文) Name of applicant	(⁽ 年級 vear	预定修業年限 expected study years 3 年 year		
申請人姓名(英文) Name of applicant		(106)臺北市大安區忠孝東路3段1號		
性別 Gender	工作許可申請資料 application form of work permit information			
國籍(地區) Nationality (or region)		外國留學生 foreign students		
護照號碼 Passport number	申請類別 application category			
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 time	2021/10/01 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	是 YES		
就讀學校 School attended	View your work permit on the mobile devices.	AE 1155		
日夜別 Day/Night	行動裝置聯絡電話 mobile phone number	0971884783		
系別 Faculty	備註 Memo			
	案杏書次料 avamination foo			

	審查費資料 examination fee						
分別 identity	繳費方式 Payment	ATM繳費 payment by ATM					
級 year	審查費金額 amount of examination fee	100					
校校區所在地址School Address	應備文件 documents for application						
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.					

5. STEP 5 (Work Permit Application 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)

There are three ways to pay the examination fee. (a) ATM, (b) postal remittance, (c)Taiwan pay

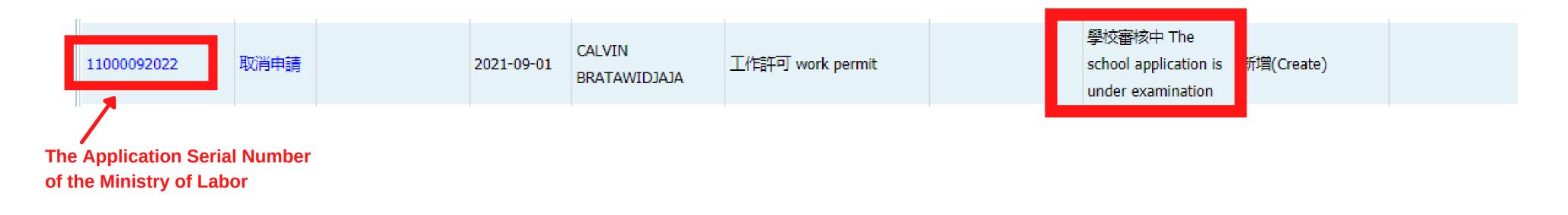
(a) ATM: Select "BILL PAYMENT(TAX) / OTHER PAYMENTS" option, and key in account NO.(b) Postal remittance: Go to a Post Office's banking section. Fill out "Giro Deposit Slip" and pay the \$100NTD fee.

Note: If you have any problems as you enter information from the examination fee receipt. You could click on the"?" icon. The system will display detailed instructions to assist you. Please keep your receipt until you get your work permit.

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.

6. STEP 6 (Application Will be Ready for Review)

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.





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