

Work Permit Application Procedures (Work, Part-time)

ISC, FICU

★ How to apply for it for FICU Int'l Students: <https://goo.gl/TaLSko>

1. Online Application: <https://ezwp.wda.gov.tw/>

Please see the website and follow the instructions and prepare the following scanned application materials:

- (1) A photocopy of your student ID with the registration stamp
Please go to the registration office to apply for it, the office is located in YP209.
- (2) A valid passport
- (3) A valid ARC
- (4) Consent Form for Work Permit Application for FICU International Students
It should be approved by your department and International student center with stamps, please upload it to the 'Others including school required documents' in the system.
- (5) If applicants who are students delay graduation, please apply for an 'approved letter' from the registration office.
Please upload it to the 'Others including school required documents' in the system.

2. Reminders for Application

- (1) Application fee NT \$100, students can transfer the application fee in a post office. Fill in the receipt information on line after postal remittance.
Account name: Work Permit Account of Workforce Development Agency,
Account No.: 19058848
- (2) The way of receiving the official document through 'Electronic official document'.

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3. Other Relevant Regulations

- (1) The maximum approved period for work permit application of foreign students, overseas Chinese students and ethnic Chinese students is one year. The longest hours per week are 20 hours except for winter and summer vacation.
- (2) For those applicants who are against the above regulations, the agency may revoke their work permits in accordance with Employment Service Act. Further, for those who work for others without applying for work permit by regulations will be fined between NTD\$30,000 and \$150,000 in accordance with Employment Service Act.
- (3) Foreign students, overseas Chinese students and ethnic Chinese students apply work permit during October 1 of the applying year to September 30 of next year in the academic year, the duration of the permit cannot exceed September 30 of the next year. However, the said regulation which last day is September 30 can be exempted if copy of student ID with stamps of the school registration department or registration certificate for the first semester of the next academic year are attached.

4. Workforce Development Agency

- (1) Website: <http://www.wda.gov.tw/>
- (2) Address: 10F., No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City
- (3) Please call (02) 8995-6000 for any enquiry.