

Steps to Apply for a Work Permit

申請工作證的步驟



Briefly Important Regulation

重要法規簡述

- ◆ International students who want to work in Taiwan (on campus or off campus), are required to apply for and obtain the work permit **BEFORE starting work.**
國際學生在臺灣工作(不論是在校內或校外)，**依規定必須先申請工作許可證後，始可工作。**
- ◆ **If you hold a job without applying for the work permit, you will be fined for NT\$30,000 to NT\$150,000! And never allowed to enter Taiwan for working.**
若未依規定申請工作證即開始工作者，得處新臺幣三萬元以上，十五萬以下之罰鍰。
- ◆ The maximum work hours are 20 hours per week, except during summer and winter vacation.
工作時間除寒暑假外，每星期最長為20小時。

Step 1

Please fill out the work permit application form and upload it to the Google form.

Download Link :

<https://drive.google.com/file/d/1yxoooFNbWBqIZrJyFUoABCqleu-oR2n1/view?usp=sharing>

Google form :

<https://forms.gle/d8BC12DxKVws22LVA>

步驟1

請簽署申請切結書，並上傳到Google表單。

下載連結：

<https://drive.google.com/file/d/1yxoooFNbWBqIZrJyFUoABCqleu-oR2n1/view?usp=sharing>

Google 表單：

<https://forms.gle/d8BC12DxKVws22LVA>

範例 Example

國立高雄科技大學境外生工作許可證申請切結書 Work Permit Application for NKUST International Students Letter of Undertaking

姓名 (Name):	XXX	學號 (Student ID No.):	XXX
系所 (Department):	XXX	年級 (Grade):	XXX
個人信箱: (Personal Email)	XXX	在臺電話: (Phone Number in TW)	XXX
✓ 預計工作單位 (Company): ☐ 校內 (On campus) ☐ 校外 (Off campus)			
✓ 華語能力自評 (Chinese Proficiency): ☐ Non CEFR ☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 or above			
申請理由 (Main Reason for Application): ☐ 財力無法繼續維持其學業及生活 (To support studies and living cost) ☐ 協助參與本校教學研究單位工作 (To assist academic research on campus) ☐ 與本身修習課程有關，須從事校外實習 (To work course-related internship off campus) ☐ 就讀研究所，並經本校同意從事與修習課業有關之研究工作 (Graduate students who conduct course-related academic research with the school permission.) ☐ 具語文專長，於語文中心兼任外國語文教師，並經教育部專案核准 (Language specialist; part-time instructor at a Language Center with the approval from MOE.) ☐ 具語文專長，協助各級學校語文專長相關教學活動，並經教育部專案核准 (Language specialist; assist in language instruction at all school levels with the approval from MOE.) ☐ 具特殊語文專長，於語文中心兼任外國語文教師，並經教育部專案核准 (Expert in Special Language; part-time instructor at a Language Center with the approval from MOE.) 註：經教育部專案核准者須附核准證明文件影本 Note: Applicants approved by MOE must provide a hardcopy of the approved document.			
境外生在臺工讀注意事項 (Reminders for International Students Working in Taiwan): 1. 工作時間除寒暑假外，每星期最長為 20 小時。 Maximum working hour for international students is 20 hours per week. 2. 工作許可會因休學、退學或畢業，失其效力。 Work permit will be invalid due to the suspension, withdrawal or graduation from NKUST. (續下頁 Continued on next page)			

- 工作許可審核期間視同尚未取得工作證，期間不得從事工作。
During a review of work permit, the applicant is not allowed to work.
- 工作證有效期間以實際核發證件所載日期為準，逾期即失效，須重新申請。
The validity of your work permit is based on the issue date stated on the actual permit. Once expired, a new application is required.
- 工作許可申請作業約需 1-2 週不等，如有工作需求者請提前申請。
Work permit application generally takes 1 - 2 weeks. Please apply in advance if you need.
- 交換生皆不可申請工作證。
Exchange students are not allowed to apply for a work permit.
- 如未依規定申請工作許可，即受聘僱為他人工作者，依《就業服務法》規定，處新臺幣 3 萬元以上 15 萬元以下罰鍰外，應即令其出國。
According to the *Employment Services Act*, if you work without a work permit, you will be fined from NT\$ 30,000 to NT\$ 150,000 and ordered to leave the country immediately.
- 國際處將定期通知各系所、學院境外生工作許可申請狀況。
The OIA will regularly inform departments and colleges of the work permit application status of international students.

☐ 已瞭解「勞保」相關規定，並確認雇方已為您申請勞保。

I understand the regulations regarding labor insurance and confirm that my employer has enrolled me in the program.

(請詳閱勞工保險條例: <https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=N0050001>)

(Please read Labor Insurance Act: <https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=N0050001>)

☐ 已瞭解須於工作期間轉出健保 (改成公司投保，而非學校)。

請於工作結束前一週告知國際處，以利後續學校加保作業。

I understand that National Health Insurance (NHI) must be transferred from school to employer coverage during the employment period. Please notify the OIA one week before the end of employment to facilitate re-generation of NHI by the university.

☐ 本人瞭解並願遵守上述境外生在臺工讀注意事項。

By submitting this undertaking, I hereby certify that I agree to abide by the above-mentioned "Reminders for International Students Working in Taiwan".

學生簽名 (Student Signature):

日期 (Date: YYYY/MM/DD):

註：本校工作許可申請方式經國立高雄科技大學 113 學年度第 17 次國際事務處主管會議決議辦理。

Note: The work permit application process at our university is carried out in accordance with the resolution passed at the 17th Administrative Meeting of the Office of International Affairs for the 2024/25 academic year at National Kaohsiung University of Science and Technology.

Step 2

Payment of the review fee of **NT\$100** to the Ministry of Labor can be made through the following three methods:
1.Payment by post office.
2.Payment by ATM.
3.Payment by Taiwan Pay

Payment Tutorial Manual Link :
https://ezwp.wda.gov.tw/wcfonline/wSite/download/std20230311_060101.pdf

步驟2

繳交審查費用**新臺幣100元**給勞動部，有以下三種方式可以繳交：

- 1.郵局繳費
- 2.ATM 繳費
- 3.台灣Pay

繳費教學手冊連結：
https://ezwp.wda.gov.tw/wcfonline/wSite/download/std20230311_060101.pdf

1.Post Office Payment Receipt 郵局繳費收據

◎寄款人請注意背面說明
◎本收據由電腦印錄請勿填寫

郵政劃撥儲金存款收據
19058848

勞動部勞動力發展署聘僱許可收費專戶

收款帳號戶名

\$100.00

存款金額

00002605 110/07/01 16:18:52
004167 1A5 551956
他人不扣手續費

高雄義民郵局(67支)
保匯儲金專用章
局號1004167-4
110.7.01
楊俊哲

經辦局收款章戳

2. ATM Payment Receipt ATM繳費收據

勞動部勞動力發展署
申辦外國專業人員工作許可
ATM繳納審查費繳費序號

列印時間：112-03-25

ATM繳費案件資料				
	申請日期	案件序號	申請工作類別	申請項目
1	112-03-21	112000		新聘 New Hire

請於送件當日23:59前完成繳費，俾利辦理文件審查事宜；
倘有重複繳納或誤繳情事，請持繳費憑證向勞動部勞動力發展署申請退還。

審查費金額	
繳款金融機構代碼	700(中華郵政股份有限公司)
ATM繳費序號	6120321

Step 3

Prepare the following documents for uploading to the system:

- 1.Passport
- 2.Student ID
- 3.ARC front and back
- 4.Enrollment Certificate

Ministry of Labor System :

<https://ezwp.wda.gov.tw/wcftonline/wSite/Control?function=StdIndexPage>

步驟3

準備好以下檔案上傳到系統：

- 1.護照
- 2.學生證
- 3.居留證正反面
- 4.在學證明

勞動部系統：

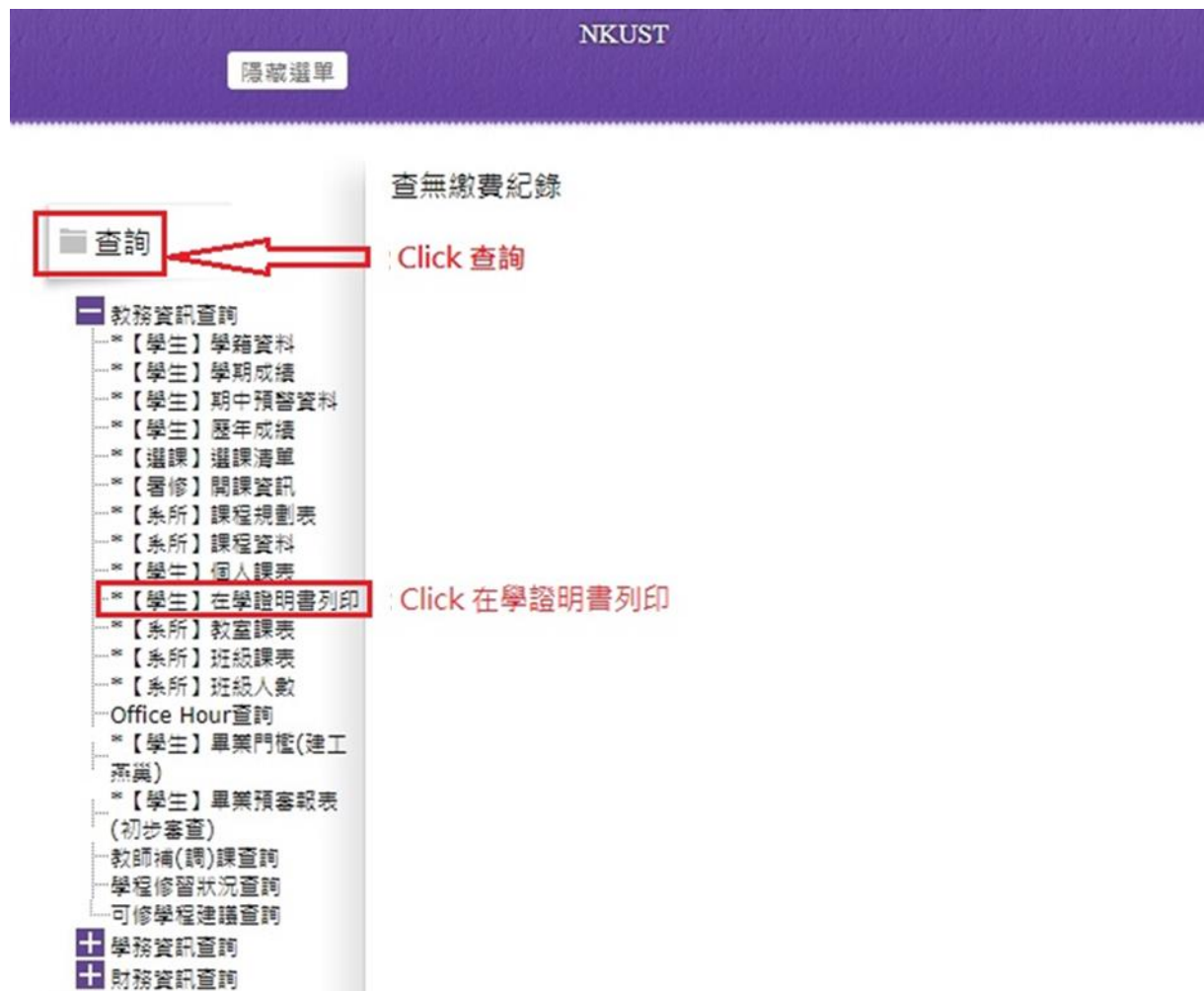
<https://ezwp.wda.gov.tw/wcftonline/wSite/Control?function=StdIndexPage>

How to download my enrollment certificate from student portal system?

如何下載在學證明?

Log in to the school system

登入學校系統



Reminder

重要提醒

Regardless of which campus you are from, when selecting the school code, please choose this option.
不論你是哪個校區，請選擇這個選項。

Application time : The valid for one year maximum, but not longer then the deadline of each semester. Please fill in according to the specified time, otherwise it will affect the next application time.

申請許可時間：有效期限最長為一年，但不得超過每學期的截止日期。請依照規定時間填寫，否則會影響下一次申請許可的時間。

學校查詢 School Search

學校關鍵字 Keywords

學校代碼 Code	學校名稱 Name
000014	國立高雄師範大學 National Kaohsiung Normal University
000019	國立高雄大學 National University of Kaohsiung
000026	國立高雄科技大學(第一校區) National Kaohsiung University o
000027	國立高雄科技大學(建工校區、燕巢校區、楠梓校區) National
000140	國立高雄餐旅大學 National Kaohsiung University of Hospitalit
001019	高雄醫學大學 Kaohsiung Medical University

- ◆ The validity period for the **first semester (fall)** is from October 1 2024 to September 30 2025.
第一學期 (秋季) 工作證有效期為 **113年10/1至114年9/30**。
- ◆ The validity period for the **second semester (spring)** is from April 1 2025 to September 30 2025.
第二學期 (春季) 工作證有效期為 **114年4/1至114年9/30**。

Reminder

重要提醒

- ◆ Postal remittance : application will be sent out if the system reconciles successfully.
繳費後經系統對帳成功才能成功送出申請案。
- ◆ system will reconcile on the next day after remittance.
系統將於繳費後隔日中午對帳。
- ◆ The way of receiving the official document : please select **"Electronic official document"** Please remember to collect it from the system. If it is expected to be collected, it will be sent to the school by paper.
請選擇**電子公文**發放，並記得於期限內到系統領取，逾期末領將改為紙本寄發到學校。

Q&A

問與答

Q1 : When will OIA review my work permit?

Q1 : 請問國際處何時會審核我的工作證?

A1 : As long as you complete the application process, OIA will review it during office hours (Monday to Friday, 8:00-17:00) in the system.

A1 : 只要你依照步驟完成申請，國際處會於上班時間(星期一到星期五，8：00-17：00)至系統內審核。

Q2 : When will the work permit be issued?

Q2 : 請問工作證何時會核發下來?

A2 : After OIA submits it for review, the Ministry of Labor's review time is approximately 7-14 working days (excluding holidays), but it may take longer during peak periods.

A2 : 學校送審後，勞動部審核時間約7-14個工作天(不含假日)，尖峰時期可能會更久。

Q&A

問與答

Q3 : What does it mean when the system displays as shown in the image?

Q3 : 請問系統顯示如右圖，是什麼狀況呢？

A3 : Currently, it indicates that the Ministry of Labor is reviewing. If you have any questions, please contact the Ministry of Labor.

A3 : 目前是勞動部正在審核，如果有任何問題請聯絡勞動部。



Q4 : Why can't I fill out the Google form?

Q4 : 我沒辦法填寫Google表單是為什麼呢？

A4 : Please use your school email. If you still can't fill it out, it may be because your Google account is full.

A4 : 請使用學校信箱，如果還是無法填寫，可能是因為你的Google帳號容量滿了。

Q&A

問與答

Q5 : If my supervisor (or advisor) or department is unwilling to stamp for me, can I still apply for a work permit?

Q5 : 我的導師(指導教授)或是系所不願意幫我蓋章，這樣我還能申請工作證嗎？

A5 : No, you cannot. Please communicate with your supervisor (or advisor) or department first. You can only apply for a work permit if they are willing to stamp for you.

A5 : 不行。請你先跟導師(指導教授)或是系所溝通，他們願意蓋章你才可以申請工作證。

Q6 : If I submit my work permit application today, can the permit be retroactively valid before the application date?

Q6 : 假如我今天送出工作證申請，可以追溯申請日之前的工作證使用期限嗎？

A6 : No, it cannot. The Ministry of Labor will approve the work permit's validity period based on the date you submitted the application.

A6 : 不行。勞動部會依照你送出申請的日期核可工作證使用期限。

Q&A

問與答

Q5 : Why can't I fill out the Google form?

Q5 : 為什麼我不能填寫GOOGLE表單呢?

A5 : Please use your school email to fill out the form.

A5 : 請使用學校信箱填寫。

Q6 : Why am I unable to upload files on the Google form?

Q6 : 為什麼我在GOOGLE表單上傳檔案呢?

A6 : It might be because your Google drive is full. Please try deleting some files. If that doesn't work, you can use your classmate's account to fill out the form.

A6 : 可能是因為你的GOOGLE帳號資料太多了，請你刪除一些資料，如果不行可以使用你同學的帳號填寫。