

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 students		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 <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	年 (Y) 月 (M) 日 (D)		聯絡電話 Phone number	
就讀學校 School attended	日夜別 Day/ Night	就讀系所 College/Department	年級 Year	
通訊地址 Mailing address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 縣(County) 鄉鎮(Township) 村(Vil.) 路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 市(City) 市(City)區(District) 街(St.)			
申請許可期間 Application time	年 (Y) 月 (M) 日 (D) 至 年 (Y) 月 (M) 日 (D) (許可期間最長六個月) (valid for six months maximum)			
緊急 連絡人 Emergency contact person	姓名 Name	電話 Tel		
申請人簽章 Signature or stamp of applicant				
就讀學校同意證明 Approved by the Dept./Inst. (Stamp is necessary)	(學生輔導單位戳章)		學生輔導單位主 管簽章 Dep./Inst. Director's Signature or Stamp (請註明核章日期)	
學生證影本 (正面) Copy of Student ID Card (front)		學生證影本 (反面) Copy of Student ID Card (back)		

<input type="checkbox"/> 欲親自取件者請打「√」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	

Documents Required for Application and the Related Notes (for Students)

1) Eligible candidates:

1. Foreign students studying at national or registered private universities in accordance with “Regulations Regarding International Students Undertaking Studies in Taiwan.”
2. Overseas Chinese students assisted for enrollment in accordance with “Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.”
3. Hong Kong and Macao students enrolled in accordance with “Regulations Regarding Hong Kong and Macao Citizens Undertaking Studies in Taiwan.”

2) Documents required (arranged in proper order):

1. Application Form (The application for Work Permit has to be agreed by KMU beforehand. The application form should be affixed with the official seal of KMU’s counseling department, and the signature or seal of the departmental head.)
2. A photocopy of Student ID Card (It should be directly adhered to the application form. On the back side of the photocopy has to be affixed with the registration seal of the semester. If the Student ID Card does not show which semester registered, it has to be additionally affixed with the registration seal by Registry Division, or attached with Certificate of Enrollment.)
3. Transcript of over one year’s language learning course (Transcript of language learning course taken at Language Center has to be provided.)
4. Original copy of post office remittance slip certifying the payment of examination fee (NT\$100 per applicant). Applicants can go to a post office to make remittance of examination fee to the account number 19058848 with account name, “勞動部勞動力發展署聘僱許可收費專戶” which means “Dedicated Account of Work Permit Fee of Workforce Development Agency, Ministry of Labor,” or pay the examination fee in person at the reception counter of Workforce Development Agency (10th Floor, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City).
5. A photocopy of passport within its validity period, and a photocopy of the front and back sides of Alien Resident Certificate (ARC).
6. Besides the five documents aforesaid, foreign students should also produce one of the following four certifying documents, or a certificate of a special language proficiency. But for those foreign students who possess a special language proficiency and are approved by the Ministry of Education to work in special project after enrollment as part-time foreign language teachers at Language Center of any universities or colleges, or Language Center of any foreign cultural and education institutions in Taiwan, they are excepted from this restriction, but only have to produce a photocopy of the approval document of the special project issued by the Ministry of Education.
 - (1) Concrete evidence of financial difficulties in affording the student’s continuous studies and living in Taiwan.
 - (2) Certifying document showing that the student is asked by the teaching and research unit of the university to assist in working for them.
 - (3) Certifying document showing that the student has to take part in internship outside the university in relation to the course taken.
 - (4) Certifying document showing that the student is studying at the graduate institute, and is agreed by the university to take a research job in relation to the course taken.

3) Documents for application for reissue of Work Permit:

1. Application Form
2. Affidavit showing the reason for reissue (It has to be affixed with the official seal of KMU’s counseling department.)
3. A photocopy of the applicant’s passport within its validity period, and a photocopy of the front and back sides of Alien Resident Certificate (ARC).
4. Original copy of post office remittance slip certifying the payment of examination fee (NT\$100 per applicant).

4) How to apply:

1. Application can be delivered by anyone to the reception counter of the competent authority (address: 10th Floor, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City).
2. Application can be sent by registered mail to the addressee: Workforce Development Agency (Application for Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students), 10th Floor, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City (Postal code: 10042).

5) Other related requirements:

1. The Work Permits applied by foreign students, overseas Chinese students and Hong Kong and Macao students have a validity period of 6 months maximum. Except winter and summer holidays, the allowed working hours are 16 hours maximum per week.
 2. Should a student not abide by the regulations of the previous item, the competent authority shall revoke the Work Permit of the student in accordance with Employment Service Act. Any student not abiding by the related regulation and not applying for Work Permit, but employed as a worker for others, the student shall be fined NT\$30,000~NT\$150,000 in accordance with Employment Service Act..
 3. Should the information and certifying documents be photocopies, they should be printed with these words, "This copy conforms to the original copy," and affixed with the seal or signature of the applicant.
 4. In accordance with "Regulations for Permission and Administration of Foreign Worker Employment," the Hong Kong and Macao students, overseas Chinese students and foreign students coming to Taiwan for studying under formal educational system can submit application to the competent authorities after enrollment. But the foreign students coming to Taiwan for taking language course can only submit application after taking the course for over one year.
- 6) Students having suspended studies and been expelled from KMU, even if their Work Permits are within their validity periods, should return their Work Permits to KMU's counseling department.
- 7) Work Permit applied in the first semester shall be valid until March 31 in the next semester. Work Permit applied in the second semester shall be valid until September 30 in the same year. Nevertheless, for Work Permit applied on cross-semester or cross-academic-year basis, the applicant has to provide evidence of registration by attaching a photocopy of Student ID Card, which should be affixed by KMU's Registry Division with the registration seal of the next semester during the application period. Such Work Permit shall be excepted from the restriction of validity period aforesaid, and the validity period shall be six months maximum.
- 8) For application units (applicants) intending to collect Work Permit in person, they have to fill out "Declaration Sheet of Collection In Person" beforehand, submit application to the counter designated by the competent authority, and hold the collection slip to collect Work Permit at the counter designated by the competent authority within the specified period. Work Permits not collected before deadline shall be sent out by registered mail. (10th Floor, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City)
- 9) For enquires, please call: (02) 23801712 or 23801725. Remarks: If an overseas Chinese student being assisted for enrollment in accordance with "Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan" transfers to study at other tutorial school or training school, In-service Education Center, National Open University or National Open Junior College (including Evening Education Center of different schools), the student shall not apply for Work Permit.