

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 obtain consent from your department and advisor (or professor) before filling out the work permit application consent form and uploading it to the Google form.

Download Link :

<https://oia.nkust.edu.tw/en/unit-4-319-22.html>

Google form :

<https://forms.gle/PiNuKKwoFdmXh1dM9>

步驟1

請先取得你的系所與導師(或指導教授)的同意後，填寫工作證申請同意書並上傳到Google表單。

下載連結：

<https://oia.nkust.edu.tw/unit-8-1.html>

Google 表單：

<https://forms.gle/PiNuKKwoFdmXh1dM9>

國立高雄科技大學境外生申請工作證同意書

National Kaohsiung University of Science and Technology
Consent Form of Work Permit Application for Overseas Students

姓名 Name	XXX	學號 Student ID No.	XXXXXXXX
系所 Department	XXXXXX	年級 Grade	X
申請原因 Application Reason(s)			
<input type="checkbox"/> 須申請工作以維持其學業及生活 (To support tuition and living cost)			
<input type="checkbox"/> 協助本校教學研究單位 (To assist school's academic research)			
<input type="checkbox"/> 與本身修習課程有關，須從事校外實習 (Course-related Internship)			
申請人簽名 Sign of Applicant			
★ 導師或指導教授核章/簽名 並填上日期 Stamp/Sign of Mentor or Advisor And fill out the Date		Stamp/Sign : <hr/> Date : <hr/>	
系所核章 Stamp of Dept.			

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)
包郵匯儲金專用章
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/wcfoonline/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/wcfoonline/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。

學校查詢 School Search

學校關鍵字 Keywords

學校代碼 Code	學校名稱 Name <small>Please select Jiangong, Yanchao, Nanzih campus.</small>
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 of Applied Sciences (First Campus)
000027	國立高雄科技大學(建工校區、燕巢校區、楠梓校區) National Kaohsiung University of Applied Sciences (Jianguan, Yancao, Nanzih Campuses)
000140	國立高雄餐旅大學 National Kaohsiung University of Hospitality & Tourism
001019	高雄醫學大學 Kaohsiung Medical University

Application time : The valid for six months 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：有效期限最長為六個月，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。

- ◆ The validity period for the **first semester (fall)** is from October 1 to March 31.
第一學期 (秋季) 工作證有效期為 **10/1至3/31**。
- ◆ The validity period for the **second semester (spring)** is from April 1 to September 30.
第二學期 (春季) 工作證有效期為 **4/1至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，逾期未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。