

勞動部令 中華民國114年7月7日
 勞動發事字第1140508743A號

修正「雇主聘僱外國人許可及管理辦法」部分申請書表，並自發布日起生效。

附修正「雇主聘僱外國人許可及管理辦法」部分申請書表

部 長 洪申翰

本案依分層負責規定授權勞動力發展署署長決行

聘僱外國專業人員工作許可申請書 (F00-藝術及演藝工作專用)

Foreign Professional Personnel Employment Work Permit Application

單位(雇主)名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information				
工作類別 Category	F. 藝術及演藝工作 Artistic and show business work		申請項目 Application Type	(單選 Choose One) <input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue 許可文號 permit No. _____ <input type="checkbox"/> 其他 Other :
工作項目 Job Item	<input type="checkbox"/> 02藝術工作 Artistic work <input type="checkbox"/> 03大眾傳播之演藝工作 Show Business <input type="checkbox"/> 04公開表演之演藝工作 Performing Arts			
<input type="checkbox"/> 本案若係以團體形式在臺從事藝術或演藝工作，請勾選並填寫團體名稱： Please check and fill the group name if foreign professional will work as group.				
繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)			
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)			

<input type="checkbox"/> 本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。 Please check if this application has been entrusted to a private employment services agency and please fill out the following information.	
1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) <div style="border: 1px dashed black; padding: 5px; margin: 5px;">單位章</div> <div style="border: 1px dashed black; padding: 5px; margin: 5px;">負責人章</div>

<input type="checkbox"/> 本申請案回函欲親自取件者請打「✓」並加附【親自領件聲明書】。 Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

表單編號:F00-11406

聘僱外國專業人員工作許可申請書 (F00-藝術及演藝工作專用)

Foreign Professional Personnel Employment Work Permit Application

雇主資訊 Employer Information							
單位名稱 Entity Name							
單位統一編號 Entity Tax ID No.		單位章及負責人章 Seals of Entity and Owner <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 100px; height: 100px; text-align: center; line-height: 100px;">單位章</div> <div style="border: 1px dashed black; width: 100px; height: 100px; text-align: center; line-height: 100px;">負責人章</div> </div>					
負責人 Owner							
行業類別代碼 Industry Category Code							
雇主資格 Employer Qualification		<input type="checkbox"/> 學校、公立社會教育文化機構 Schools, public social education and cultural institutions <input type="checkbox"/> 觀光旅館 Tourist hotels <input type="checkbox"/> 觀光遊樂業者 Tourism and leisure industry <input type="checkbox"/> 演藝活動業者 Performing arts industry <input type="checkbox"/> 文教財團法人 Cultural and educational foundation <input type="checkbox"/> 演藝團體、學術文化或藝術團體 Performing Arts groups, academic culture or art groups <input type="checkbox"/> 出版事業者 Publishing industry <input type="checkbox"/> 電影事業者 Film industry <input type="checkbox"/> 無線、有線或衛星廣播電視業者 Wireless, cable or satellite radio and television industry <input type="checkbox"/> 藝文服務業者 Arts and literature service <input type="checkbox"/> 政府機關（構）或行政法人 Government agencies (institutions) or administrative corporation <input type="checkbox"/> 各國駐華領使館、駐華外國機構、駐華國際組織 Foreign embassies, institutions and international organizations in Taiwan					
連絡人 Contact		姓名 Name		電話 Tel		傳真 Fax	
		姓名 Name		電話 Tel		傳真 Fax	
		Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):							
補發切結（補發務必勾選） Affidavit of Re-issuance (necessary for Re-issue) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.							

受聘僱外國人名冊 (F00-藝術及演藝工作專用)

Employed Foreign Worker Name List

單位（雇主）名稱：
Entity (Employer) Name

單位印章：
Entity Seal


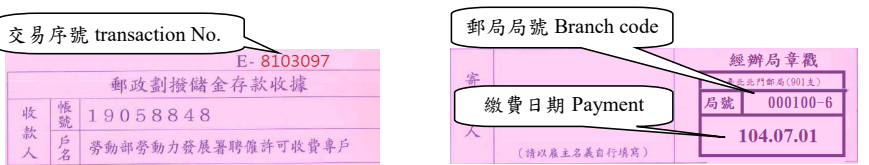
單位章

No.1					
英文姓名 English Name	Surname Given name	性別 Gender		國籍（或地區） Nationality (or region)	
		出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education		<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less	
護照號碼 Passport No.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
契約性質 Contractual nature	<p>請依民法及勞動基準法相關規定，就雇主及外國之勞僱關係如實勾選 Please check boxes honestly on the basis of the employment relationships between employers and employees according to the Civil Code and Labor Standard Act.</p> <p><input type="checkbox"/> 委任 Mandate 民法第528條規定，謂當事人約定，一方委託他方處理事務，他方允為處理之契約。A contract of mandate is a contract whereby the parties agree that one of them commissions the other party to deal with his affairs, and the latter agrees to do so.</p> <p><input type="checkbox"/> 僱傭 Hire of Services 民法第482條規定，謂當事人約定，一方於一定或不定之期限內為他方服勞務，他方給付報酬之契約。A contract of hire of services is a contract whereby the parties agree that one of them shall service for a fixed or undefined period to the other party, and the latter shall pay remuneration.</p> <p><input type="checkbox"/> 承攬 Hire of Work 民法第490條規定，謂當事人約定，一方為他方完成一定之工作，他方俟工作完成，給付報酬之契約。A contract of hire of work is a contract whereby the parties agrees one of them complete a definite work for the other party, who pays him remuneration after the completion of the work.</p>				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname Given name	性別 Gender		國籍（或地區） Nationality (or region)	
		出生日期 Birthday	西元（A.D.） 年（Y） 月（M） 日（D）		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
申請聘僱期間 Employment Period	起 From 迄 To 年（Y） 月（M） 日（D） ~ 年（Y） 月（M） 日（D）				
契約性質 Contractual nature	<p>請依民法及勞動基準法相關規定，就雇主及外國之勞僱關係如實勾選 Please check boxes honestly on the basis of the employment relationships between employers and employees according to the Civil Code and Labor Standard Act.</p> <p><input type="checkbox"/> 委任 Mandate： 民法第528條規定，謂當事人約定，一方委託他方處理事務，他方允為處理之契約。A contract of mandate is a contract whereby the parties agree that one of them commissions the other party to deal with his affairs, and the latter agrees to do so.</p> <p><input type="checkbox"/> 聘僱 Hire of Services 民法第482條規定，謂當事人約定，一方於一定或不定之期限內為他方服勞務，他方給付報酬之契約。A contract of hire of services is a contract whereby the parties agree that one of them shall service for a fixed or undefined period to the other party, and the latter shall pay remuneration.</p> <p><input type="checkbox"/> 承攬 Hire of Work 民法第490條規定，謂當事人約定，一方為他方完成一定之工作，他方俟工作完成，給付報酬之契約。A contract of hire of work is a contract whereby the parties agrees one of them complete a definite work for the other party, who pays him remuneration after the completion of the work.</p>				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (F00-藝術及演藝工作專用)

Guidance Notes

申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> <p>繳費日期 Payment date</p> </div>  <div> <p>交易序號 transaction No.</p> <p>郵局局號 Branch code</p> <p>繳費日期 Payment</p> </div> 
單位統一編號 Entity Tax ID No.	若係首次提出申請，請檢附統一編號編配證明影本。 For those employers that submit application for the first time, allocation notice of unified business number shall be attached
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</p> <p>(1) 由專人送至機關收件櫃台辦理。</p> <p>(2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3) 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p>

	<ul style="list-style-type: none"> i. Personally delivered Application to Reception Counter No. 6 for processing. ii Mail application via registered mail. iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter. <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(新聘及展延每案新臺幣500元；補發每案新臺幣100元)</p> <p>1. 利用郵政劃撥。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</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(New hire and Extension NT \$500 per case ; Re-issue NT \$100 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p>

	<p>3.外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline：(02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter：No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>
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雇主聘僱外國人許可及管理辦法第五十三條相關申請書表修正規定
外國留學生、僑生及華裔學生工作許可申請書
Application Form of Work Permit for Foreign Students,
Overseas Chinese Students and Ethnic Chinese Students

申請類別：(請勾選) Categories of application: (Please check one) <input type="checkbox"/> 外國留學生 foreign students <input type="checkbox"/> 僑生 overseas Chinese students <input type="checkbox"/> 華裔學生 ethnic Chinese student s(<input type="checkbox"/> 港澳生 <input type="checkbox"/> 海青班)		申請項目：(請擇一勾選) Types of application (Please check one) <input type="checkbox"/> 工作許可 work permit <input type="checkbox"/> 補件 document supplement <input type="checkbox"/> 補發許可 permit re-issue；許可文號 permit No. _____ <input type="checkbox"/> 其他 other	
申請人姓名 (中文) Name of applicant (Chinese)		性 別 Gender	
申請人姓名 (英文) Name of applicant (English)		國籍 (地區) Nationality	
護照號碼 Passport number		居留證統一證號 ARC ID number	
出生年月日 Date of birth		聯絡電話 Phone number	
就讀學校 School attended		日 夜 別 Day/ Night	就讀系所 Faculty
通訊地址 Mailing address		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 縣(County) 鄉鎮(Town) 村(Vil.) 段(Sec.) 巷(Lane) 市(City) 市(City) 路(Rd.) 弄(Alley) 號(No.) 區(District) 街(St.) 樓(F.)	
申請許可期間 Application time		年(Y) 月(M) 日(D) 至 年(Y) 月(M) 日(D) (許可期間最長 1年) (valid for one year maximum)	
審查費收據(免附, 填表 範例請參閱背後說明) Receipt for application fee (needn't submit ; reference on the back as for how to fill in the form.)	繳費日 Payment date	年(Y) 月(M) 日(D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
申請人簽章 Signature or stamp of applicant			
補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issue) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函, 並申請補發, 如有虛構事實或其他非法行為, 願負法律上一切之責任。 I applied re-issuance due to accidentally lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.			
以下欄位由學校勾選確認並核章(第1項必填, 第2、3項視學生身分勾選)			
1	學生已完成註冊。(_____學年度 <input type="checkbox"/> 上學期 <input type="checkbox"/> 下學期) <input type="checkbox"/> 是 <input type="checkbox"/> 否		
2 (外國留學生包含學位生及就讀語言課程者需勾選)	外國留學生符合以下情形之一： <input type="checkbox"/> 財力無法繼續維持其學業及生活, 並能提出具體證明。 <input type="checkbox"/> 就讀學校之教學研究單位須外國留學生協助參與工作者。 <input type="checkbox"/> 具語文專長, 入學後於各大專校院附設語文中心或外國在華文教機構附設之語文中心兼任外國語文教師, 並經教育部專案核准。 <input type="checkbox"/> 具語文專長, 入學後協助各級學校語文專長相關教學活動, 並經教育部專案核准。 <input type="checkbox"/> 就讀研究所, 並經就讀學校同意從事與修習課業有關之研究工作者。		
3 (就讀語言課程學生需勾選)	學習語言課程已有6個月以上。 <input type="checkbox"/> 是 <input type="checkbox"/> 否		
就讀學校同意證明 Approved by the Dept./Inst. (Stamp is necessary)		申請當期之註冊期間 年(Y) 月(M) 日(D)至 年(Y) 月(M) 日(D) 學生輔導單位主管 簽章 Dep./Inst. Director's Signature or Stamp (請註明核章日期)	
(學生輔導單位戳章)			
<input type="checkbox"/> 欲親自取件者請打「V」並加附【親自取件聲明書】。Please Check if pick-up in person (with declaration sheet)			

收文章
Filing stamp

收文號
Filing number

編號 L-00

填表及書面送件須知（外國留學生、僑生及華裔學生工作許可）

Guidance Notes

一、審查費收據填表範例說明：

審查費(100元)收據分為電腦收據(白色)及臨櫃繳款收據(綠色)2種，填寫如下：

(1) 電腦收據(各郵局開具之白色收據)：

範例 00000425 111/08/12 10:28:24 00000425 111/08/12

030118 1A4 578109

劃撥收據號碼(8碼)

繳費日期

030118

郵局局號

填寫 繳費日期：111年08月12日，郵局局號：030118，劃撥收據號碼(8碼)：00000425

(2) 臨櫃繳款收據(郵局派本機關駐點開具之綠色收據)：

範例 右上角 E-8038482，經辦局章戳

局號	000100-6
111.8.18	

填寫 交易序號(9碼)：E-8038482，繳費日期：111年8月18日，郵局局號：000100-6

Examples of how to fill in the form

There are two kinds receipt of the application fee (100 NTD each case)

(1) If the applicant pay the fee at the post office before submitting the application (a WHITE slip)

example

00000425 111/08/12 10:28:24 00000425 111/08/12

030118 1A4 578109

receipt No.(8 digits)

payment date

030118

branch code

fill in the form as follow

payment date: 111 y 08 m 12 d ; branch code: 030118 ; receipt No.(8 digits): 00000425

(2) If the applicant pay the fee at the counter while submitting the application in person (a GREEN slip)

example upper right corner E-8038482;
with the stamp of the post office

branch code	000100-6
111.8.18	

fill in the form as follow transaction No.(9 digits): E-8038482 ; payment date: 111 y 08 m 18 d ; branch code: 000100-6

二、適用對象：

Applicable objects:

1. 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。

Foreign students studying in the public or registered private colleges in accordance with International Students Undertaking Studies in Taiwan.

2. 依「僑生回國就學及輔導辦法」規定輔導入學之僑生。

Overseas Chinese students studied and consulted in accordance with Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

3. 依「香港澳門居民來臺就學辦法」規定入學之港澳生或就讀僑務主管機關舉辦之技術訓練班學生。

Hong Kong and Macau students studied in accordance with Regulations Regarding Study for Hong Kong and

Macau Residents in Taiwan.Or students enrolled in a technical training class conducted by the OCAC.

三、應備文件：

Documents for application :

1. 申請書。(申請許可須經學校同意與確認學生資格，並於申請書上加蓋學校輔導單位戳章及單位主管簽章)

Application form. (Application shall be approved and Confirmed student qualifications by the school with seal of counseling unit and signature of unit officer of the school.)

2. 有效期間之護照影本。

A photocopy of valid passport.

四、申請補發工作許可檢附文件：

Documents for application of work permit replacement:

1. 申請書。

Application form.

2. 申請人有效期間之護照影本。

A photocopy of valid passport of the applicant.

五、申請方式：

Application method:

1. 網路傳輸方式申請：外國留學生、僑生及華裔學生申請工作許可，依法應採線上申辦方式辦理，網址：<https://ezwp.wda.gov.tw/>。

Application via internet: Foreign students, overseas Chinese students, and ethnic Chinese students shall apply for a work permit through the Internet in accordance with the law. The address: <https://ezwp.wda.gov.tw/>.

2. 經勞動部同意採書面送件方式申請：

Paper application is acceptable in exceptional circumstances:

- (1. 甲. 1) 申請案件由專人送至機關收件櫃檯辦理（地址：100413臺北市中正區中華路一段39號10樓收件櫃檯）。

By visiting counter in the agency at 10F., No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City, 100413.

- (1. 甲. 2) 利用掛號郵寄申請，郵寄地址：100413臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請外國留學生、僑生及華裔學生工作證）收。

By registered mail to Workforce Development Agency (application of work permit of foreign students, overseas Chinese students and ethnic Chinese students) at 10F., No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City, 100413.

六、審查費繳交方式(每人新臺幣100元整)：

Examination Fee Payment Methods: (NTD\$100 per person.)

- 1.網路傳輸方式申請：

Application via internet:

- (1)利用郵政劃撥後至系統填寫收據資料(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)。

Fill in the receipt information on line after postal remittance (Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).

- (2)使用台灣 Pay 繳費。

Payment via Taiwan Pay.

- (3)使用 ATM 繳費。

Payment via ATM.

2.書面送件方式申請：

Application via written correspondences:

(1)利用郵政劃撥，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。

Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No：19058848.

(2)至機關收費櫃檯現場繳交。(臺北市中正區中華路1段39號10樓)

Payment to the Reception Counter. (Address: 10F., No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City)

七、其他相關規定：

Other relevant regulations:

1. 外國留學生、僑生及華裔學生申請工作許可，許可期間最長為1年，其工作時間除寒暑假外，每星期最長為20小時。

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. 未依前項規定者，機關得依就業服務法規定廢止其工作許可，而未依規定申請工作許可，即受聘僱為他人工作者，依就業服務法規定，處新臺幣3萬元以上15萬元以下罰鍰。

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. 資料及證明文件係為影本者，應加註「與正本相符」之文字，並由申請人蓋章或簽名。

The words of "This document is in conformity with original" shall be noted on the photocopy of information document and certificate with seal or signature of the applicant.

4. 外國留學生、僑生及華裔學生於每學年上學期10月1日起至次年9月30日止之期間申請工作許可者，其許可期間不得逾次年9月30日。但檢附經學校註冊組加蓋申請期間次學年第一學期註冊章之學生證影本或提供註冊證明者，不受前述工作許可期間不得逾次年9月30日規定之限制。另來臺學習語言課程之外國留學生，則依申請當期註冊期間為工作許可期間。又工作許可因休學、退學、畢業、語文學習或技術訓練階段性課程結束，失其效力。但畢業後因取得學士、碩士或博士班錄取通知繼續就學且完成入學報到程序者，不在此限。

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. Meanwhile, foreign students leaning Chinese in Taiwan can only apply work permit with duration as long as the current registered semester. And the work permits will be invalid if students quit, drop out, graduate, or language leaning or phased skill training program are over. Work permit will not be valid anymore due to suspension, drop out, graduation, or completion of language learning or phased skill training program. However, if you get admission notice of bachelor, master or doctoral program after graduation to continue studying and finish registration. As a result, you are not limited to the regulation.

5. 申請人如要親自取件，須填具「親自領件聲明書」，並至機關指定櫃檯送件申請，於指定期限內憑收件回條至機關指定櫃檯領取，逾期機關將以掛號寄出。(臺北市中正區中華路1段39號10樓)

Those applicants who would like to pick up in person shall fill out the Statement of Personally Picking Up, submit application and pick it up with pick up receipt at designated counter in the agency at 10F., No. 39, Sec.

1, Zhonghua Rd., Zhongzheng Dist., Taipei City. The overdue one will be mailed by registered mail by the agency.

6. 外國留學生、僑生及華裔學生申請工作許可，自107年3月23日起免附申請書及護照影本外之應備文件，惟仍得視個案特殊情形，請學生檢附相關文件。

From 23/03/2018, for student work permit application, documents other than application form and photocopy of passport may be exempted. However, it shall be subject to the case and overseas Chinese and foreign students may be asked to attach it.