

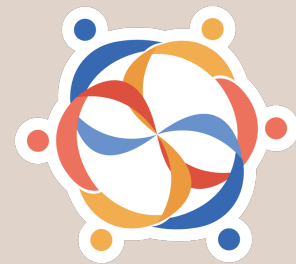


亞東科技大學

Asia Eastern University of Science and Technology

GUIDE TO CREATING AN ACCOUNT FOR WORK PERMIT REGISTRATION

HƯỚNG DẪN TẠO TÀI KHOẢN ĐĂNG KÝ GIẤY PHÉP ĐI LÀM



全球事務處

OFFICE OF
GLOBAL AFFAIRS



僑外生帳號申請



Link đăng ký tài khoản: [Ấn vào đây](#)



STEP 1:

僑外生帳號申請 Student Application for Account

Hãy làm theo hướng dẫn trong hình
và chọn theo ô được khoanh đỏ

Please follow the instructions in the
image and select according to the
red circled box.



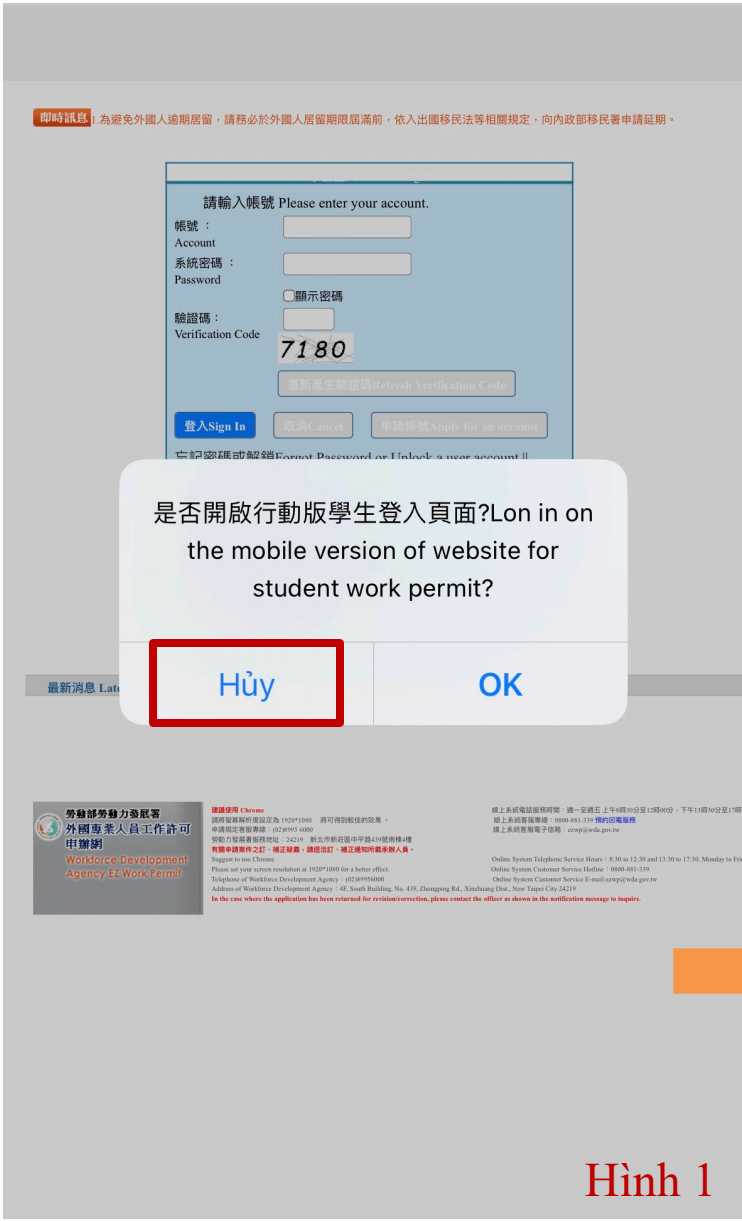
STEP 1:

Tạo trên điện thoại, khi đăng ký sẽ bị hạn chế. Do đó, khi xuất hiện như hình 1, vui lòng nhấn “Cancel/Hủy”

Khi hình 2 xuất hiện, hãy chọn theo ô được khoanh đỏ

Create on your phone; registration will be restricted. Therefore, when the screen appears like in image 1, please press 'Cancel/Hủy'.

When image 2 appears, please select according to the red circled box.



Hình 1



Hình 2

STEP 2:

輸入個人資料

Fill in personal information

Website sẽ dẫn bạn đến trang -
Đơn đăng ký tài khoản. Ấn chọn
“Apply”

The website will take you to the
account registration form. Click on
“Apply”



▶ 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。 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

同意 apply

不同意 reject



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

STEP 2:

Điền đầy đủ các trường bắt buộc (có dấu hoa thị đỏ * ở phía trước), hoàn thành CAPTCHA và nhấn “Confirm” để hoàn tất đơn xin tài khoản

Fill in all the required fields (marked with a red asterisk *), complete the CAPTCHA, and click “Confirm” to complete the account application.

公告Announcement

檢測與下載CardReaderTest and Download

相關連結RelatedLinks

即時訊息

1.為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

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

(需包含英文和數字 Containing English letter and number)

*密碼 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

申請人姓名(中文)
Name of applicant
(Chinese)

(應與學生證相同 Shall be in accordance with your name on student ID)

*性別 Gender

男 Male

女 Female

*申請人姓名(英文)
Name of applicant
(English)

*國籍 Nationality

國籍查詢 Nationality search

*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 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：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並上傳舊居留證及新居留證，本部將於審核時一併更新您的統一證號。若您來來寮就讀語言中心，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 changed your UI number, please note the new UI number when applying for a work permit and upload both the old and new ARC. The Ministry of Labor will update your UI number when reviewing. If you are studying in a language center in Taiwan and do not have an ARC, please apply for the UI number to the National Immigration Agency first.)

*就讀學校
School attended

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 office responsible if you can't find your school on the list.)

*身分別 Identity

== 請選擇 please select ==

*連絡電話
Phone number

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、華裔學生：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 shall meet the requirements of Regulations Regarding Study by Foreign Students in Taiwan, including degree-seeking students, students enrolled in language centers of tertiary institutions, and exchange students.

2754

重新產生驗證碼 Refresh Verification Code

確定 Confirm

取消 Cancel

2754

重新產生驗證碼 Refresh Verification Code

確定 Confirm

取消 Cancel

STEP 3:

帳號密碼登入 Website Login



STEP 3:

Đăng nhập bằng tài khoản và mật khẩu mà bạn vừa tạo. Sau đó ấn “Sign in”

Log in with the account and password you just created. Then click “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

☐ 顯示密碼

驗證碼 :
Verification Code

6878

重新產生驗證碼 Refresh Verification Code

登入 Sign In

取消 Cancel

申請帳號 Apply for an a

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 Wor

自由藝術工作許可申請 Foreign Professional Artist Work Perm

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 ||

系統訊息 System Message

登入成功 You have successfully signed in

Ok

STEP 4:

學生案件新增
Add Students' Applications

Đăng nhập thành công, màn hình xuất hiện như hình, hãy làm theo hướng dẫn trong hình và chọn theo ô được khoanh đỏ

After a successful login, the screen will appear as shown. Please follow the instructions in the image and select according to the red circled box

公告Announcement

基本資料維護Basic Information Maintenance

案件新增及管理NewApplication and Management

相關連結RelatedLinks

即時訊息

1.為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

公告 Announcement > 005_最新訊息Latest News

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	113-07-18	為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。
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』。

1Records from 1 to 2 of 2

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 Chrome

請將螢幕解析度設定為 1920*1080 將可得到較佳的效果。

申請規定客服專線：(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

有關申請案件之訂、補正疑義，請逕洽訂、補正通知所載承辦人員。

Suggest to use Chrome

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

In the case where the application has been returned for revision/correction, please contact the officer as shown in the notification message to inquire.

線上系統電話服務時間：週一至週五 上午8時30分至12時00分，下午13時30分至17時30分

線上系統客服專線：0800-881-339 [預約回電服務](#)

線上系統客服電子信箱：ezwp@wda.gov.tw

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

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

公告Announcement

基本資料維護Basic Information Maintenance

案件新增及管理NewApplication and Management

相關連結RelatedLinks

即時訊息

1.為避免外國人逾期居留，請務必於外國人

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

STEP 4:

Nhấn vào ”add application”.
Website sẽ dẫn bạn đến trang web
để thêm, ấn “agree”

Click “Add application”. The
website will guide you to the
webpage to add. Click “agree”

公告Announcement基本資料維護Basic Information Maintenance案件新增及管理NewApplication and Management相關連結RelatedLinks

即時訊息

1.為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

▶ 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，勿使用本功能。

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 examination fee once more If you want to apply again.

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

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

學校審核送出日期

案件申請列表 list of application

新增申請案件 add application

公告Announcement基本資料維護Basic Information Maintenance案件新增及管理NewApplication and Management相關連結RelatedLinks

即時訊息

1.為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

▶ 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，仍將以紙本公文寄發；逾期未領件者，系統將關閉「領取電子公文」功能，本部退改以紙本公文寄發許可函。

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公文許可函。

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 thereof 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

同意agree

不同意disagree

STEP 3:

帳號密碼登入
Website Login

Điền đầy đủ thông tin vào đơn
đăng ký

Complete the application form

▶ 案件管理 Application Management > LX011100E 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. 上傳文件上傳 upload file

Step5. 審查費資料 examination fee information

Step6. 申請案檢視及審 Application review

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese) Lin'

修改個人基本資料 Edit personal profile

申請人姓名(英文) Name of applicant(English) KU

修改個人基本資料 Edit personal profile

性別 Gender (F) 女

修改個人基本資料 Edit personal profile

國籍(地區) Nationality (or region) (037) 香港 HONG KONG

護照號碼 Passport number A269

居留證統一編號 ARC ID number

出生年月日 Date of birth 19930226

修改個人基本資料 Edit personal profile

聯絡電話 Phone number 0932349273

修改個人基本資料 Edit personal profile

案件暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step

▶ 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. 上傳文件上傳 upload file

Step5. 審查費資料 examination fee information

Step6. 申請案檢視及審 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 線上申辦網科技大學 EWCF UNIVERSITY

修改個人基本資料 Edit personal profile

*日夜別 Day/Night 日間部Day School

*系別 Faculty 多媒體

身分別 identity 僑生、博士 overseas Chinese students

修改個人基本資料 Edit personal profile

*年級 year 博士 Doctor 3 年級 year 下學期 Second semester 預定修 某年限 expected study years 4 年 year 預定修某年限欄位填寫說明：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。

*學校校區所在地School Address 242 新北市 新莊區 中平路439號南樓4樓(組)

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

▶ 案件管理 Application Management > LX011500E 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. 上傳文件上傳 upload file

Step5. 審查費資料 examination fee information

Step6. 申請案檢視及審 Application review

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 僑生 overseas Chinese students 給申請類別錯誤請於(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.

修改個人基本資料 Edit personal profile

申請類別適用對象 applicable object of application category 您類為依「僑生回國就學及輔導辦法」規定轉進入學之僑生。 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 Overseas Chinese Students' Education and Counsel.

*申請項目 application type 請選擇 Please select work permit work permit 補發許可 permit re-issue (西元yyyy/MM/dd)至 (西元yyyy/MM/dd) (許可期間最長6個月) (valid for six months maximum)

*申請許可期間 Application time

*工作許可由公文領取方式 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

備註 Memo

註為親自領件者，約定取件人應列印親自領件圖解(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（臺北市中正區中環路一段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

STEP 4:

Nhấn vào tab “upload file” để tải lên các tài liệu liên quan cần thiết. Sau đó ”next step” và chọn phương thức thanh toán

Click the tab “upload file” to upload related required documents. After that, click “Next step” and choose the payment method

Sau khi xác nhận thanh toán thành công, đăng nhập lại và ấn “submit it to school”.

Và chờ email từ Bộ lao động

After successful payment, log in again and click "submit it to school". And wait for a response from the Ministry of Labor

chọn hình thức thanh toán phí
Select your preferred payment method

案件管理 Application Management > LX011700E 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. 申請案審核表 Application review

應備文件上傳 upload file

檔案格式 file format : PDF (檔案名稱之命名，請勿含空格、標點符號及特殊符號 File name should not contain any blank spaces, punctuation or special characters.)

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

! pdf(刪除)

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

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

案件暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step

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. 申請案審核表 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

郵局繳費 payment by post office

案件一經本郵收件後即不退費，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轉帳計可收費專戶，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1070101。

Please enter the date in ROC era, for example 1070101.

交易局號 post office of remittance

?

輸入郵政劃撥收據編號
enter receipt number of postal remittance

?

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!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

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

審查費資料 examination fee

繳費方式 Payment

郵局繳費 payment by post office

交易日期 remittance date

1070101

交易局號 post office of remittance

000000

郵政劃撥收據編號
receipt number of postal remittance

0001234

審查費金額 amount of examination fee

100

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

無

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

無

上一步 previous

離開 Leave

送學校審核 submit to school for examination

謝謝！