How to apply for a Taiwan work permit

International students who would like to do part-time jobs or internships in Taiwan (either on or off campus) are required to have a valid work permit **before** starting work. Please note that if you hold a job without a work permit, you may be fined from NTD 30,000 to NTD 150,000 and expelled from Taiwan immediately. The maximum working time for students is 20 hours per week, except during summer and winter vacations.

The maximum validity period of a work permit is 6 months. For applications made in the fall semester, the work permit will expire on March 31th of the following year at the latest. For applications made in the spring semester, the work permit will expire on September 30th of the same year at the latest.

* Please refer to the official handbook (link below) for any questions regarding the work permit application process, including new and returning applicants.
  + **New applicants**: Please refer to section 3.1 to apply for an account.

<https://ezwp.wda.gov.tw/wcfonline/wSite/download/student.pdf>

* You can also refer to the list of instruction videos (link below) for any questions regarding the work permit application process.

<https://ezwp.wda.gov.tw/wcfonline/wSite/OperationMedia.htm>

**Documents needed to apply for your work permit:**

1. Photocopy of your passport
2. Photocopy of student ID/proof of enrollment\* (see below for more details)
3. Front and back photocopy of your resident certificate (ARC)
4. Additional documents (if necessary)

* There is a **100NT processing fee** when you apply for your work permit. You can only pay via the payment option you chose when you submitted your application. For example, if you choose “payment by ATM” then you can ONLY pay at an ATM.
* It takes approximately **7-10 business days** to process your work permit application, starting on the day you submit your application form. Please wait patiently in the meantime. You can check your application status in your work permit account.

\*Photocopy of student ID/proof of enrollment

Your proof of enrollment should look like the example below. It should have an **official stamp** from the university. Please go to the **Office of Academic Affairs Registration and Curriculum Division** to get this document.

