

PANDUAN PERNDAFTARAN IZIN KERJA (WORK PERMIT)

Buka tautan ini: <https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

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

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)

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

世界排名大學學士以上學位者專業工作許可申請
Work Permit for Top 200 University Graduate (Bachelor's degree or above)

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

外國專業人才成年子女/外國特定專業人才或高級專業人才之配偶申請
Work Permit for Adult Child of Foreign Professionals / Spouses of Foreign Special or Senior Professionals

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

0583

重新產生驗證碼 Refresh Verification Code

登入 Sign In

取消 Cancel

初次登錄 First-time registration

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 ||

外國專業人才延攬及僱用法第15條與第32條工作許可申請 ||

世界排名前200名大學學士以上學位者 ||

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 ||

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
		查詢與下載 Card Reader Test and Download 相關連結 Related Links
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		
系統公告/新聞	發佈日期 release	標題 title
系統公告 system announcement	115-06-10	【申辦網客服信箱變更通知】即日起「舊信箱」停止服務，統一使用「新信箱：ezwp@ezwpmail.wda.gov.tw」。
系統公告 system announcement	111-08-29	為強化資訊安全保護措施，自111年8月15日起禁止來自中國大陸、香港、澳門及俄羅斯等國家或地區之IP連接本部「外國專業人員工作許可申辦網」。

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

高中及大學應屆畢業生（含延畢生）許可期限至同年 6 月 30 日止。

但有下列情事之一，得延長許可期限至 9 月 30 日：

- (1) 應屆畢業生或延畢生有暑修或延畢之需要，由學校或（系）所出具相關證明。
- (2) 僑外生若考取大學或研究所，加附由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.

However, it can be extended to 30 September for one of the following events:

- (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.
- (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

請注意！撤回申請係指放棄本次申請案，撤回申請後審查費不予退還，如欲再次申請，須重新繳交審查費。若您想修改申請資料或重新上傳文件，請聯絡案件承辦人將案件退回，勿使用本功
Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examina
Supposing you want to modify the application information or re-upload the file, please contact the case undertaker to return the case. Do not use this function.

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

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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，即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，並自次日起算法定送達期間，惟不予修發工作許可時，仍得以紙本文書寄發；逾期未領件者，系統將關閉「領取電子公文」功能，本部遂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 thereafter 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.

同意 agree 不同意 disagree

▶ 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)	阮氏鳳
申請人姓名(英文) Name of applicant(English)	NGUYEN THI PHUONG
性別 Gender	(F) 女
國籍(地區) Nationality (or region)	(033) 越南 VIET NAM
護照號碼 Passport number	(提示：若您更換護照，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，本部將於審核時一併更新您的護照號碼。 If you had renewed your passport, please enter your 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	
聯絡電話 Phone number	

資料暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step



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	嶺東科技大學 Ling Tung University
*日夜別 Day/Night	== 請選擇 please select ==
*系別 Faculty	== 請選擇 please select ==
身分別 identity	日間部 Day School
*年級 year	碩士 Graduate school (Master's)
預定修業年限欄位填寫說明：請依您所就讀系所學制計算填列本欄位。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。	
請注意！本欄位之填寫將影響許可期限之核定，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	408 [臺中市] [南屯區] [旗東路1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

Kelas/Sistem Kuliah (Day/Night / 日夜別): Pilih Kuliah Reguler/Siang (Day School / 日間部)
系別：departemen/jurusan

年級：Tingkat/semester (Pilih jenjang S1/S2/S3) - tahun keberapa dan semester berapa - 預定修業年限: masa studi yang diperkirakan
Klik : langkah selanjutnya NEXT STEP.

工作許可申請資料 application form of work permit information	
[*] 標記為必須填寫的欄位 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」處分別做更正 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「外國學生來臺教學辦法」目前隸於公立或已立案私立專院校之外國留學生。 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	請選擇 Please select 請選擇 Please select 工作許可 work permit 補發許可 permit re-issue
*申請許可期間 Application time	請選擇 Please select (西元yyyy/MM/dd) 至 請選擇 Please select (西元yyyy/MM/dd) (許可期間最長1年) (valid for one year maximum)
*工作許可公文領取方式 Way of receiving the official document	☒ 電子公文 Electronic official document ☐ 郵寄學校 Delivery (to the school) ☐ 親自領取 Pick up in person
工作許可行動裝置檢視 View your work permit on the mobile device.	☐ 否 NO ☒ 是 YES 行動裝置聯絡電話 mobile phone number 
如點選「是」，請將手機號碼輸入您的手機號碼，您可於申請案件經本部核准後，以行動裝置登入本申請網，使用「行動裝置檢視」功能。屆時系統將寄送驗證碼至本區所填之手機號碼，並於完成驗證程序後，當行動裝置直立時，顯示畫面為QRcode ❶，可供雇主掃描驗證；當行動裝置橫放時，顯示畫面為工作許可相關資料 ❷。如不願使用此功能，則請將此欄位改點選為「否」。 If you click "YES", please enter your mobile number. After the application is approved, you can log in to the website on your mobile devices and view the work permit on them. The system will send the verification code to the mobile number you entered, after verifying you can then view your work permit on your mobile devices. When the screen displays in portrait (vertical), a QR code will be generated ❶. The employer can scan the QR code to check details. When you rotate the screen to landscape (horizontal), the information of the work permit will display ❷. Click "NO" if you don't want to view your work permit on your mobile devices.	
備註 Memo	

申請許可期間 Application time: masa berlaku permohonan Isi tanggal mulai dari hari setelah izin kerja lama habis, berlaku selama 1 tahun
contoh:
Masa berlaku izin lama habis tanggal: 2026/09/30
Tanggal baru: 2026/10/01
Sampai tanggal akhir: 2027/09/

Klik : langkah selanjutnya Next step

Step1. 個人資料 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. 上傳文件 Upload file	Step5. 繳費資料 Examination fee information	Step6. 申請案檔送審 Application review
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://erworktaiwan.wda.gov.tw 首頁>一般外國專業人士在臺工作)，或電洽會報人員 (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			
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			
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			
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	

系統使用 Chinese 線上系統協助時間: 週一至週五 上午9時00分至下午5時00分 下午13時00分至17時00分

Semua file yang di unggah harus berformat PDF

護照影本：salinan paspor

學生證影本：salinan kartu mahasiswa

居留證正反面影本：salinan ARC depan & belakang

其他(含學校要求文件)：dokumen lainnya(unggah surat keterangan mahasiswa aktif) (在學證明)

Pilih metode pembayaran (misal : TaiwanPay)
Biaya permohonan : 100 NTD
Lakukan pemindaian (scan) kode QR untuk membayar
Klik langkah selanjutnya (next step) untuk meninjau dan mengirim permohonan
Proses pendaftaran selesai!