

外國留學生、僑生及華裔學生工作許可申請書

Application Form of Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students

申請類別：(請勾選) Categories of application: (Please check one) <input type="checkbox"/> 外國留學生 foreign students <input type="checkbox"/> 僑生 overseas Chinese students <input type="checkbox"/> 華裔學生 ethnic Chinese students		申請項目：(請擇一勾選) Types of application (Please check one) <input type="checkbox"/> 工作許可 work permit <input type="checkbox"/> 補件 document supplement <input type="checkbox"/> 補發許可 permit re-issue <input type="checkbox"/> 其他 other		
申請人姓名 (中文) Name of applicant (Chinese)		性 別 Gender		
申請人姓名 (英文) Name of applicant (English)		國 籍 (地區) Nationality		
護照號碼 Passport number		居留證統一證號 ARC ID number		
出 生 年 月 日 Date of birth	年 (Y) 月 (M) 日 (D)		聯絡電話 Phone number	
就讀學校 School attended	日 夜 別 Day/ Night	就讀系所 Faculty	年 級 Years	
通訊地址 Mailing address	□□□ 縣(County) 鄉鎮(Town) 村(Vil.) 路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 市(City) 市(City)區(District) 街(St.)			
申請許可期間 Application time	年 (Y) 月 (M) 日 (D) 至 年 (Y) 月 (M) 日 (D) (許可期間最長六個月) (valid for six months maximum)			
緊 急 連 絡 人 Emergency contact person	姓 名 Name	電 話 Tel		
申請人簽章 Signature or stamp of applicant				
就讀學校同意證明 Approved by the OIA (Stamp is necessary)	(學生輔導單位戳章)		學生輔導單位主 管簽章 Dep./Inst. Director's Signature or Stamp (請註明核章日期)	
學生證影本 (正面) Copy of student ID (front)		學生證影本 (反面) Copy of student ID (back)		

欲親自取件者請打「√」並加附【親自取件聲明書】。 Please Check if pick-up in person (with declaration sheet)

收 文 章 Filing stamp	收 文 號 Filing number
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申請應備文件及注意事項(學生)

I. Application form apply to:

Foreign students, Overseas Chinese students and other foreign Students of Chinese origin enrolled in a public or registered private college/university

II. Required documents (please arrange the documents following the sequence below):

1. Application form(s) [Original of Letter of Authorization issued by the School or by the Subsidiary Language Center affiliated with the School in which the applicant foreign worker is enrolled. (Combined with application)]
2. Photocopy of student ID card (glue on the Application form)
3. Foreign student enrolled in Language Center with school report of full-year language course(s) attached.
4. Original postal remittance receipt for examination fee (NT \$100 per person) : Post Office account name: 勞動部勞動力發展署聘僱許可收費專戶, Post Office Account Number : 19058848
5. Photocopy of Valid Resident Document: Photocopy of the passport and ARC
6. In addition to the above 5 items, foreign students shall provide one of the related document of the following items or special language ability prove document. For those foreign student who have special language ability, after getting permission from Ministry of Education, after enrolling for studying, can be exempt from the said document providing if he/she teaches as part-time foreign language teacher at the collage/university affiliated language center or foreign education institute affiliated language center in Taiwan.
 - (1) Practical prove of financial difficulty in supporting living and study.
 - (2) The studying school' s research unit has the need of foreign student to participate in the assistance works.
 - (3) Related to the student' s major and it is necessary to practice learning out side the school.
 - (4) Foreign students enroll in a graduate institute and have been approved by the school in which the said foreign workers enroll to conduct relevant researching work.

III. Application Procedure :

1. Applications can be submitted to the designated counter in the Workforce Development Agency personally.
Add : 10042, Fl. 10, No. 39, Chung-Hwa Rd. Sec. 1, Taipei City

2. Applications also can be sent by registered mail :

English Version:

To: Workforce Development Agency, Application of Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students.

Add: Fl. 10, No. 39, Chung-Hwa Rd. Sec. 1, Taipei City, 10042

Chinese Version:

10042 臺北市中正區中華路一段 39 號 10 樓, 收件人註明: 勞動部勞動力發展署聘僱許可組 (申請外國留學生、僑生及華裔學生工作證) 收。

IV. Application for Renewal the Work Permit

Please prepare the following documents, and repeat the procedure above:

1. Application form
2. Declaration to explain the reasons for renewal
3. Photocopy of a valid passport and ARC.

V. Other Regulations:

1. The period validity of a work permit is six months at most. The maximum work hours are 16 hours per week, except during summer and winter vacation.
2. According to Employment Services Act, foreigners who work without a work permit will be fined from NT 30,000 to NT150, 000.
3. All copies should have the signature of the applicant and be annotated with the words "conform to the original document" in Chinese (「與正本相符」)
4. According to the "Regulations on the Permission and Administration of the Employment of Foreign Workers" the applicants can apply for the student work permit only if they are officially enrolled as a degree student in any university or have taken one-year language course in Taiwan.

VI. Students should return the work permit (if valid) to the OIA if they suspend or discontinue their schooling.

VII. For applications made in the first semester, the work permit is valid until March 30th of the next semester; for applications made in the second semester, the work permit is valid until September 30th of the same year.

VII. For more information, please contact (02) 2380-1712, (02) 2380-1725