

工作證線上申請系統操作流程

Work permit application guide

1. 至「勞動部勞動力發展署外國專業人員工作許可申辦網」(<https://ezwp.wda.gov.tw/>)

Go to the Workforce Development Agency EZ Work Permit Website (<https://ezwp.wda.gov.tw/>)

2. 點選「僑外生工讀申請」

Choose Work permit for Foreign students, Overseas Chinese students, and Ethnic Chinese students



3. 申請帳號或登入賬號

Register for a new account or log in to an existing one

(身份別部分，請選擇外國留學生. Choose "Foreign Student.")

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

5807

[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](#) ||

4. 點選「案件新增及管理」並「新增申請案件」。

Click “New Application and Management” and then select “Student Application Management”

勞動部勞動力發展署 建檔人 Built by: CH 登出

外國專業人員工作許可申辦網

Workforce Development Agency EZ Work Permit

公告/新聞 發佈日期 release 標題 title

公告/新聞 發佈日期 release 標題 title

公告/新聞 發佈日期 release 標題 title

(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。 Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled. 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
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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. 申請案檢核作業 Application review

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese) 修改個人基本資料 Edit personal profile

申請人姓名(英文) Name of applicant(English) 修改個人基本資料 Edit personal profile

性別 Gender 修改個人基本資料 Edit personal profile

國籍(地區) Nationality (or region)

護照號碼 Passport number 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 your old passport number, at the application time please upload your old passport and new passport to the passport folder, the department will update your passport number at the review time!

統一證號 UI number

出生年月日 Date of birth 修改個人基本資料 Edit personal profile

聯絡電話 Phone number 02-2905-6355 修改個人基本資料 Edit personal profile

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

5. 工作許可：申請新工作證

補發許可：補發遺失的紙本工作證

Work Permit：Apply for a new permit

Reissuance Permit：Reissue a lost physical work permit

申請許可期間：最長可以選一年。（延畢生和應屆畢業生則最長可以選到當學期結束時間）

Permit Application Period: The maximum period you can select is one year.

(For extended-study students and graduating students, the maximum period is until the end of the current semester.)

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	<input type="text"/> ; 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
申請類別適用對象 applicable object of application category	<input type="text"/>
*申請項目 application type	<input type="text" value="工作許可 work permit"/>
前次許可期間	2 2 2 == 請選擇 Please select == 工作許可 work permit
*申請許可期間 Application time	(yyyy/MM/dd) 至 to <input type="text"/> (西 補發許可 permit re-issue year maximum)
*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
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
如點選「是」，請併同輸入您的手機號碼，您可於申請案件經本部核准後，以行動裝置登入本申辦網，使用「行動裝置檢視」功能，	

6. 工作許可函公文領取方式

Methods of Receiving the Work Permit

電子公文：直接郵寄到你的 email（注意！要時刻注意郵件，送出通知后 8 日內沒下載就會無法下載，改用紙本寄至學校。）

Electronic official document: Sent directly to your email. (*Important: Please check your email regularly. If you do not download the file within 8 days after the notification is sent, it will no longer be available for download, and a hard copy will be mailed to the university instead.*)

郵寄學校：學校收到信件后通知

Delivery to the school: The university will notify you once the document arrives.

親自領取：自行到移民署領取

In-person: Collect it yourself at the National Immigration Agency.

*申請許可期間 Application time	<input type="text"/> (西元yyyy/MM/dd) 至 <input type="text"/> (西元yyyy/MM/dd) (許可期間最長1年) (valid for one year maximum)
*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

7. 上傳文件

Upload the documents

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
居留證正反兩面影本 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 資料暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

8. 將繳費收據上的編號輸入

Enter the number from the payment receipt

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 <input checked="" type="radio"/> 郵局繳費 payment by post office <input type="radio"/> ATM繳費 payment by ATM <input type="radio"/> 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	<input type="text"/> 請輸入民國年月日，例1090101。 Please enter the date in ROC era, for example 1090101.
交易局號 post office of remittance	<input type="text"/>
輸入郵政劃收據編號 enter receipt number of postal remittance	請注意：郵政劃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 of the receipt number, and please read the instructions carefully to ensure smooth processing.
審查費金額 amount of examination fee	<input type="text"/>

範例 Example

郵局收據編號 Receipt Number (8碼 8 digits)
請填後 7 碼 Please fill out the last 7 digits

存款金額

0002660 108/06/11 12:01:22

003110 1A6 359779

他人不扣手續費

交易日期 Payment Date

電腦記錄

交易局號 Post Office Code

9. 送出案件

Send out the application