**Documents required for foreign professional employment work permit application（Category A Specialized or Technical Jobs - Comment System for Overseas Chinese or Foreign Student Graduated in the R.O.C.）**

|  | **Required Document** | **New Hire** | **Extension** | **Notes** |
| --- | --- | --- | --- | --- |
| 1 | Original receipt for examination fee | (Ｖ) | (Ｖ) | 1.NT $500 per case 2.Need not attached once entering the data of receipt on the system (or filling in the application form).Nevertheless, it might be requested if necessary. |
| 2 | Application | Ｖ | Ｖ |  |
| 3 | Name List of the employed foreign workers | Ｖ | Ｖ |  |
| 4 | Comment system comment form and documents in compliance with each comment item | Ｖ | Ｖ | See attached form for comment item required documents.  Foreigners having received comment permit in the past not adding score items only need attach comment form. |
| 5 | Photocopy of the passport of the employed foreign worker or ARC | Ｖ | Ｖ | Must be valid on the date the employment begins. |
| 6 | Photocopy of bachelor's degree or higher of the employed foreign worker obtained in the R.O.C. | Ｖ |  |  |
| 7 | Copy or photocopy of the employment contract | Ｖ | Ｖ | It must specify the name of the employed foreigner, nationality, job title or work description (sufficient to tell the scope of work), employment period, wages and compensation, and must be executed by both the employer and the employee. |
| 8 | Taiwanese ID, foreign passport or ARC of the person in charge of the entity or architect (employer)/ accountant (employer)/ lawyer (employer) | Ｖ |  | Must be valid on the date of applying. |
| 9 | Photocopy of applicant entity’s company registration or business registration | Ｖ |  | Exempt in the case where the employer is a natural person. |
| 10 | Photocopy of license for specially permitted business | Ｖ |  | According to the items of Category A jobs, please confirm additional attachments. |
| 11 | Photocopy of applicant revenue certification | Ｖ | Ｖ | According to the items of Category A jobs, please confirm additional attachments. |
| 12 | Photocopy of last year’s most recent payroll withholding statement of employed foreign worker (or tax withheld at source) |  | (Ｖ) | Need not attached .Nevertheless, it might be requested if necessary. |
| 13 | Photocopy of original employment permit |  | Ｖ |  |
| 14 | When employed foreign worker is less than 20 years of age, legal representative employment consent documents and photocopy of passport of legal representative. | Ｖ |  |  |

※Documents required for termination of employment relationship (dismissal): 1. Application 2. Photocopy of employment permit 3. Photocopy of residence permit 4. Document certifying termination of employment relationship

※Documents required for replacement employment permit: 1. Application (please check “other” on application and write “replacement”) 2. Grounds for replacement affidavit (expressly state the case number, foreigner’s name and passport number, employment period and the reason for applying for a replacement)

※Any documents not in Chinese shall provide translation unless otherwise specified in other regulations.

Remark: If aforementioned information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity or company owner. （Applicant shall assume legal responsibly for providing information and documents proven false through investigation）

附表

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| **Comment Item** | **Content and Rating** | **Points** | **Required Documents and Description** |
| 1.Education | Doctoral Degree | 30 | Photocopy of overseas Chinese or foreign student diploma |
| Master’s Degree | 20 |
| Bachelor’s Degree | 10 |
| 2. Salary | Average monthly salary over NT$47,971 | 40 | Photocopy of employment contract signed by employer and overseas Chinese or foreign student. Contract should state average monthly salary (in NT$), names of both parties, job, title, job description, employment duration, etc. |
| Average monthly salary over NT$40,000 less than NT$47,971 | 30 |
| Average monthly salary over NT$35,000 less than NT$40,000 | 20 |
| Average monthly salary over NT$31,520 less than NT$35,000 | 10 |
| 3. Work Experience | Over 2 years | 20 | Photocopy of overseas Chinese or foreign student’s full-time work experience certification |
| Over 1 year less than 2 | 10 |
| 4. Qualified to serve in relevant capacity | Those possessing special expertise required by company for relevant position | 20 | Photocopy documentation certifying overseas Chinese or foreign student’s special expertise (i.e. professional training for the role, course attendance, skill certification, creative works competition awards, patents, etc.) |
| 5.Chinese | Chinese Language Proficiency Test Level “Fluent” or higher | 30 | One of the following documents: I. Photocopy of overseas Chinese or foreign student Chinese language proficiency test result of “Intermediate” or higher.  II. Photocopy of one of the following documents certifying overseas Chinese or foreign student’s Chinese language studies: （1） Chinese studies Coursework grading documentation while attending school in the R.O.C.  1. Fluent: 80 or higher 2. Advanced: 70 to 79 3. Intermediate: 60 to 69 （2） Documentation of Chinese studies hours:  1. Fluent: hours studying Chinese in the R.O.C. totaling over 960 or over 1,920 hours in other regions. 2. Advanced: hours studying Chinese in the R.O.C. totaling over 480 or over 960 hours in other regions. 3. Intermediate: hours studying Chinese in the R.O.C. totaling over 360 or over 720 hours in other regions. |
| Chinese Language Proficiency Test Level “Advanced” | 25 |
| Chinese Language Proficiency Test Level “Intermediate” | 20 |
| 6. Multi-lingual Ability | Language skills in 2 foreign languages in addition to Chinese | 20 | **Hard copy of passport.** If you want to get credit of more than one foreign language skills, you should submit one of the following documents: I. Photocopy of overseas Chinese or foreign student’s foreign language ability certification. II. Photocopy of document certifying overseas Chinese or foreign student’s foreign language study of over 360 hours. III.Photocopy of overseas Chinese or foreign student’s diploma from previous stage of education. IV.The certificate of previous degree issued by the school where you acquire your degree or Overseas Community Affairs Council. i.e.: Foreign Language Proficiency Test (FLPT), TOEFL, Cambridge English Language Assessment, IELTS, Japanese Language Proficiency Test (JLPT), DELF, Goethe-Zertifikat, TestDaF, Russian Language Proficiency Tests held by Chinese Culture University or National Chengchi University, etc. |
| Language skills in 1 foreign languages in addition to Chinese | 10 |
| 7. Personal overseas development | Those residing in foreign countries 6 or more years | 10 | **Hard copy of passport.** |
| 8. Compliance with government policy | Companies or employees conforming to government policies related to industrial development | 20 | Copy of central competent authority issued employer compliance with government policy documentation, i.e.: I. Conforms to excellent backbone business qualifications. II. Businesses establishing operational headquarters in the R.O.C (corporate operations headquarters recognition letter). III. Businesses establishing R & D centers in the R.O.C. (implementing unit approval letter) IV. Conforms to HeadStart Taiwan: institutions with “new business recognition principle of innovative ability” V.Recognition letter or certification of conformation to industrial development policy issued by central competent authority. |
| Qualifying Score |  | 70 |  |