



# 線上申請工作證詳細流程

How to apply for Work Permit online

# 申請帳號流程

Apply for Account



外國專業人員工作許可線上申請

https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=Logout

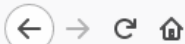
勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY  
外國專業人員工作許可申辦網  
EZ Work Permit

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

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

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

點擊「僑外生工讀申請」按鈕  
Click The Button



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

憑證與讀卡機檢測 公告

## 最新消息 Latest News

| 發佈日期 Date           | 標題 Subject   |
|---------------------|--|
| 2018/02/02 15:06:00 | 停止受理外籍學校教師工作許可案件   |
| 2017/08/31 18:59:56 | [資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。                                     |
| 2016/04/21 15:10:24 | 重要公告：「雇主申請聘僱第一類外國人其他應備文件」修正內容 Important Announcement: Content of the Amendment to "Other Documents r |

1

Records from 1 to 9 of 9

點擊「申請帳號」  
Apply for Account



## 學生登入 Student Login

請輸入帳號 Please enter your account.

帳號：Account

系統密碼

：Password

驗證碼：

Verification

Code

6521

重新產生驗證碼 Refresh Verification Code

登入 Sign In

取消 Cancel

忘記密碼 或解鎖 Forgot Password  
or Unlock a user account |

申請帳號 Apply for an account ||

外國專業人員申請頁面

Work Permit for Professional Workers



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 Internet Explorer 9.0+

將螢幕解析度設定為 1920\*1080 將得到較佳的效果。

勞動力發展署電話代表號：(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

Suggest to use Internet Explorer 9.0+

Please set your screen resolution at 1920\*1080 for a better effect.

Telephone of Workforce Development Agency: (02)89956000

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

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

線上系統客服專線：0800-881-339 或 (02)2380-1720

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 or (02)2380-1720

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

|  |  |
|--|--|
| <p>一、適用範圍</p> <p>Scope</p>                                       | <p>本聲明僅適用於本網站如何處理您使用網站服務時蒐集到的個人識別資料。</p> <p>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。</p> <p>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.</p>  |
| <p>二、資料的蒐集與使用方式</p> <p>How information is collected and used</p> | <p>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特定目的以外之用途。</p> <p>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，相關處理人員皆簽有保密合約如有違反保密義務者，將會受到相關的處分。</p> <p>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.</p> |
| <p>三、資訊分享與使用</p> <p>How information is shared and used</p>       | <p>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：</p> <p>(一)法律明文規定。</p> <p>(二)配合公務機關執行法定職務必要範圍。</p> <p>(三)為防止他人權益之重大危害。</p> <p>Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection:</p> <p>(1) Statutory regulations</p> <p>(2) Scope of statutory duties in accordance with public entities</p> <p>(3) To prevent others' interests from critical harm</p>  |
| <p>四、自我保護措施</p> <p>Self-protection measures</p>                  | <p>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。</p> <p>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.</p>   |
| <p>五、聲明之修正</p> <p>Amendment to the statement</p>                 | <p>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。</p> <p>The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests.</p>   |
| <p>六、聲明之諮詢</p> <p>Consultation on the statement</p>              | <p>若您對本聲明有任何疑問，請E-mail至：wda@wda.gov.tw。</p> <p>If you have any question about the statement, please contact us by E-mail: wda@wda.gov.tw.</p>  |

點擊「同意」按鈕後繼續

Click the button of "Apply" to continue



憑證與讀卡機檢測 公告

學生帳號申請

學生帳號申請 Application of student account

|  |                          |   |
|--|--------------------------|---|
| *帳號 Account number                     | <input type="text"/>     | (需包含英文和數字 Containing English letter and number)   |
| *密碼 Password                           | <input type="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 and special symbols) |
| *電子信箱 Email                            | <input type="text"/>     |   |
| 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)   |
| *申請人姓名(英文) Name of applicant (English) | <input type="text"/>     |   |
| *護照號碼 Passport number                  | <input type="text"/>     | (提示:若您更換過護照,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,本部將於審核一併更新您的護照號碼。)  |
| *居留證統一證號 ARC ID number                 | <input type="text"/>     |   |
| *就讀學校 School attended                  | <input type="text"/>     | (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.) |
| *身分別 Identity                          | <input type="text"/>     |   |
| *連絡電話 Phone number                     | <input type="text"/>     |   |

請填妥所有欄位  
Fill in all of the forms

點擊「確定」按鈕後就完成  
Click the Button of Submit to Finish it!

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

# 申請工作證流程

Apply for Work Permit

## ➤ 需準備並上傳之文件

- 1.申請帳號後進行工作證申請，請將匯款後收據上相關資料填上網頁。  
(如以ATM繳費請選 " **繳費** "，而不是轉帳功能)
- 2.學生證正反面影本加蓋當學期註冊章或另附在學證明 (PDF檔上傳於申請資料夾)
- 3.有效護照資料頁及居留證影本 (PDF檔上傳於申請網址資料夾)
- 4.僅外籍生需上傳工作理由說明並至國際處蓋章後上傳於申請資料夾

## ➤ The required documents

- 1.Login your work permit account & apply online. Please type the receipt number, date for payment and Post Office's branch number on the application page. (For the ATM payment, please select "**Bill Payment**" function; not the "Fund Transfer" function.)
- 2.Uploading the student ID (both sides) with a current semester's registered stamp or an enrollment certificate (PDF).
- 3.Uploading your passport information page & both sides of ARC.
- 4.**Only International students** need to provide the reason for work and get the stamp by OIA office





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

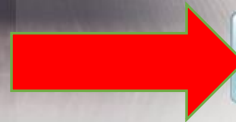
📖 相關法規 Laws and Regulations

📖 操作手冊 User Manual

📺 教學影片 User Videos

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

點擊「僑外生工讀申請」  
按鈕  
Click this button



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

## 最新消息 Latest News

| 發佈日期 Date           | 標題 Subject   |
|---------------------|--|
| 2018/02/02 15:06:00 | 停止受理外籍學校教師工作許可案件   |
| 2017/08/31 18:59:56 | [資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。                                     |
| 2016/04/21 15:10:24 | 重要公告：「雇主申請聘僱第一類外國人其他應備文件」修正內容 Important Announcement: Content of the Amendment to "Other Documents r |
| 2016/03/22 11:42:30 | 「外國專業人員工作許可申辦網」及「外國專業人員證照換領系統」系統多處一市國  |

1 — Records from 1 to 9 of 9

請登入後再繼續Sign in

## 學生登入 Student Login

請輸入帳號 Please enter your account.

帳號：Account   
系統密碼：Password   
驗證碼：Verification Code   
8248

重新產生驗證碼Refresh Verification Code

登入Sign In

取消Cancel

忘記密碼 或解鎖 Forgot Password  
or Unlock a user account |

申請帳號 Apply for an account ||

外國專業人員申請頁面  
Work Permit for Professional Workers



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 Internet Explorer 9.0+

將螢幕解析度設定為 1920\*1080 將可得到較佳的效果。

勞動力發展署電話代表號：(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

Suggest to use Internet Explorer 9.0+

Please set your screen resolution at 1920\*1080 for a better effect.

Telephone of Workforce Development Agency: (02)89956000

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

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

線上系統客服專線：0800-881-339 或 (02)2380-1720

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 or (02)2380-1720

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

外國專業人員工作許可線上申請

首先滑到「案件新增及管理」欄

建檔人 Built by: CHAN O WAI 登出

外國專業人員工作許可申辦網  
Workforce Development Agency EZ Work Permit

公告 基本資料維護 案件新增及管理

260\_Student Application Management\_260\_學生案件管理

公告 > 005\_最新訊息

最新訊息 latest news

| 系統公告/新聞                 | 發佈日期 release | 標題 title   |
|-------------------------|--------------|--|
| 系統公告system announcement | 107-02-02    | 停止受理外籍學校教師工作許可案件   |
| 系統公告system announcement | 106-08-31    | [資訊處公告]內政部自106年8月1日起發行之新版自然人憑證IC卡，本系統已於106年8月15日進行憑證更新，請各單位更新元件。                                     |
| 系統公告system announcement | 105-04-21    | 重要公告：「雇主申請聘僱第一類外國人其他應備文件」修正內容 Important Announcement: Content of the Amendment to "Other Documents r |

1 Records from 1 to 9 of 9

之後再點擊「學生案件管理」按鈕  
Click the button of "Application Management"



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 Internet Explorer 9.0+

請將螢幕解析度設定為 1920\*1080 將得到較佳的效果。

勞動力發展署電話代表號：(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

Suggest to use Internet Explorer 9.0+

Please set your screen resolution at 1920\*1080 for a better effect.

Telephone of Workforce Development Agency：(02)89956000

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

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

線上系統客服專線：0800-881-339 或 (02)2380-1720

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 or (02)2380-1720

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



外國專業人員工作許可線上申請 X

https://ezwp.wda.gov.tw/wcfonline/wSite/Control?funcio

勞動部勞動力發展署 建檔人 Built by: CHAN O WAI 登出

**外國專業人員工作許可申辦網**  
Workforce Development Agency EZ Work Permit

公告 基本資料維護 案件新增及管理

▶ 案件管理 > 260\_學生案件管理

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

| 案件序號        | 收文文號        | 申請日期       | 英文姓名 English |                  |                                      |            |
|-------------|-------------|------------|--------------|------------------|--------------------------------------|------------|
| 10700020802 |             | 2018-04-26 | CHAN O WAI   | 工作許可 work permit | 案件建立<br>New application              | 新增(Create) |
| 10700020770 |             | 2018-04-26 | CHAN O WAI   | 工作許可 work permit | 案件建立暫存<br>New application is saved   | 新增(Create) |
| 10700020765 |             | 2018-04-26 | CHAN O WAI   | 工作許可 work permit | 案件建立<br>New application              | 新增(Create) |
| 10700009131 | 01073153123 | 2018-03-14 | CHAN O WAI   | 工作許可 work permit | 已發文 An official letter has been sent | 新增(Create) |
|             |             |            |              |                  | 學校退回 The                             |            |

點擊「新增申請案件」按鈕  
Click the button of  
"Add Application"

案件管理 > 260\_學生案件管理

新增案件 add application

|  |   |
|--|---|
| *申請類別 application category                         | <p>僑生 overseas Chinese students 結申請類別錯誤請於 [學生個人資料維護] 身分別做更正，再重新新增案件</p> <p>If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.</p>   |
| 申請類別適用對象 applicable object of application category | <p>您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生。</p> <p>You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall conform to the student's status as set forth in the Regulations Relating to Home-coming Overseas Chinese Students' Education</p> |
| *申請項目 application type                             | <p>工作許可 work permit</p>   |

新增 add

從清單中選擇「工作許可」項目然後再  
點擊「新增」按鈕  
Choose the "Work Permit" from the list and  
click the button of "add"



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 Internet Explorer 9.0+

請將螢幕解析度設定為 1920\*1080 將可得到較佳的效果。

勞動力發展署電話代表號：(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

Suggest to use Internet Explorer 9.0+

Please set your screen resolution at 1920\*1080 for a better effect.

Telephone of Workforce Development Agency: (02)89956000

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

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

線上系統客服專線：0800-881-339 或 (02)2380-1720

線上系統客服電子郵件：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 or (02)2380-1720

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



案件管理 > 260\_學生案件管理

申請書資料 information of application form

上傳檔案 upload file

應備文件注意事項 notice of document for application 「\*」標記者為必須填寫的欄位 mark must not be empty

|  |   |  |                         |
|--|---|--|-------------------------|
| 申請類別Categories of application : (Please check one) | 僑生 overseas Chinese students                                      | 申請項目Type of application : (Please check one) | 工作許可 work permit        |
| 申請人姓名(中文) Name of applicant(Chinese)               | 陳O偉   | *性別 Gender                                   | M                       |
| *申請人姓名(英文) Name of applicant(English)              | CHAN O WAI  | *國籍(地區) Nationality                          | (037)香港                 |
| *護照號碼 Passport number                              | 30624700  |  | 534202                  |
| *出生年月日 Date of birth                               | 30624770  |  | 13942                   |
| 就讀學校 School attended                               | 國立屏東大學 National Pingtung University                               | *日夜別 Day/Night                               | == 請選擇 Please select == |
| *系別 Faculty  |   |  |                         |
| 身分別 identity                                       | 僑生-學士(4年制) overseas Chinese students - 4-year universities        |  |                         |
| *年級 year   | == 請選擇 Please select ==   |  | 年級                      |
|  | == 請選擇 Please select ==   | 預定修業年限 expected study years                  | 年 year                  |
| *學校校區所在地址School Address :                          | 900 屏東縣 屏東市   |  |                         |
|  | 民生路4-18號  |  |                         |
| *申請許可期間 Application time                           |   | (西元yyyy/MM/dd) 至 to (西元yyyy/MM/dd)           |                         |
|  | (許可期間最長6個月) (valid for six months maximum)                        |  |                         |
| 緊急連絡人姓名 Emergency contact person Name:             |   | 緊急連絡人電話 Emergency contact person Tel:        |                         |
| *是否親自取件 Please Check if pickup in person           | <input checked="" type="radio"/> 否 NO <input type="radio"/> 是 YES |  |                         |

請填妥所有欄位  
Fill in all of the forms

這裡選取「否」選項  
Choose "No"

外國專業人員工作許可線上申請

外國專業人員工作許可線上申請

+

← → ↺ 家

https://ezwp.wda.gov.tw/wcfonline/wSite/Control?funcio

🔍 搜尋

⬇️ 🖨️ 📄 🚫

☰

 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

建檔人 Built by: CHAN O WAI 登出

公告 基本資料維護 案件新增及管理

案件管理 > 260\_學生案件管理

|     |                 |      |          |
|-----|-----------------|------|----------|
| 序號  | 1               |      |          |
| 國籍  | 037(香港)         | 護照號碼 | 30624700 |
| 英文名 | null CHAN O WAI | 中文名  | 陳O偉      |

應備文件注意事項(單一檔案上傳大小限制：10Mb，上傳時如果超過，則提示警告訊息，不允許上傳)

| 項目 | 說明  |
|----|---|
| 1  | 請檢附學生證正反面影本，且學生證反面須加蓋申請當期註冊章。若學生證無加蓋註冊章者，請提供學生證正反面影本以及在學證明。 Please submit a photocopy of student ID (back and front). When there is no enroll seal on the student ID, a certification of enrollment shall be provided, too. |

請選擇檔案

刪除檔案

應備文件：

  
學生證影本  
Photocopy of  
student ID card

  
護照影本  
Photocopy of  
Passport

  
居留證正反面影本  
Front and back  
photocopy of the  
resident  
certificate

  
其他(含學校要求  
文件) Others  
(including school  
required  
documents)

上傳所需檔案  
Document Preparation

\*1.外籍生需要附上工作理由並經國際處蓋章  
International students need to provide the reason  
for work and get the stamp by OIA office  
2.劃撥收據上傳的地方  
2.Upload the remittance receipt here.

上傳完成後請點擊「確認」按鈕  
After upload documents, click the button  
to submit

(委託本國人取件，請填寫身分證字號)  
Passport or Alien Resident  
Certificate Number of the Recipient  
(If the recipient is from the Republic of China  
, please fill out the person's personal ID number instead)

取件人姓名 Recipient Name :

備註：

可輸入500個字，目前已輸入0個字，剩餘500個字可輸入。

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部領件櫃台（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，本部將以掛號寄出。

To those who intend to collect the document in person,  
(10F., No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Tai  
and attached with photocopies of the front and back sides  
within the date designated by the system or the document

如果以郵局劃撥方式繳費請選取「郵局劃撥」  
選項，並請先到郵局劃撥  
If you choose to pay the fee by post office ,please  
go to the post office to pay the fee first.

審查費 examination fee(申請書資料填寫 上傳檔案上傳後，再

\*繳費方式

☒ 郵局繳費

郵局繳費 payment at post office

交易日期 remittance date

輸入郵政劃撥收據編號

enter receipt number of postal remittance

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。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 Rem  
Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848

然後請填妥劃撥資料，並把收據掃描上傳。  
Fill in the information of remittance and upload  
the receipt

能方便您順利作業!Attention: Please fill out the last 7 digits of the postal remittance receipt  
and read the diagram carefully to facilitate the operation!

審查費金額 amount of examination fee

案件暫存 save application

結束 close

送學校審核 submit to school for examination

列印申請單 print application form



外國專業人員工作許可線上申請 X

← → ↺ 家

https://ezwp.wda.gov.tw/wcfonline/wSite/Control?funcio

搜尋

Certificate Number of the Recipient  
(If the recipient is from the Republic of China  
, please fill out the person's personal ID number instead)

取件人姓名 Recipient Name :

備註 :

可輸入500個字，目前已輸入0個字，剩餘500 個字可輸入。

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部領件櫃台（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，本部將以掛號寄出。

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."

審查費 examination fee(申請書資料填寫、上傳檔案上傳後，再做填寫審查費)

\*繳費方式 ☐ 郵局繳費 ☒ ATM繳費

如果以ATM繳費請選取「ATM 繳費」選項  
If you pay the fee by ATM, choose the "ATM".

ATM繳費 payment at ATM

案件一經本部收件後即不退費，落有相關問題請洽系統客服人員。

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 amount of examination fee 100

最後確保資料無誤後點擊「送學校  
審核並取後繳費序號」按鈕  
Double check the information and click  
"submit to school for examination and  
get the number of remittance"

案件暫存 save application

結束 close

送學校審核並取得繳費序號



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 Internet Explorer 9.0+

請將螢幕解析度設定為 1920\*1080 將可得到較佳的效果。

勞動力發展署電話代表號： (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

Suggest to use Internet Explorer 9.0+

Please set your screen resolution at 1920\*1080 for a better effect.

Telephone of Workforce Development Agency: (02)89956000

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

線上系統電話服務時間： 週一至週五 上午8時30分至12時

線上系統客服專線：

線上系統客服電子信箱：

線上系統服務地址：

Online System Telephone Service Hours: 8:30 to 12:30 am

Online System Customer Service Hotline: 0800-881-339 or (02)2380-1720

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

# 學生證格式

## Format of Student ID card



影印之後到註冊組蓋在學證明章！！！！

Copy the student ID card and go to the registration office to stamp the certificate of enrollment!!!!

## 工作證效期：

- 1.於**上學期**提出者，工作許可之期限原則**至次學期之3月31日止**。
- 2.於**下學期**申請者，工作許可之期限原則**至同年之9月30日止**。
- 3.申請之許可期間較短者，將依其申請期限核予許可，考量學生之工讀需求不一，仍依其申請期限為準，惟最長仍以**6個月為限**。
- 4.**應屆畢業生（含延畢生）**工作許可期限至同年6月30日止。學生若有暑修或延畢之需要，由學校註冊組出具相關證明，或考取研究所則加附由錄取學校出具該生已完成報到手續之證明文件即可申請延長許可期限至同年9月30日。

## There are 2 terms of work permit period

1. For applications made in the first semester (**fall semester**), the work permit is **valid until March 31st of the next semester.**
2. For applications made in the second semester (**spring semester**), the work permit is **valid until September 30th of the same year.**
3. Because requirements for each student's part-time job are different, validity periods of the work permits are based on the applications, but **the longest period is 6 months.**
4. Work permits for university/college graduates (including students whose graduation is delayed) are valid till **June 30** of the same year. Students who delay their graduation must present the relevant proof document issued by the school. Students already admitted to a university or graduate school should attach a document stating that he/she has completed the registration procedure issued by the school so that they may apply to extend the valid period of their work permit to **September 30 of the same year.**

- ✓ 外籍人士之工作時間除寒暑假外，每星期最長為二十小時。  
International students are allowed to work at maximum 20 hours per week during regular semesters. This limit is except for winter and summer vacations.
- ✓ 請每天注意系統的案件申請狀態，如果有出現「已發文」的狀態就是勞動部審核通過了。Please pay attention to the status of the case on application system. If there shows status of "an official letter has been sent", it means that the case has passed.

勞動部勞動力發展署 建檔人 Built by: CHAN O WAI 登出

**外國專業人員工作許可申辦網**  
Workforce Development Agency EZ Work Permit

告 基本資料維護 案件新增及管理

▶ 案件管理 > 260\_學生案件管理

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

| 案件序號        | 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       |
|-------------|-------------|------------|--------------|-----------------------|---|------------|
| 10700020802 |             | 2018-04-26 | CHAN O WAI   | 工作許可 work permit      | 案件建立<br>New<br>application                                | 新增(Create) |
| 10700020770 |             | 2018-04-26 | CHAN O WAI   | 工作許可 work permit      | 案件建立暫存<br>New<br>application is<br>saved                  | 新增(Create) |
| 10700020765 |             | 2018-04-26 | CHAN O WAI   | 工作許可 work permit      | 案件建立<br>New<br>application                                | 新增(Create) |
| 10700009131 | 01073153123 | 2018-03-14 | CHAN O WAI   | 工作許可 work permit      | 已發文 An<br>official letter<br>has been<br>sent<br>學校退回 The | 新增(Create) |