

國語教學中心工作許可線上申請說明  
Work Permit Online Application Guide  
for MTC Students

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112.05.30 修正

學務組

# 大綱 Outline

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2. 基本規定 Regulations
3. 申請方法 Applying through website
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  - 工作許可申請 Work permit application
  - 繳費 Pay processing fee
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# 申請資格Eligibility

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依據「雇主聘僱外國人許可及管理辦法」規定，來臺就讀正式學制之僑生、華裔學生及外國留學生，入學後即可向機關申請，惟來臺學習語言課程之外國留學生，則須修業6個月以上，方可提出申請。

Based on the Regulations on the Permission and Administration of the Employment of Foreign Workers, overseas Chinese students, ethnic Chinese students and foreign students who study in Taiwan's formal education system may submit application to the agency after enrollment. However, those foreign students who study language courses in Taiwan for less than 6 months may not submit application.

# 申請資格Eligibility

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申請者必須遵守本中心上課規定，每個月缺課時數不得超過12小時，每月成績不得低於60分，倘若前一學季其中一項違反規定，該學季將不准予申請。

Applicants must abide by the class regulations of the MTC. The number of absent hours per month should not exceed 12 hours, and the monthly score should not be lower than 60 points. If one of the regulations violated the regulations in the previous semester, the application will not be allowed in the semester.

# 基本規定 Regulations

## 罰則 Punishment

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未取得工作許可而工作者，可處三萬元以上十五萬元以下罰鍰。  
Anyone who works **without** a work permit will be fined between NT\$30,000 to NT\$150,000.

## 工作時間規定 Working Time Limit

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工作時間每星期最長為 **20 小時**。  
Foreign students' working hours should not exceed 20 hours per week.

## 工作證遺失 work permit lost

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上「外國專業人員工作許可申辦網」，申請補發許可。應檢附補發事由切結書，並繳交審查費100元。

The documents required for the replacement application include an affidavit and application fee of 100 NTD through the work permit online application system

## 到期作廢 automatically invalid

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工作許可證期限屆滿自動作廢，應於期限屆滿前重新提出申請。

Work permit is automatically invalid at the end of expiration date. Student should apply for work permit again on or before the expiration date.

## 退學無效 leave from school or drop out

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因休學或退學者，即使工作許可證仍在有效期限內也將失效。

Even in the permitted duration, the work permit will be invalid due to leave from school or drop out.

# 申請 Applying Notification

## 線上申請 Online application

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- 網站 Website : <https://ezwp.wda.gov.tw/>

## 每學季3個月為限 3 months per semester

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- 工作許可證每次申請可以使用三個月，工作許可證到期時需重新申請，請確認已延長居留證後再上線申請。
- Each application for a work permit can be used for 3 months. When the work permit expires, it must be reapplied. Please confirm that the ARC has been extended before applying online.

## 申請狀態 Application status

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- 審核時間7個工作天(不含假日) 7 Processing days
- 系統將以電子郵件通知申請狀態，送件後請定時檢視電子信箱  
Application system will send notice to your registered email,  
please check your email regularly upon receiving confirmation

## 領件方式 pick up

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- 郵寄學校：待學校通知領件  
**Delivery to school**: wait for MTC' s email notice





中華民國居留證  
RESIDENT CERTIFICATE  
REPUBLIC OF CHINA (TAIWAN)

姓名 Name: [Redacted]

性別 Sex: 女 Female  
出生日期 Date of Birth: [Redacted]  
護照號碼(或旅行證件號碼) Passport No.: [Redacted]

居留證類別 Permit Type: 外僑居留證 ARC  
居留日期 Date of Issue: 23 May 2023  
居留有效期限 Date of Expiry: 04 Sep. 2023

居留地址 Residence Address: [Redacted]

公務登記 Official Notes: 持證人須於本證有效期間內，持證本證及相關證明向所居留之移民署服務站或線上申報系統，申請換領居留證或於下次換領居留證時，同時繳交並更新居留證相片。  
The certificate holder should exchange the expired Alien Resident Certificate (ARC card) for a new one and extend the holder's residency by applying at the NIA Service Center or via the NIA Online Application System within the certificate's validity. Photos against this certificate and the approved Alien Resident Certificate (ARC) card along with the related documents to the NIA Service Center in the holder's residential locality/city.

居留地點: 國立臺灣師範大學國際教學中心  
The holder of this certificate may have multiple entry into R.O.C. (Taiwan).

注意事項 Notice: 未申請居留證逾期居留者，依規定處罰每小時2,000元以上10,000元以下罰鍰，並得勒令離境出國。According to regulations, a holder who failed to extend his/her residency and thereby becomes an illegal alien shall be fined for \$2,000 to \$10,000 and may be subjected to deportation. 本署對於符合法律規定情形者，應即撤銷之居留許可，並註銷本外僑居留證。The NIA may or shall annul or revoke a residence permit and cancel an ARC whenever it is expressly required by law. 學生在留臺學期間不得非法打工及從事許可以外之活動。Student shall not work illegally or involve in activities or employment that is different from the purpose of his or her entry.

在學證明書  
註冊冊

中華民國壹佰零陸年拾貳月拾參日  
107 郵國學字第 壹陸貳貳 號

姓名 Name: [Redacted] 國籍 Nationality: [Redacted]  
學號 Student ID: [Redacted]

在學時間: 自民國壹佰零陸年陸月壹日至民國壹佰零捌年參月拾日止  
(2017/6/1 - 2019/3/10)

上課地點: 臺北市和平東路一段129號國立臺灣師範大學博愛樓六樓。

附註: 本中心學生每週上課在十五小時以上者為正式生，上課不滿十五小時者為選修生，不發本證明書。

主任: 沈永正

臺師大國語教學中心 NATIONAL TAIWAN NORMAL UNIVERSITY



## 應備文件 Required documents (upload)

- 1. 護照 Passport
- 2. 學生證 Student card
- 3. 居留證 ARC
- 4. 在學證明書 Certificate of enrollment
- 5. 學生學習成績記錄單 Attendance record
- 6. 郵局劃撥收據 Post office payment receipt

## 繳費(郵局或ATM)

### pay processing fee (at Post office or ATM)

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#### 郵局劃撥繳費

(戶名：勞動部勞動力發展署聘僱許可收費專戶，帳號：19058848)

- 1) 填寫郵局劃撥單，取得收據
- 2) 填寫審查費收據資料

#### ATM繳費

- 1) 選擇ATM繳費，點選送學校審核，取得繳費序號。
- 2) 請於送件當日23:59分前完成繳費。

#### Pay at the POST Office

- 1) Use a postal remittance form and get a receipt
- 2) Fill in the receipt information on the application form

#### Pay at ATM

- 1) Select pay at ATM and submit to school and acquire the serial number of payment
- 2) Pay before 23:59 on the same day

04-43-04 郵政劃撥儲金存款單

金額 (阿拉伯數字) 19058848 億 仟 萬 佰 萬 拾 萬 萬 仟 佰 拾 元 100

收款戶名 勞動部勞動力發展署聘僱許可收費專戶

寄款人  他人存款  本戶存款

姓名 地址 電話 經辦局收款章戳 主管:

電腦記錄

經辦局收款章戳

虛線內備供機器印錄用請勿填寫

◎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

00000986-105/08/03 15:39:29  
000122 1A6 605513  
他人不扣手續費

台北師大郵局(22支)  
儲匯專險專用章  
局號1000122-2  
105.8.03  
陳俞方

經辦局收款章戳

郵局劃撥收據號碼(後7碼)  
Last 7 figures of Receipt Number 繳費日期 Remittance Date

00000986 105/08/03  
000122 1A6 605513

Post office of remittance 交易局號

範例—郵政劃撥單及填寫範例 Sample of Postal Remittance

# 申請使用者申請帳號

## Apply for Account (First-time User)

The screenshot shows the homepage of the Workforce Development Agency's EZ Work Permit application portal. The header includes the agency's logo and name in both Chinese and English. Below the header, there are four navigation links: '最新消息 News', '相關法規 Laws and Regulations', '操作手冊 User Manual', and '教學影片 User Videos'. At the bottom, there are four application buttons: '僑外生工讀申請' (Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students), '外國專業人員工作許可申請' (Work Permit for Foreign Professional Worker), '外國專業人才成年子女申請' (Work Permit for the Adult Child of a Foreign Professional), and '自由藝術工作者申請' (Foreign Professional Artist Work Permit). The '僑外生工讀申請' button is highlighted with a black border.

勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY  
外國專業人員工作許可申辦網  
EZ Work Permit

- 最新消息 News
- 相關法規 Laws and Regulations
- 操作手冊 User Manual
- 教學影片 User Videos

僑外生工讀申請  
Work Permit for Foreign Students,  
Overseas Chinese Students and Ethnic Chinese Students

外國專業人員工作許可申請  
Work Permit for Foreign Professional Worker

外國專業人才成年子女申請  
Work Permit for the Adult Child  
of a Foreign Professional

自由藝術工作者申請  
Foreign Professional Artist Work Permit

已有帳號者，請參閱「工作許可申請」

- If you already have an account, please refer to Work Permit application • 12

## 點選「申請帳號」 Click Apply for an account

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

Account

系統密碼 :

Password

顯示密碼

驗證碼 :

Verification Code

7257

[重新產生驗證碼 Refresh Verification Code](#)

[登入 Sign In](#) [取消 Cancel](#)

[申請帳號 Apply for an account](#)

[忘記密碼或解鎖 Forgot Password or Unlock a user account](#) ||

[學生帳號維護](#) ||

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[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](#) ||

[外國專業人才成年子女工作許可申請](#) ||



# 閱讀法令聲明，並點選「同意」 Read the statement and click Apply



## 個人資料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辦網」(以下簡稱本網站)。本署為保護您在 استخدام 本署網路時的安全，並尊重您的隱私保護權利，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網路隱私及個人資料。 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的個人識別資料。 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時目的以外之用途。 您的個人資料採用嚴格的保護措施，只由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，在您完成個人化服務之使用後，務必記得登出帳號，若您是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.

# 填入個人資料 Fill in the form with personal information

帳號: 請以mtc加上學號做為帳號  
密碼: 請以mtc@學號後五碼做為密碼

## 學生帳號申請 Applying for a Student Account

學生帳號申請 Application of student account

*帳號 Account number	<input type="text" value="mtc00000000"/> (需包含英文和數字 Containing English letter and number)		
*密碼 Password	<input type="text" value="mtc@0000"/> (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 and special symbols)	*確認密碼 Re-enter password	<input type="text" value="mtc@0000"/> (輸入與密碼相同 The entering is identical with password)
*電子信箱 Email	<input type="text"/>	Email address	
申請人姓名(中文) Name of applicant (Chinese)	<input type="text"/> (應與學生證相同 Shall be in accordance with your name on student ID)	Chinese Name	
*申請人姓名(英文) Name of applicant (English)	<input type="text"/>	*性別 Gender	<input type="radio"/> 男 Male <input type="radio"/> 女 Female
*護照號碼 Passport number	<input type="text"/> (提示:若您更換護照,請先使用舊護照號碼申請帳號,並於申請條件將舊護照及新護照上傳至護照資料夾,本部將於審核時一併更新您的護照號碼。)(If you had renewed your passport, please enter your old passport number here. Upload both of your new and old passports and we will renew your passport numbers later on.)	*國籍 Nationality	<input type="text"/> <input type="text"/> <input type="text"/> 國籍查詢 Nationality search
*統一證號 UI number	<input type="text"/> (提示:請依單據填寫統一證號,若您變更統一證號,請於申請工作許可證續註新統一證號並上傳舊單據及新單據,本部將於審核時一併更新您的統一證號,若您是在重啟續證中心,尚無單據,請先向移民署申請統一證號, Please fill in the UI number according to the ARC. If you have changed your UI number, please note the new UI number when applying for a work permit and upload both the old and new ARC. The Ministry of Labor will update your UI number when reviewing. If you are studying in a language center in Taiwan and do not have an ARC, please apply for the UI number to the National Immigration Agency first.)	*護照號碼有效期限 Validity of passport	<input type="text"/> (西元 yyyy/MM/dd)
*就讀學校 School attended	<input type="text" value="00004"/> <input type="text" value="國立臺灣師範大學 Nat"/> <input type="text" value="學校查詢 School search"/> (提示:若清單中沒有學校資料,請先洽學校承辦單位 Please contact the school office responsible if you can't find your school on the list.)	*出生年月日 Date of birth	<input type="text"/> (西元 yyyy/MM/dd)
*身分別 Identity	<input type="text" value="== 請選擇 please select =="/>	ARC number	
*連絡電話 Phone number	<input type="text"/>	Cellphone number	

### 學生選擇「身分別」定義說明:

Definitions of different student identities:

一、 僑生: 須符合「僑生回國就學及輔導辦法」之學生, 包含高中以上學位生、臺灣師範大學僑生先修部學生。

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 University.

二、 華裔學生: 須符合「香港澳門居民來臺就學辦法」規定之學生, 或「就讀僑務主管機關舉辦之技術訓練班學生」, 包含來自港澳地區之高中以上學位生、海青班學生。

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 enrolled in a technical training class conducted by the OCAC.

三、 外國留學生: 須符合「外國學生來臺就學辦法」之學生, 包含大專院校學位生、就讀大專院校附設語文中心、交換學生。

Foreign 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.

0468

更新產生驗證碼 Refresh Verification Code

確定 Confirm

取消 Cancel

勞動部勞動力量展露  
外國專業人員工作許可  
申辦網

建議使用 Chrome

請將電腦解析度設定為 1024\*1000 將可得到最佳的效果。

申辦網申辦專線電話: (02)8995-6000

勞動力量展露服務地址: 24219 新北市新莊區中平路439號南樓4樓

勞動力量展露服務時間: 週一至週五, 上午9時至下午5時

線上系統服務諮詢時間: 週一至週五 上午9時30分至12時00分, 下午13時30分至17時30分

線上系統諮詢專線: 0800-881-339 請用電腦撥打

線上系統諮詢電子郵件: [enrp@mta.gov.tw](mailto:enrp@mta.gov.tw)

線上系統服務地址: 100臺北市中正區中區第一路99號10樓

# 填入個人資料 Fill in the form with personal information

就讀學校:0004 國立臺灣師範大學

※身分別選擇 Identity: 國語教學中心學生：外國留學生-語言中心

\*申請人姓名(英文)  
Name of applicant (English)

\*護照號碼  
Passport number

\*統一證號  
UI number

\*就讀學校  
School attended

\*身分別 Identity

\*連絡電話  
Phone number

學生選擇「身分別」定義說明：  
Definitions of different student identities:  
一、僑生：須符合「僑生回國就學及輔導辦法」之學生，包含高中以上學位生、臺灣師範大學僑生先修部學生。  
The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, re  
二、華裔學生：須符合「香港澳門居民來臺就學辦法」規定之學生，或「就讀僑務主管機關舉辦之技術訓練班學生」，包含來自港澳地區之  
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 enrolled in a technical training class conducted by the OCAC.

### 學校查詢 School Search

學校關鍵字 Keywords

學校代碼 Code	學校名稱 Name
000001	國立政治大學 National Chengchi University
000002	國立清華大學 National Tsing Hua University
000003	國立臺灣大學 National Taiwan University
000004	國立臺灣師範大學 National Taiwan Normal University
000005	國立成功大學 National Cheng Kung University
000006	國立中興大學 National Chung Hsing University

確定confirm 關閉

\*身分別 Identity

\*連絡電話  
Phone number

學生選擇「身分別」定義說明：  
Definitions of different student identities:  
一、僑生：須符合「僑生回國就學及輔導辦法」之學生，包含高中以上學位生、臺灣師範大學僑生先修部學生。  
The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, re  
二、華裔學生：須符合「香港澳門居民來臺就學辦法」規定之學生，或「就讀僑務主管機關舉辦之技術訓練班學生」，包含來自港澳地區之  
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 enrolled in a technical training class conducted by the OCAC.

三、外國留學生：須符合「外國留學生來臺就學辦法」規定之學生，包含來自港澳地區之  
Foreign students as set forth in the Regulations Regarding Study by Foreign Students in the Republic of China, shall meet one of the following requirements:  
1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Foreign Students in the Republic of China.  
2. Students enrolled in a technical training class conducted by the OCAC.

僑生-其他	overseas Chinese students - Other
華裔學生-高中	ethnic Chinese students - High school
華裔學生-專科(5年制)	ethnic Chinese students - 5-year junior colleges
華裔學生-專科(2年制)	ethnic Chinese students - 2-year junior colleges
華裔學生-學士(2年制)	ethnic Chinese students - 2-year universities
華裔學生-學士(4年制)	ethnic Chinese students - 4-year universities
華裔學生-碩士	ethnic Chinese students - Master
華裔學生-博士	ethnic Chinese students - Doctor
華裔學生-僑生先修部	ethnic Chinese students - Division of Preparatory Programs for Overseas Chinese Students
華裔學生-海青班	ethnic Chinese students - Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council
華裔學生-語言中心	ethnic Chinese students - Attended a Mandarin Chinese language center at a university/college
華裔學生-其他	ethnic Chinese students - Other
外國留學生-專科(5年制)	foreign students - 5-year junior colleges
外國留學生-專科(2年制)	foreign students - 2-year junior colleges
外國留學生-學士(2年制)	foreign students - 2-year universities
外國留學生-學士(4年制)	foreign students - 4-year universities
外國留學生-碩士	foreign students - Master
外國留學生-博士	foreign students - Doctor
外國留學生-語言中心	foreign students - Attended a Mandarin Chinese language center at a university/college

0468



# 工作許可申請

## Work permit application

The screenshot shows the homepage of the Workforce Development Agency's EZ Work Permit application portal. At the top, the logo of the Workforce Development Agency is displayed alongside the text '勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY' and '外國專業人員工作許可申辦網 EZ Work Permit'. Below this, there are four main navigation links: '最新消息 News', '相關法規 Laws and Regulations', '操作手冊 User Manual', and '教學影片 User Videos'. At the bottom, there are four application category buttons: '僑外生工讀申請 Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students' (highlighted with a black border), '外國專業人員工作許可申請 Work Permit for Foreign Professional Worker', '外國專業人才成年子女申請 Work Permit for the Adult Child of a Foreign Professional', and '自由藝術工作者申請 Foreign Professional Artist Work Permit'.

勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY  
外國專業人員工作許可申辦網  
EZ Work Permit

- 最新消息 News
- 相關法規 Laws and Regulations
- 操作手冊 User Manual
- 教學影片 User Videos

**僑外生工讀申請**  
Work Permit for Foreign Students,  
Overseas Chinese Students and Ethnic Chinese Students

**外國專業人員工作許可申請**  
Work Permit for Foreign Professional Worker

**外國專業人才成年子女申請**  
Work Permit for the Adult Child  
of a Foreign Professional

**自由藝術工作者申請**  
Foreign Professional Artist Work Permit

# 登入Login

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

Account

系統密碼 :

Password

顯示密碼

驗證碼 :

Verification Code

7257

[重新產生驗證碼Refresh Verification Code](#)

[登入Sign In](#) [取消Cancel](#)

[申請帳號Apply for an account](#)

[忘記密碼或解鎖Forgot Password or Unlock a user account || 學生帳號維護 ||](#)

---

[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 ||](#)

[外國專業人才成年子女工作許可申請 ||](#)

- 選擇「案件新增及管理」下方「260\_學生案件管理」  
Select New application and Management and 260\_Student Application Management

勞動部勞動力發展署 建檔人 Built by: [REDACTED]  
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New Application and Management 相關連結RelatedLinks

260\_學生案件管理 260\_Student Application Management

261\_行動裝置檢視專區

公告 Announcement > 005\_最新訊息Latest News

最新訊息 latest news

- 點選「新增申請案件」 Click Add application

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application 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！撤回申請係指放棄本次申請案，撤回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 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 application

新增申請案件 add application 新增資料變更申請案 紙本申請案線上補件作業

案件序號	功能連結	收文文號	勞動部收文日期 The	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態
------	------	------	-------------	--------------	-----------------------	-------------	------

# 閱讀聲明，並點選「同意」 Read the statement and click Agree



勞動部勞動力發展署

建檔人 Built by

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 > 260\_學生案件管理 Student Application Management

## 約定同意收受電子公文

### Agreement on Electronic Service

本部依電子簽章法規定，於取得您「同意」後，就您於本申辦網所辦理之工作許可申請案件，經本部核准後，將以電子公文方式送達許可函，並自發文日起以電子郵件通知您領取電子公文，您得於發文日起8個日曆天內自行至本申辦網領取電子公文，並以本申辦網所記錄您登入系統後按下「領取電子公文」按鈕之系統時間為電子公文之送達時間，並自次日起算法定期間，惟不予核發工作許可時，仍將以紙本文書寄發；逾期末領件者，系統將關閉「領取電子公文」功能，本部逕改以紙本文書寄發許可函。

如您「不同意」以電子公文方式送達許可函，則您於本申辦網所辦理之工作許可申請案件，經本部核准後，將以郵寄方式寄發紙本文書許可函。

According to Electronic Signatures Act, through online application, the work permit issued will be sent in electronic official document with your consent. An email will be sent when the permit is issued to inform you to collect the permit, and you have to collect the permit online within eight days. The time of the electronic service shall be deemed as the time recorded by system when you log in the system and click "download the official document". The statutory period therefor shall begin to run from the date following the day on which such electronic documents are downloaded. Nevertheless, in the case where the application is rejected, the official document will be sent by post, and if you fail to download the electronic documents within eight days, the Ministry will take down the electronic documents and deliver the official documents in hard copy by registered mail.

If you do not agree to the electronic service, the work permit will then be sent in hard copy by registered mail.



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號南棟4樓

有關申請案件之訂、補正疑義，請逕洽訂、補正通知所載承辦人員。

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：4/F South Building, No. 439 Zhongping Rd., Xinzhuang Dist., New Taipei City 24219

線上系統電話服務時間：週一至週五 上午8時30分至12時00分，下午13時30分至17時30分

線上系統客服專線：0800-881-339 [預約回電服務](#)

線上系統客服電子信箱：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

# 確認個人基本資料 Confirm Personal information



勞動部勞動力發展署

建檔人 Built by: [REDACTED]

## 外國專業人員工作證申請申辦網

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New Application and Management 相關連結Related Links

▶ 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)	[REDACTED]	修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)	[REDACTED]	修改個人基本資料 Edit personal profile
性別 Gender	[REDACTED]	修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)	[REDACTED]	
護照號碼 Passport number	[REDACTED]	(提示：若您更換護照，請先使用舊護照號碼申請帳號，並於申請案件時將舊護照及新護照上傳至護照資料夾，本部將於審核時一併更新您的護照號碼。If you had renewed your passport, please enter your old passport number and upload the new passport to the passport folder. We will renew your passport numbers later on.)
統一證號 UI number	[REDACTED]	(提示：若您變更過居留證號，於申請案件時備註並將舊居留證及新居留證上傳至居留證資料夾，本部將於審核時一併更新您的居留證號！)
出生年月日 Date of birth	[REDACTED]	修改個人基本資料 Edit personal profile
聯絡電話 Phone number	[REDACTED]	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.

下一步 next step

建議使用 Chrome

線上系統服務服務時間：週一至週五 上午8時30分至12時00分，下午13時30分至17時30分



# 確認個人基本資料 Confirm Personal information

勞動部勞動力發展署 建檔人 Built by: [REDACTED]

## 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New Application and Management 相關連結Related Links

▶ 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)	[REDACTED]
申請人姓名(英文) Name of applicant(English)	[REDACTED]
性別 Gender	[REDACTED]
國籍(地區) Nationality (or region)	[REDACTED]
護照號碼 Passport number	[REDACTED] <small>(提示: 若您更換護照, 請先使用舊護照號碼申請帳號, 並於申請案件時將舊護照及新護照號碼一併輸入。若您變更過舊護照號碼, 於申請案件時備註並將舊護照及新護照號碼一併輸入。)</small>
統一證號 UI number	[REDACTED]
出生年月日 Date of birth	[REDACTED]
聯絡電話 Phone number	[REDACTED]

確認視窗 Window c... [X]

請確認是否儲存? Do you wish to save the data?

確認Yes

取消Cancel

資料暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

# 學校基本資料 School information



勞動部勞動力發展署

建檔人 Built by

## 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New Application and Management 相關連結Related Links

▶ 案件管理 Application Management > LX011200E 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

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 國立臺灣師範大學 National Taiwan Normal University

\*日夜別 Day/Night 日間部 Day School

\*系別 Faculty 國語教學中心

身分別 identity 外國留學生-語言中心 foreign students - Attended a Mandarin Chinese language center at a university/college

\*年級 year 語文中心 Mandarin Chinese language center at a university/college 1 年級 year 下學期 Second semester 預定修業年限 expected study year 1 年 year

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，特殊學制如醫學系6年制者，則請填寫6。

請注意！本欄位之填寫將影響許可期間之核定，請務必確實填寫。

Attention! The filling of this field will affect the approval of the permit period. Please fill it in truthfully.

\*學校校區所在地址 School Address 106 臺北市 大安區 和平東路一段162號博愛樓709室

上一步 previous

案件儲存 Save application

離開(不儲存) Discard and leave the page.

下一步 next step

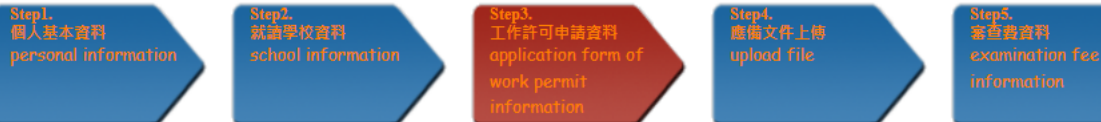
地址請填加“博愛樓709室”

\* 日夜別：日間部  
\* 系別：請輸入“國語教學中心”

秋季班，冬季班請選“上學期”  
春季班，夏季班請選“下學期”

# 申請期間 apply period

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



## 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
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
*申請項目 application type	工作許可 work permit
*申請許可期間 Application time	2023/06/13 西元yyyy/MM/dd 至 2023/09/04 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	<input type="radio"/> 電子公文 Electronic official document <input checked="" type="radio"/> 郵寄學校 Delivery (to the school) <input type="radio"/> 親自領取 Pick up in person
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郵領件櫃台(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，本郵將以掛號寄出。

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) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail."

中華民國壹佰零柒年拾貳月拾叁日  
107 師國學字第 壹陸貳貳 號

姓名 Name		國籍 Nationality	
學號 Student ID			
在學時間 Current Enrollment	自民國壹佰零陸年陸月壹日(2017/6/1)至民國壹佰零捌年參月拾日止。(2017/6/1 - 2019/3/10)		
上課地點 School Address	臺北市和平東路一段一號國立臺灣師範大學博愛樓六樓。		
附註 Remarks	本中心學生每週上課在十五小時以上者為正式生，上課不滿十五小時者為選讀生，不發本證明書。		

主任 沈永正

臺灣師大國語教學中心 NATIONAL TAIWAN NORMAL UNIVERSITY

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



# 上傳應備文件 Upload documents (must PDF file)

▶ 案件管理 Application Management > LX011700E 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

## 應備文件上傳 upload file

檔案格式 file format : PDF(單一PDF檔案上傳大小限制: 5Mb)

有關應備文件之檢附，請至外國人在臺工作服務網查詢（網址：<https://ezworktaiwan.wda.gov.tw>；首頁>一般外國專業人士在臺工作），或電洽客服人員（電話：(02)8995-6000）；至訂、補正疑義，請逕洽訂、補正通知所載承辦人員。文件上傳後於送出前，得予刪除，惟前次送審時已上傳文件，不得刪除。After the file is uploaded, it may be deleted before it is sent. However, the file that has been uploaded during the previous submission cannot be deleted.

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  13062023104323-0001.pdf(刪除delete)
學生證影本 Photocopy of student ID card	請選擇檔案 please select file  13062023104323-0002.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  13062023104323-0003.pdf(刪除delete)
學習語言課程成績證明 Documentation of language courses' grades	 62023104323-0004.pdf(刪除delete)  13062023104323-0005.pdf(刪除delete)  13062023104323-0006.pdf(刪除delete)
教育部專	請選擇檔案 please select file
其他(含學	請選擇檔案 please select file

- Certificate of Enrollment
- Attendance record

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

# 繳費資訊 Payment information

勞動部勞動力發展署 建檔人 Built by: [REDACTED]  
**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 New Application and Management 相關連結 Related Links

案件管理 Application Management > LX011900E 學生案件管理 Student Application Management

Step 1. 個人基本資料 personal information  
Step 2. 就讀學校資料 school information  
Step 3. 工作許可申請資料 application form of work permit information  
Step 4. 應備文件上傳 upload file  
Step 5. 審查費資料 examination fee information

審查費資料 examination fee

\* 標記者為必須填寫的欄位 mark must not be empty

\* 繳費方式 Payment  郵局繳費 payment by post office  ATM繳費 payment by ATM  台灣Pay繳費 payment by Taiwan Pay

郵局繳費 payment by post office

案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。  
Application fees are non-refundable once the case is received by the Ministry of Labor. Please contact the customer service  
劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848  
Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. A

交易日期 remittance date  ? 請輸入民國年月份，例1090101。  
Please enter the date in ROC era, for example 1090101.

交易局號 post office of remittance  ?

輸入郵政劃撥收據編號 enter receipt number of postal remittance  ?

審查費金額 amount of examination fee

◎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

00000363 112/06/12 09:38:34

000107 1A8 631668

他人不扣手續費

劉啟瑋 112.6.12 000107-1

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**

# 送出申請 submit application

工作許可申請資料 application form of work permit information	
申請類別 application category	外國留學生 foreign students
申請項目 application type	工作許可 work permit
申請許可期間 Application time	2023/06/13 至 2023/09/04
工作許可函公文領取方式 Way of receiving the official document	郵寄學校 Delivery (to the school)
備註 Memo	
審查費資料 examination fee	
繳費方式 Payment	郵局繳費 payment by post office
交易日期 remittance date	1120612
交易局號 post office of remittance	000107
郵政劃撥收據編號 receipt number of postal remittance	0000363
審查費金額 amount of examination fee	100
對帳結果	已入帳
郵局繳費 payment by post office	繳費後經系統對帳成功才能成功送出申請案。(系統將於繳費後隔日中午對帳) Postal remittance: application will be sent out if the system reconciles successfully (system will reconcile on the next day after remittance).
應備文件 documents for application	
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	已上傳 Uploaded
居留證正反面影本 Front and back photocopy of the resident certificate	已上傳 Uploaded
學習語言課程成績證明 Documentation of language courses' grades	已上傳 Uploaded
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 下一步-送學校審核 next step to submit to school for examination

# 常見問題 FAQ

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## 被學校退回 Return by school

若被學校退回，請登入網站查看退件理由

Please log-in website and check for return reasons

## 補件 Correction

若案件需要補正，請登入網站，點選補件連結進行補正。

Please log-in website, find the application and click 補件 hyperlink to make correction

案件管理 Application Management > 260\_學生案件管理 Student Application Management

案件申請列表 list of application    新增申請案件 add application

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	申請狀態	案件狀態
██████████	補件	0107	██████████		工作許可 work permit	補正correction	新增(Create)

## 換新護照後無法申請帳號?

### Why I can't apply for user account with my new passport?

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在申請使用者帳號時，必須先用舊護照申請帳號，並將新舊護照資料上傳至申請網站。勞動部將於審核時一併更新。

Please apply for the account with your old passport number first, then upload both old and new passports to website, MOL will change the passport number for the user later.

## 該如何修改個人資料內的護照號碼?

### How to change my passport number in personal information?

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更換護照後，請於申請書備註欄位說明並上傳新護照檔案，勞動部將於審核時一併更新。

Please leave details in remark column in application form and upload new passport photo page, MOL will change the passport number for the user later.

## 申請帳號後，該如何更新個人資料?

### How do I change my personal information, such as phone number, email address, etc..?

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登入系統，進入「基本資料維護」頁面，進行資料修改。僅可更改一般個人資料，護照號碼需由勞動部更正。

Please log in the system, select “基本資料維護” and change it.

However, passport number can only change by MOL.