

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) :		學號 (Student ID No.) :	
系所 (Department) :		年級 (Grade) :	
個人信箱 : (Personal Email)		在臺電話 : (Phone Number in TW)	
預計工作單位 (Company) : <input type="checkbox"/> 校內 (On campus) <input type="checkbox"/> 校外 (Off campus)			
華語能力自評 (Chinese Proficiency) : <input type="checkbox"/> Non CEFR <input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 or above			
申請理由 (Main Reason for Application) :			
<input type="checkbox"/> 財力無法繼續維持其學業及生活 (To support studies and living cost) <input type="checkbox"/> 協助參與本校教學研究單位工作 (To assist academic research on campus) <input type="checkbox"/> 與本身修習課程有關，須從事校外實習 (To work course-related internship off campus) <input type="checkbox"/> 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.) <input type="checkbox"/> 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.) <input type="checkbox"/> 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.) <input type="checkbox"/> 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.			
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3. 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.
4. 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.
5. 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.
6. 交換生皆不可申請工作證。
Exchange students are not allowed to apply for a work permit.
7. 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.
8. 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.