

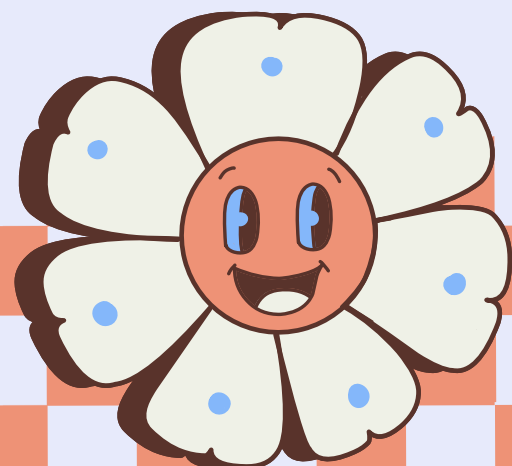
工作證申請流程



Quy Trình Đăng Ký Thẻ Di Làm



需要準備的資料



**GIẤY
TỜ
CÁN
CHUAN
BI**

TỆP PDF THẺ CƯ TRÚ
(KHÔNG CHẤP NHẬN
FILE HÌNH ẢNH)

TỆP PDF HỘ CHIẾU
(KHÔNG CHẤP NHẬN
FILE HÌNH ẢNH)

居留證檔

護照檔

TỆP PDF
CHỨNG NHẬN ĐANG
HỌC TẠI TRƯỜNG
(KHÔNG CHẤP NHẬN
FILE HÌNH ẢNH)

學校要求文件檔

TỆP PDF
BẢN CAM KẾT
ĐĂNG KÍ LÀM THẺ
ĐI LÀM CÓ CHỮ KÍ
CỦA GIÁO VIÊN
TIỀNG TRUNG VÀ DẤU
MỘC CỦA TRƯỜNG
(KHÔNG CHẤP NHẬN
FILE HÌNH ẢNH)

學校要求文件檔

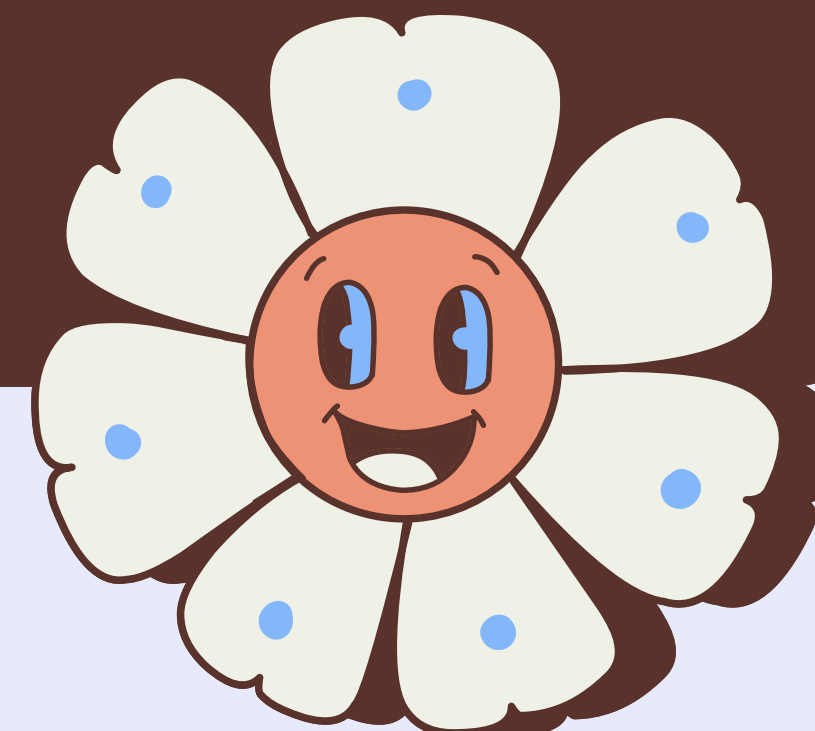


EZWP.WDA.GOV.TW



登入上面網站

ĐĂNG NHẬP VÀO WEB PHÍA TRÊN



選僑外生工讀申請

CHỌN "ĐƠN ĐĂNG KÍ DÀNH CHO HỌC SINH NƯỚC NGOÀI"

**NÊN LÀM TRÊN MÁY TÍNH,
ĐIỆN THOẠI HAY GẶP LỖI**

▶ 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),本署為保護您在使用本署網路時的安全,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到的個人識別資料。 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特定目的以外之用途。 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.

同意 apply 不同意 reject

選同意
CHỌN "ĐỒNG Ý"



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

0567

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 Student Account Maintenance ||

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 ||
就業服務法第51條聘僱許可申請 ||
就業服務法第51條工作許可申請 ||
港澳華僑聘僱許可申請 ||
港澳華僑聘工作許可申請 ||

選申請帳號

CHỌN "ĐĂNG KÍ TÀI KHOẢN"

▶ 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="TÊN ĐĂNG NHẬP"/>	(需包含英文和數字 Containing English letter and number)
*密碼 Password	<input type="text" value="MẬT KHẨU"/>	(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, number and special characters)
*電子信箱 Email	<input type="text" value="GMAIL"/>	
申請人姓名(中文) Name of applicant (Chinese)	<input type="text" value="HỌ TÊN TIẾNG TRUNG"/>	(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" value="HỌ TÊN TIẾNG ANH"/>	(XEM TRÊN HỘ CHIẾU)
*護照號碼 Passport number	<input type="text" value="SỐ HỘ CHIẾU"/>	(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一併上傳。)(If you had renewed your passport, please enter your old passport number here. Upload both of your new and old passports and we will review them together.)
*統一證號 UI number	<input type="text" value="SỐ THE CƯ TRÚ"/>	(提示:請依居留證填寫統一證號,若您變更過統一證號,請於申請工作許可時備註新統一證號。若您是在來臺就讀語言中心,尚無居留證,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 renewed your ARC, please apply for the UI number to the National Immigration Agency first.)
*就讀學校 School attended	<input type="text"/> <input type="text"/> <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 administrator if the school is not in the list.
*身分別 Identity	== 請選擇 please select ==	
*連絡電話 Phone number	<input type="text" value="SỐ ĐIỆN THOẠI TẠI ĐÀI LOAN"/>	

TÊN ĐĂNG NHẬP GỒM 8 CHỮ SỐ (BẮT BUỘC CÓ TIẾNG ANH VÀ SỐ, KHÔNG ĐƯỢC CÓ KÍ TỰ ĐẶC BIỆT NHƯ "@, !, #, ...")

MẬT KHẨU GỒM 8 CHỮ SỐ (GỒM CHỮ CÁI TIẾNG ANH + SỐ + KÍ TỰ ĐẶC BIỆT)

學校查詢 SCHOOL SEARCH: NHẬP MÃ 001017 (MÃ SỐ CỦA TRƯỜNG)

身分別 IDENTITY: CHỌN FOREIGN STUDENTS - 4 YEARS UNIVERSITIES 外國留學生-學士(4年制)



- ☰
- ☰
- ☰
- 🏠
- 👥
- 📄
- 🔍
- 👁️
- ⚙️
- 🎯
- 📄
- ✅
- ?
- 👉



***確認密碼 Re-enter password** (輸入與密碼相同 The entering is identical with password)

***性別 Gender GIỚI TÍNH** 男 Male NAM 女 Female NỮ

***國籍 Nationality QUỐC TỊCH** **國籍查詢 Nationality search**

***護照號碼有效期限 Validity of passport QUỐC TỊCH** (西元 yyyy/MM/dd)

***出生年月日 Date of birth** (西元 yyyy/MM/dd)

國籍查詢 Search 1. NHẬP 033

國籍關鍵字 Keywords **2. "TÌM"**

國籍英文代碼

國籍代碼 Code	國籍名稱 Name	國籍名稱 Name
033	越南	VIET NAM

3. XÁC NHẬN



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、 華高學生：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.

1075

重新產生驗證碼 Refresh Verification Code

NHẬP MÃ

XÁC NHẬN

確定 Confirm

取消 Cancel

**SAU KHI BẤM "XÁC NHẬN" HỌ SẼ CHO CÁC BẠN XÁC NHẬN LẠI LẦN NỮA,
NẾU KHÔNG BẤM CŨNG KHÔNG SAO, CỨ THOÁT RA LẠI TRANG CHỦ.**



EZWP.WDA.GOV.TW



退回首頁重新登入 THOÁT RA TRANG CHỦ VÀ ĐĂNG NHẬP

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

就業服務法第51條工作許可申請
Work Permit in accordance with Article 51 of the Employment Service Act

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

港澳華僑聘僱許可/工作許可申請
(限持有華僑證之港澳人士申請)
Work Permit for Hong Kong and Macao Residents with Overseas Chinese I.D. / Work Permit Application (Hong Kong and Macao Residents with Overseas Chinese I.D. only)

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

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

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 : TÊN ĐĂNG NHẬP
Account

系統密碼 : MẬT KHẨU
Password

顯示密碼

驗證碼 : NHẬP MÃ
Verification Code
0567

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 Student Account Maintenance ||

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 ||
就業服務法第51條聘僱許可申請 ||
就業服務法第51條工作許可申請 ||
港澳華僑聘僱許可申請 ||
港澳華僑聘工作許可申請 ||

ĐĂNG NHẬP



選260_學生案件管理



勞動部勞動力發展署 建檔人 Built by: 登出
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 檢測與下載CardReaderTest and Download 相關連結RelatedLinks

公告 Announcement > 005_最新訊息Latest News

- 260_學生案件管理_260_Student Application Management
- 261_行動裝置檢視專區

最新訊息 latest news

CHỌN "STUDENT APPLICATION MANAGEMENT"

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(陳述意見)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 applicati

CHỌN "ADD APPLICATION"



ĐỌC BẢN CÔNG VĂN DƯỚI ĐÂY



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；逾期未領件者，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.

NHÂN "ĐỒNG Ý"

1

案件管理 Application Management > LX011100E 學生案件管理 Student Application Management



個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)	<input type="text"/>	<input type="button" value="修改個人基本資料 Edit personal profile"/>
申請人姓名(英文) Name of applicant(English)	<input type="text"/>	<input type="button" value="修改個人基本資料 Edit personal profile"/>
性別 Gender	(F) 女	<input type="button" value="修改個人基本資料 Edit personal profile"/>
國籍(地區) Nationality (or region)	(033) 越南 VIET NAM	
護照號碼 Passport number	(提示：若您更換過護照，請先使用舊護照號碼申請核發，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 here. Upload both of your new and old passports and we will renew your passport numbers later on.)	
統一證號 UI number	(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	<input type="text"/>	<input type="button" value="修改個人基本資料 Edit personal profile"/>
聯絡電話 Phone number	<input type="text"/>	<input type="button" value="修改個人基本資料 Edit personal profile"/>

1. KIỂM TRA THÔNG TIN CÁ NHÂN, NẾU SAI THÌ NHẬN VÀO CÁC Ô MÀU XÁM ĐỂ SỬA

2

2. NẾU OK THÌ NHẬN VÀO ĐÂY ĐỂ "LUU" 3. SAU ĐÓ NHẬN "BUỐC TIẾP THEO"

▶ 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 實踐大學 Shih Chien University

修改個人基本資料 Edit personal profile

*日夜別 Day/Night 日間部 Day School **DAY SCHOOL**

*系別 Faculty **NGÀNH HỌC (TIẾNG TRUNG) KHÔNG VIỆT TẮT**

身分別 identity 外國留學生-學士(4年制) foreign students - 4-year universities

ĐIÊN 1

FIRST SEMESTER

修改個人基本資料 Edit personal profile

*年級 year 大學(4年制) 4-year university 1 年級 year 上學期 First semester 預定修業年限 expected study years 5 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。

ĐIÊN 5

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 845 高雄市 內門區 大學路200號

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

1. NHẤN "LUU TẠM THỜI"

2. NHẤN "BUỐC TIẾP THEO"

NGÀNH HỌC (TIẾNG TRUNG) KHÔNG VIỆT TẮT:

1. 資訊管理學系 2. 資訊科技與通訊學系 3. 休閒產業管理學系

ĐỊA CHỈ TRƯỞNG: 高雄市內門區大學路200號

*年級 year	大學(4年制) 4-year university	1	年級 year	上學期 First semester	預定修業年限 expected study years	5	年 year
<p>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。</p> <p>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。</p> <p>Attention! The filling of this field will affect the approval of the permit period. Please fill it in truthfully.</p>							
*學校校區所在地址 School Address	845	高雄市	內門區	大學路200號			
<input type="button" value="上一步 previous"/> <input type="button" value="案件暫存 save application"/> <input type="button" value="離開(不儲存) Discard and leave the page"/> <input type="button" value="下一步 next step"/>							

1. NHẤN "LƯU TẠM THỜI"

2. NHẤN "BUỐC TIẾP THEO"

確認視窗 Window confirm ✕

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

**NẾU KHÔNG NHẤN "LƯU TẠM THỜI" MÀ TRỰC TIẾP NHẤN "BUỐC TIẾP THEO" SẼ HIỆN BÀN SAU ĐÂY.
CHỈ CẦN NHẤN "YES" SAU ĐÓ NHẤN "BUỐC TIẾP THEO" LÀ ĐƯỢC.**



THE ĐI LÀM CHỈ CÓ HẠN 1 NĂM, MỖI NĂM ĐẾN NGÀY 30/09 BUỘC LÀM LẠI THE MỚI, PHẢI KÍ LẠI GIẤY CAM KẾT ĐĂNG KÍ LÀM THE ĐI LÀM.

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.	修改個人資料 Edit personal profile
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 qualifications as set forth in the Regulations on Foreign Students Enrolled in Schools in the Republic of China.	
*申請項目 application type	工作許可 work permit CHỌN "WORK PERMIT"	
*申請許可期間 Application time	2025/12/09 (西元yyyy/MM/dd) 至 to 2026/09/30 (西元yyyy/MM/dd) (許可期間最長1年) (valid for one year maximum)	GHI NGÀY CÁC BẠN LÀM ĐƠN, NGÀY HẾT HẠN GIỐNG NHAU: 2026/09/30
*工作許可函公文領取方式 Way of receiving the official document	<input checked="" type="radio"/> 電子公文 Electronic official document <input type="radio"/> 郵寄學校 Delivery (to the school) <input type="radio"/> 親自領取 Pick up in person	
工作許可函行動裝置檢視 View your work permit on the mobile devices.	<input type="radio"/> 否 NO <input checked="" type="radio"/> 是 YES	行動裝置聯絡電話 mobile phone number 0911431365
備註 Memo	ĐIỀN TÊN NGƯỜI THÂN VÀ SỐ ĐIỆN THOẠI LIÊN LẠC (TIẾNG TRUNG HOẶC VIỆT ĐỀU ĐƯỢC)	

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."

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

1. NHẤN "LUU TẠM THỜI"

2. NHẤN "BƯỚC TIẾP THEO"



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 TẬP PDF BẢN SAO HỘ CHIẾU
學生證影本 Photocopy of student ID card	請選擇檔案 please select file TẬP PDF BẢN SAO THẺ SINH VIÊN 2 MẶT
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file TẬP PDF BẢN SAO 2 MẶT THẺ CƯ TRÚ
學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file TẬP PDF GIẤY CHỨNG NHẬN NGÔN NGỮ
教育部專案核准證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file TẬP PDF GIẤY CAM KẾT ĐĂNG KÍ THẺ ĐI LÀM (CÓ CHỮ KÍ CỦA GIÁO VIÊN VÀ MỘC CỬA NHÀ TRƯỞNG) VÀ TẬP PDF CHỨNG NHẬN ĐANG HỌC TẠI TRƯỜNG

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

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  [刪除/delete]
學生證影本 Photocopy of student ID card	請選擇檔案 please select file
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file
學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file  [刪除/delete]
教育部專案核准證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file  [刪除/delete]

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**

**TRONG TAY BẠN CÓ TẬP GÌ CỨ
TẠI LÊN TẬP ĐÓ, ĐỢI XÉT DUYỆT
KHÔNG QUA THÌ TÍNH TIẾP.**

1. "LƯU TẠM THỜI"

2. "BUỐC TIẾP THEO"

PHƯƠNG THỨC THANH TOÁN (PHÍ THẺ ĐI LÀM: 100 ĐÀI TỆ):

1. THANH TOÁN BẰNG BƯU ĐIỆN (ĐỀN BƯU ĐIỆN NỘP) **GIỮ LẠI BIÊN LAI ĐÓNG TIỀN**

案件管理 Application Management > LX011900E 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

審查費資料 examination fee

*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 if you have any further questions.
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. Account number: 19058848

交易日期 remittance date 請輸入民國年月日，例1090101。
Please enter the date in ROC era, for example 1090101. **NĂM-THÁNG-NGÀY GIAO DỊCH (TRÊN BIÊN LAI CÓ GHI)**

交易局號 post office of remittance **MÃ SỐ BƯU ĐIỆN NƠI BẠN ĐỀN ĐÓNG PHÍ**

輸入郵政劃撥收據編號 請注意：郵政劃撥收據編號請填後七碼，並請詳細看完圖示說明，才能方便您順利作業！Please note: if you pay via postal remittance, please fill in the last 7 digits on the remittance receipt and read the instructions on the diagram carefully to complete the entire procedure!
enter receipt number of postal remittance **MÃ SỐ BIÊN LAI**

審查費金額 amount of examination fee 100

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

**NẾU KHÔNG RÕ ĐIỀN MÃ SỐ NHƯ THỂ
NÀO, BẠN CÓ THỂ NHẤN DẤU “?”
PHÍA SAU, CÓ HÌNH ẢNH HƯỚNG DẪN.**

1. “LƯU TẠM THỜI”

2. “BƯỚC TIẾP THEO”

系統訊息

您必須繳費且經系統對帳成功，才能送出申請案。

繳費方式如下：

郵政劃撥：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)

請您確認繳費方式，若有修改或更換繳費方式，可能造成重複繳費之情形。

申請案費用:新台幣100元。

諮詢電話:02-2380-1720。

Your application will be sent out only if you have paid the fees and the system reconciles successfully.

Fee payment methods :

Postal remittance: application will be sent out if the system reconciles successfully (system will reconcile on the next day after remittance).

Please confirm your payment method. If you change the payment method, duplicated payment might happen.

Payment amount: NTD\$100.

Information hotline: 02-2380-1720.

OK

審查費資料 examination fee

審查費資料修改 Revise examination fee

繳費方式 Payment	郵局繳費 payment by post office
交易日期 remittance date	1141210
交易局號 post office of remittance	010131
郵政劃撥收據編號 receipt number of postal remittance	0003035
審查費金額 amount of examination fee	NT\$100
對帳結果	未入帳

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	無
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	無
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)	已上傳 Uploaded

經系統對帳審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再送件！
Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day).

上一步 previous

離開 Leave

KIỂM TRA LẠI THÔNG TIN VÀ NHẬN "RỜI KHỎI"

- SAU KHI ĐIỀN XONG, **HỆ THỐNG CẦN THỜI GIAN KIỂM TRA TIỀN ĐÃ VÀO TÀI KHOẢN HAY CHƯA. NẾU ĐÃ VÀO TÀI KHOẢN, HỌ SẼ GỬI THE' ĐI LÀM VỀ GMAIL.**
- **BẠN CHỈ CẦN TÀI FILE ĐÃY VỀ MÁY (FILE ĐÃY CẦN MẬT MÃ MỚI CÓ THỂ MỞ XEM NỘI DUNG, HỌ SẼ NÓI TRONG GMAIL MẬT MÃ LÀ GÌ).**
- **FILE SẼ MẤT HIỆU LỰC TRONG VÒNG 7 NGÀY, NẾU QUÁ 7 NGÀY BẠN CHƯA TÀI FILE THÌ KHỎI ĐI LÀM.**
- **DO LÀ TỆP ONLINE NÊN CẦN COPY QUA NHIỀU NGUỒN ĐỂ TRÁNH VIỆC ĐIỆN THOẠI HOẶC LAPTOP HƯ, MẤT FILE THE' ĐI LÀM.**

PHƯƠNG THỨC THANH TOÁN:

2. CHUYỂN KHOẢN BẰNG MÁY ATM (PHẢI CÓ THẺ NGÂN HÀNG MỚI THANH TOÁN ĐƯỢC): NẾU CÓ NGƯỜI THÂN ĐÃ CÓ THẺ THÌ NHỜ NGƯỜI THÂN THANH TOÁN GIÚP, THANH TOÁN TRƯỚC 23:59 GIỜ CÙNG NGÀY NỘP ĐƠN.

▶ 案件管理 Application Management > LX011900E 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

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

ATM繳費 payment by ATM

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 if you have any further questions.
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。
Please complete the payment the same day (before 23:59) you submit the application. If you overpaid for the application, please keep the payment receipt to apply for refund to the Workforce Development Agency.

審查費金額 amount of examination fee 100

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

1. "LUU TẠM THỜI"

2. "BƯỚC TIẾP THEO"

PHƯƠNG THỨC THANH TOÁN:

3. QUÉT MÃ QR TAIWAN PAY ĐỂ THANH TOÁN, VUI LÒNG THANH TOÁN TRONG THỜI GIAN MÃ QR CÒN HIỆU LỰC.

案件管理 Application Management > LX011900E 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

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

台灣Pay繳費 payment by Taiwan Pay

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 if you have any further questions.
台灣Pay繳費請於QRcode有效時間內完成繳費，俾利辦理文件審查事宜；倘有重複繳費或誤繳情事，請將載具上交易明細截圖印出後，向勞動部勞動力發展署申請退還。
Please complete the payment while the QR code is valid. If you overpay or pay incorrectly for the application, please keep the screenshot of the payment detail on your mobile device to apply for refund to the Workforce Development Agency.

審查費金額 amount of examination fee 100

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

1. "LƯU TẠM THỜI"

2. "BƯỚC TIẾP THEO"

CÁCH THEO DÕI TRẠNG THÁI ĐƠN ĐĂNG KÍ

勞動部勞動力發展署 建檔人 Built by: 登出
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 檢測與下載 CardReaderTest and Download 相關連結 Related Links

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

CHỌN "STUDENT APPLICATION MANAGEMENT"

TÌNH TRẠNG ĐĂNG KÍ TÌNH TRẠNG ĐƠN

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	案件狀態	建立日期	案件成功傳送至學校	學校審核
11	217				工作許可 work permit		案件建立暫存 New application is saved	新增(Create)	2025-12-09		

TÌNH TRẠNG ĐƠN MÀU VÀNG CHỈ LÀ LƯU TẠM THỜI, CHẾ ĐỘ LƯU TẠM THỜI SAU 7 NGÀY SẼ MẤT ĐƠN

SAU 2-3 NGÀY ĐỢI XÁC NHẬN TIỀN ĐÃ VÀO TÀI KHOẢN MỚI LÀM BƯỚC TIẾP THEO.

SAU KHI TIỀN ĐÃ VÀO TÀI KHOẢN CHÍNH PHỦ

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

案件序號	功能連結		
114 1569	撤回申請		

BƯỚC 1: SAU 2-3 NGÀY ĐĂNG NHẬP LẠI VÀO WEB, ẤN VÀO MÃ ĐƠN

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)	已上傳 Uploaded

上一步 previous 離開 Leave 下一步-送學校審核 next step to submit to school for examination

BƯỚC 2: HỌ SẼ YÊU CẦU BẠN ĐIỀN HOẶC XÁC NHẬN LẠI CÁC THÔNG TIN MỘT LẦN NỮA. RỒI NHẤN VÀO "GỬI CHO TRƯỞNG XÉT DUYỆT"

CÁCH THEO DÕI TRẠNG THÁI ĐƠN ĐĂNG KÍ

勞動部勞動力發展署 建檔人 Built by: 登出
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 檢測與下載 CardReaderTest and Download 相關連結 Related Links

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

CHỌN "STUDENT APPLICATION MANAGEMENT"

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(陳述意見)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	案件狀態	建立日期	案件成功傳送至學校	學校審
11-69	撤回申請				工作許可 work permit		學校審核中 The school application is under examination	新增(Create)	2025-12-22	2025-12-22	

LÚC NÀY, TÌNH TRẠNG ĐƠN CỦA BẠN ĐÃ CHUYỂN SANG MÀU XANH LÁ CÂY NGHĨA LÀ TRƯỜNG ĐANG DUYỆT.

SAU 2-3 NGÀY BẠN PHẢI VÀO LẠI KIỂM TRA XEM CÓ BỊ TRẢ ĐƠN HAY KHÔNG.

NẾU KHÔNG BỊ TRẢ ĐƠN, SẼ CÓ GMAIL GỬI THE ĐI LÀM ĐIỆN TỬ, PHẢI TẢI THE VỀ MÁY VÀ COPY QUA NHIỀU NGUỒN VÌ SAU 7 NGÀY TỆP SẼ HẾT HIỆU LỰC. SAU KHI NHẬN ĐƯỢC THE, GỬI CHO CHỊ TIÊN ĐỂ TRƯỞNG SẠO LƯU.

CÁCH XIN LẠI THE' ĐI LÀM BẢN GIẤY

勞動部勞動力發展署 建檔人 Built by: 登出
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 檢測與下載 CardReaderTest and Download 相關連結 Related Links

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

CHỌN "STUDENT APPLICATION MANAGEMENT"

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(陳述意見)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
114 092	重新申請 領取電子 公文 Collect the electronic official document again	011 56	20260102		工作許可 work permit	電子公文(已領 取)Electronic official document	已發文 An official letter has been sent(許可 Issued)

THÔNG THƯỜNG, NẾU ĐIỀN ĐÚNG GMAIL, TỆP SẼ
ĐƯỢC GỬI VÀO GMAIL CHO CÁC BẠN. HỆ THỐNG SẼ
HIỆN THỊ 'ĐÃ NHẬN TỆP'

CÁCH XIN LẠI THE' ĐI LÀM BẢN GIẤY



The screenshot shows the top navigation bar of the Workforce Development Agency EZ Work Permit website. It includes the agency's logo, name in Chinese and English, and a 'Built by:' field. Below the navigation bar, there are tabs for '公告 Announcement', '基本資料維護 Basic Information Maintenance', and '案件新增及管理 New Application and Management'. A dropdown menu is open under '基本資料維護', showing '305_學生個人資料維護_305_Student Personal Information Maintenance'. Below the dropdown, there is a link for '公告 Announcement > 005_最新訊息 Latest News'.

NẾU BẠN CHỜ MÃI KHÔNG THẤY GMAIL, CÓ HAI TRƯỜNG HỢP:

1. ĐIỀN SAI GMAIL

2. DUNG LƯỢNG HỘ THƯ ĐÃ ĐẦY

LÚC NÀY, BẠN CẦN VÀO PHẦN BASIC INFORMATION MAINTENANCE ĐỂ SỬA / KIỂM TRA LẠI GMAIL CHÍNH XÁC.

CÁCH XIN LẠI THE' ĐI LÀM BẢN GIẤY

勞動部勞動力發展署 建檔人 Built by: 登出
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 檢測與下載 CardReaderTest and Download 相關連結 Related Links

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

SAU KHI SỬA XONG GMAIL, CHỌN "STUDENT APPLICATION MANAGEMENT"

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(陳述意見)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
114 092	重新申請 領取電子 公文 Collect the electronic official document again	011! 056	20260102		工作許可 work permit	電子公文(已領 取)Electronic official document	已發文 An official letter has been sent(許可 Issued)

ẤN VÀO ĐÂY

CÁCH XIN LẠI THE' ĐI LÀM BẢN GIẤY

ĐIỀN LÝ DO XIN CẤP LẠI THE' GIẤY (DO VIẾT SAI GMAIL, DO DUNG LƯỢNG GMAIL ĐẦY KHÔNG NHẬN ĐƯỢC TỆP,...) BẰNG TIẾNG TRUNG.

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

文號01: 0工作許可電子公文最後線上領取期限為2026/01/12

是否重新申請線上領取?

The deadline for collecting the electronic official document (work permit filing number 01142783780) is 2026/01/12, are you going to reapply for online collecting?

*重新申請線上領取原因 Reasons for reapplying for online collecting.

確認 Confirm 取消 Cancel

VIẾT XONG LÝ DO, NHẤN 'CONFIRM'

**SAU 3-5 PHÚT HỌ SẼ GỬI MÃ XÁC NHẬN VÀO GMAIL CỦA BẠN, NHẬP MÃ VÀ TỆP SẼ TỰ ĐỘNG TẢI VỀ MÁY TÍNH CỦA BẠN.
LƯU Ý: TỆP NÀY CẦN ĐƯỢC IN RA ĐỂ ĐƯA CHO DOANH NGHIỆP, CÓ DOANH NGHIỆP CHẤP NHẬN TỆP ONLINE, CÓ DOANH NGHIỆP KHÔNG CHẤP NHẬN TỆP ONLINE VÌ SỢ LÀM GIẢ BẰNG PHOTOSHOP NÊN PHẢI CÓ SẴN TỆP GIẤY ĐÍNH KÈM.**

CÁCH XIN LẠI THE' ĐI LÀM BẢN ONLINE

勞動部勞動力發展署 建檔人 Built by: 登出
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 檢測與下載 CardReader Test and Download 相關連結 Related Links

▶ 公告 Announcement > 005_最新訊息 Latest News

最新訊息 latest news

260_學生案件管理_260_Student Application Management

261_行動裝置檢視專區

CHỌN "261_行動裝置檢視專區"

▶ 案件管理 Application Management > 261_行動裝置檢視專區

工作許可列表

	收文文號	案件收文日	申請項目
行動裝置檢視下載	01152766056	2026/01/02	工作許可 work permit

NHẤN VÀO ĐÂY

TỆP SẼ TỰ ĐỘNG TẢI VỀ



忘記密碼或解鎖
QUÊN MẬT KHẨU HOẶC
MỞ KHÓA TÀI KHOẢN

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

0567

[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 Student Account Maintenance ||](#)

[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 ||](#)
[就業服務法第51條聘僱許可申請 ||](#)
[就業服務法第51條工作許可申請 ||](#)
[港澳華僑聘僱許可申請 ||](#)
[港澳華僑聘工作許可申請 ||](#)



▶ 學生忘記密碼功能 Students forget the password function

忘記密碼 forget password

*Email 信箱

GMAIL

*統一證號

SỐ THẺ CU TRÚ

UI number

*驗證碼 verification code :

7387

重新產生驗證碼 Refresh Verification Code

NHẬP MÃ

確定 confirm

取消 cancel

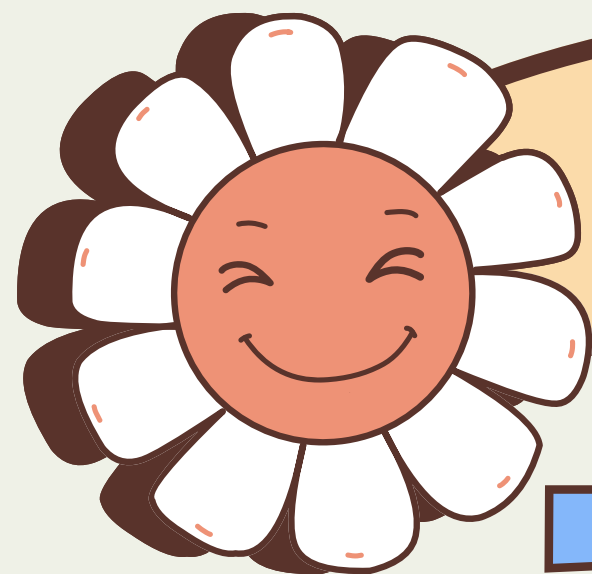
學生帳號信箱查詢與修改

"XÁC NHẬN"

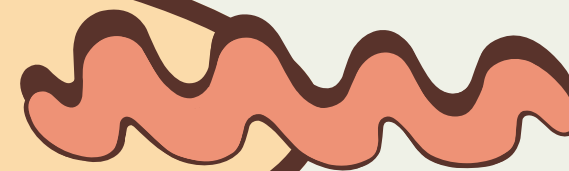
GỬI TÊN ĐĂNG NHẬP QUA
GMAIL VÀ SỬA ĐỔI



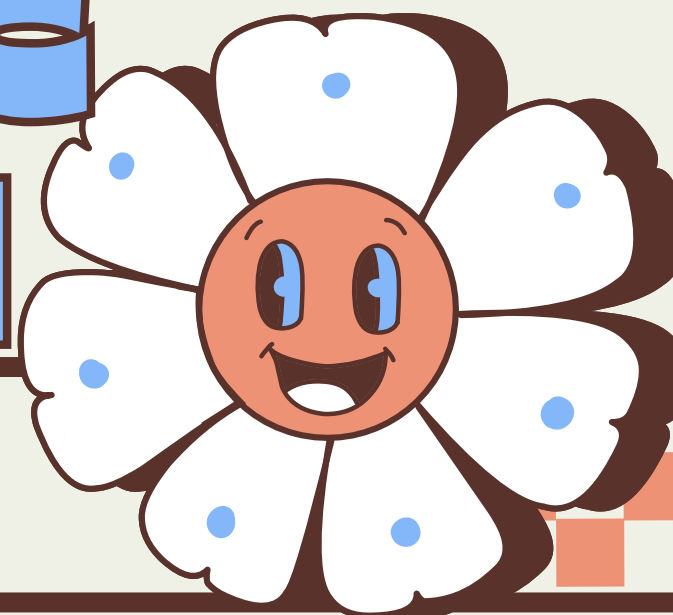
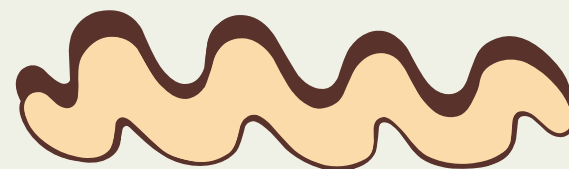
🔍 有任何問題可以到C200



NẾU CÓ



**THẮC MẮC
HÃY ĐẾN**



C200

