

工作證申請



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1. 帳號申請



<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>



勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY
外國專業人員工作許可申辦網
EZ Work Permit

- 最新消息 News
- 相關法規 Laws and Regulations
- 操作手冊 User Manual
- 教學影片 User Videos

點擊



僑外生工讀申請

Work Permit for Foreign Students,
Overseas Chinese Students and Ethnic Chinese Students

外國專業人員工作許可申請

Work Permit for Foreign Professional Worker

外國專業人才成年子女申請

Work Permit for the Adult Child
of a Foreign Professional

自由藝術工作者申請

Foreign Professional Artist Work Permit

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

6276

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

點擊

忘記密碼或解鎖 Forgot Password or Unlock a user account ||

<p>一、適用範圍</p> <p>Scope</p>	<p>本聲明僅適用於本網站如何處理您使用網站服務時蒐集到的個人識別資料。</p> <p>本聲明不適用於本網站網頁提供其他非本署網站的網路連結，您必須參考該連結網站中的隱私權聲明。</p> <p>The statement only applies to how the website processes your personal identification information while you are using the Website. The statement does not apply to other websites that link to the Website. You must refer to the statement about privacy on such websites.</p>
<p>二、資料的蒐集與使用方式</p> <p>How information is collected and used</p>	<p>当您多次向本署之相關服務時，您所提供的資料，除會留置備查，供本署處理「個人資料保護法」及相關法令規定，个别服務應由經過本署委託目的以外之用途。</p> <p>您的個人資料採用嚴格的保護措施，只由經過授權的人員才能接觸您的個人資料，相關處理人員皆簽署保密合約如有違反保密義務者，將會受到相關的處分。</p> <p>When you are using related services on the Website, the Agency will follow the "Personal Information Protection Act" to protect information provided by you from being used outside the purpose of collection. Your personal information will be carefully protected, and may only be accessed by authorized personnel. All related personnel have to sign a confidentiality contract. In case of breach of confidentiality contract, related personnel will be punished accordingly.</p>
<p>三、資訊分享與使用</p> <p>How information is shared and used</p>	<p>除了下列狀況外，本網站絕不會將您的個人資料揭露予第三人或使用於蒐集目的以外之其他用途：</p> <p>(一)法律明文規定，</p> <p>(二)配合公務機關執行法定職務必要範圍，</p> <p>(三)為防止他人權益之重大危害。</p> <p>Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection:</p> <p>(1) Statutory regulations</p> <p>(2) Scope of statutory duties in accordance with public entities</p> <p>(3) To prevent others' interests from critical harm</p>
<p>四、自我保護措施</p> <p>Self-protection measures</p>	<p>請妥善保管您的密碼及個人資料，不要提供給任何人，在您完成個人化服務之使用後，務必記得登出帳號。若您與他人共享電腦或使用公共電腦，切記要關閉瀏覽器視窗，以防止他人讀取您的個人資料、信件或進入所屬單位管理區。</p> <p>Please keep your password and personal information private and do not provide them to anyone. After using personalized services, please make sure that you have logged out of your account. If you share a computer with others or use a public computer, please remember to close your browser windows to prevent others from accessing your personal information, E-mail, or the entity management area.</p>
<p>五、聲明之修正</p> <p>Amendment to the statement</p>	<p>本聲明將因應需求隨時進行修正，修正後的條款將刊登於本網站上，以維護您瀏覽網站的安全及相關權益。</p> <p>The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests.</p>
<p>六、聲明之諮詢</p> <p>Consultation on the statement</p>	<p>若您對本聲明有任何疑問，請E-mail至：wda@wda.gov.tw。</p> <p>If you have any question about the statement, please contact us by E-mail: wda@wda.gov.tw.</p>




點 擊

*帳號 Account number	學號 (EX: B10040001) (ber)		
*密碼 Password	@+小寫居留證號碼 (例: @hd12345678) (bols)	*確認密碼 Re-enter password	<input type="text"/> (輸入與密碼相同 The entering is identical with password)
*電子信箱 Email	<input type="text"/>		
申請人姓名(中文) Name of applicant (Chinese)	<input type="text"/> (應與學生證相同 Shall be in accordance with your name on student ID)	*性別 Gender	<input type="radio"/> 男 Male <input type="radio"/> 女 Female
申請人姓名(英文) Name of applicant (English)	<input type="text"/>	*國籍 Nationality	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 國籍查詢 Nationality search <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 10px;">國籍</div>
*護照號碼 Passport number	<div style="border: 1px solid red; padding: 2px; display: inline-block;">護照號碼</div> <p>提示:若您更換過護照,請先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 both of your new and old passports and we will renew your passport numbers later on.)</p>	*護照號碼有效期限 Validity of passport	<div style="border: 1px solid red; padding: 2px; display: inline-block;">護照有效期限</div> <input type="text"/> (西元 yyyy/MM/dd) <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 10px;">↑</div>
*統一證號 UI number	<div style="border: 1px solid red; padding: 2px; display: inline-block;">居留證號碼</div> <p>提示:請依居留證填寫統一證號,若您變更證號,請於申請工作許可證備註新統一證號並上傳舊居留證及新居留證,本部將於審核時一併更新您的統一證號。若您是在臺灣就讀語言中心,尚無居留證,請先向移民署申請統一證號。Please fill in the UI number according to the ARC. If you have changed your UI number, please note the new UI number when applying for a work permit and upload both the old and new ARC. The Ministry of Labor will update your UI number when reviewing. If you are studying in a language center in Taiwan and do not have an ARC, please apply for the UI number to the National Immigration Agency first.)</p>	*出生年月日 Date of birth	<div style="border: 1px solid red; padding: 2px; display: inline-block;">出生年月日</div> <input type="text"/> (西元 yyyy/MM/dd) <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 10px;">↑</div>
*就讀學校 School attended	<div style="border: 1px solid red; padding: 2px; display: inline-block;">開南大學</div> <input type="text"/> 學校查詢 School search (提示:若清單中沒有學校資料,請先洽學校承辦單位 Please contact the school office responsible if you can't find your school on the list.) <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 10px;">→</div>		
*與分別 Identity	僑生-學士(4年制) or 外國留學生-學士(4年制)		
*連絡電話 Phone number	<input type="text"/>		

2. 工作證申請



工作證申請

勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY
外國專業人員工作許可申辦網
EZ Work Permit

- 最新消息 News
- 相關法規 Laws and Regulations
- 操作手冊 User Manual
- 教學影片 User Videos

安裝申辦資訊服務APP

外國專業人員工作許可申請
Work Permit for Foreign Professional Worker

僑外生工讀申請
Work Permit for Overseas Chinese Students,
Overseas Chinese Students and Ethnic Chinese Students

QR codes for EZWP app

Available on the iPhone App Store
ANDROID APP ON Google play

點擊

登入

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號：
Account

系統密碼：
Password

驗證碼：
Verification Code

[重新產生驗證碼 Refresh Verification Code](#)

[登入 Sign In](#) [取消 Cancel](#)

[忘記密碼 Forgot Password](#) |
[申請帳號 Apply for an account](#) ||
[外國專業人員申請頁面](#)
[Work Permit for Professional Workers](#)

點擊



登入成功

The screenshot displays the homepage of the Workforce Development Agency (WDA) website. At the top, there is a header with the WDA logo and the text "外國專業人員工作許可申辦網" (Workforce Development Agency EZ Work Permit). A navigation bar below the header contains links for "公告" (Announcements), "基本資料檢閱" (Basic Information Review), and "案件新增及管理" (Case Addition and Management). The main content area features a "最新消息 Latest News" section with a table of recent updates. A modal dialog box titled "系統訊息" (System Message) is overlaid on the page, displaying the text "登入成功" (Login Successful) and an "Ok" button. The footer of the page provides contact information for the WDA, including the telephone number (02) 89569000, the address (4F, South Building No. 439, Zhongxing Rd., Xindian Dist., New Taipei City 24219), and the online system customer service email (enquiry@wda.gov.tw).

勞動部勞動力發展署 建檔人：PATRICK 登出
外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

即時訊息 本系統備測試系統

公告 基本資料檢閱 案件新增及管理

最新消息 Latest News

發佈日期 Date	標題 Subject
2016/04/12 16:57:45	重要公告：「僱主申請聘僱第一類外國人其他應備 for the Application of employing Type A Foreign W
2016/01/28 14:51:09	公告本部受理僱主聘僱外國人申請案審核天數及規
2015/10/01 11:43:53	僑外生得免附居留證正反面影本

Records from 1 to 5 of 5

系統訊息
登入成功
Ok

建議使用 Internet Explorer 9.0+
請將螢幕解析度設定為 1920*1080 將可得到最佳的使
勞動部勞動力發展署代辦處：(02)8956 4000
勞動部勞動力發展署地址：24219 新北市 新莊區 中
Please set your screen resolution at 1920*1080 for a better
Telephone of Workforce Development Agency：(02)89569000 Online System Customer Service E-mail: enquiry@wda.gov.tw
Address of Workforce Development Agency：4F, South Building No. 439, Zhongxing Rd., Xindian Dist., New Taipei City 24219
Address of Online System Service Center：10F, No. 39, Section 1, Zhongxing East, Zhongzheng District, Taipei City 100

案件管理 Application Management > 260_學生案件管理 Student Application Management

高中及大學應屆畢業生(含休學者)許可期限至同年6月30日止。

但有下列情事之一，得延長許可期限至9月30日：

- (1) 應屆畢業生或延學生有暑假或延畢之需要，由學校(系)所出具相關證明。
- (2) 國外生活志願考大學或研究所，重新由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduates of high school and university graduate with postpone graduation included) is 30 June at the year.

However, it can be extended to 30 September for one of the following events:

- (1) New graduates or students with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.
- (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school.

案件申請列表 list of application

新增申請案件 add application

2. 新增申請案件

案件序號	功能連結	收文文號	申請日期	英文姓名 English	申請類別 application type	申請狀態	案件狀態
10700066209	補件	1070034567	2018-12-18	KUMARA	工作許可 work permit	補正 correction	新增(Create)
10700066072	訂正	1070034568	2018-12-17	KUMARA	工作許可 work permit	通知訂正 Already returned for amendment	新增(Create)



勞動部勞動力發展署
外國專業人員工作許可申辦線
 Workforce Development Agency IT Work Permit

服務時間 Service Explorer 4.0

請於營業時間內查詢(週一至週五) 除不受理緊急案件外，其餘事項均請於辦公時間內洽詢。

勞動部服務專線電話：(02)8901-8900
 勞動部服務專線地址：14219 新北市新莊區 中平路419號408室
 Please see your service consultation at 10221-1001 for a better effect.

請上系統網站查詢時間：週一至週五上午9時至下午5時(例假日、下午1時開始)查詢時間
 線上系統查詢專線：0800-881-010 或 0022346-1700
 線上系統查詢專線：enq@wda.gov.tw
 線上系統服務地址：106臺北市中正區中環路一段100號1-6樓1樓1樓
 Office System Telephone Service Hours: 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday
 Office System Customer Service Hotline: 0800-881-010 or 0022346-1700
 Telephone of Workforce Development Agency: (02)8901-8900
 Office System Customer Service E-mail: enq@wda.gov.tw
 Address of Workforce Development Agency: 4F, 408, Zhongping Rd., Taichung Dist., New Taipei City 14219
 Address of Office System Service Center: 100F, 101, Section 1, Zhongxing Road, Zhongzheng District, Taipei 100

案件管理 Application Management > 260_學生案件管理 Student Application Management

新增案件 add application

申請類別 application category

申請類別適用對象 applicable object of application category

申請項目 application type

新增 add

工作許可 work permit
 補發許可 permit re-issue

3. 工作許可

申請類別 Categories of application : (Please check one)

申請人姓名(中文) Name of applicant(Chinese)

*申請人姓名(英文) Name of applicant(English)

*護照號碼 Passport number

*出生年月日 Date of birth

就讀學校 School attended

*系別 Faculty

身分別 identity

*年級 year

*學校校區所在地址 School Address :

*申請許可期間 Application time

緊急連絡人姓名 Emergency contact person Name:

*是否親自取件

Please Check if pickup in person

取件人護照號碼或居留證號

(委託本國人取件，請填寫身分證字號)

Passport or Alien Resident

Certificate Number of the Recipient

(If the recipient is from the Republic of China

, please fill out the person's personal ID number instead)

申請項目 Type of application : (Please check one)

*性別 Gender

*國籍(地區) Nationality

*居留證統一編號 ARC ID number

*聯絡電話 Phone number

*日夜別 Day/Night

系/所名稱

僑生-學士(4年制) overseas Chinese students - 4-year universities

大學(4年制) 4-year university

4

年級 year

大學四年
研究所兩年

下學期 Second semester

預定修業年限 expected study years

4

年 year

338

桃園市

蘆竹區

明南路一號

上學期:期限從申請日當日至次學期3/31
下學期:期限從申請日當日至同年9/30

緊急連絡人電話 Emergency contact person Tel:

否 NO

是 YES

一定要選"否"

取件人姓名 Recipient Name :

郵局繳費資料

審查費 examination fee	案件一經本局收件後即不退費，若有相關問題請洽系統服務人員。 劃撥戶名：勞動力發展局專戶，劃撥帳號：19058848 Remittance	
郵局繳費 payment at post office	Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848	
交易日期 remittance date	交易日期 ? 請輸入民國年月日，例 1060101	交易局號 post office of remittance
輸入郵政劃單收據編號 enter receipt number of postal remittance	收據編號 ? 請注意：郵政劃單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! Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!	交易局號
		審查費金額 amount of examination fee



EX:0000119



郵政劃撥收據編號
請輸入後七碼



請輸入交易局號
共 6 碼

00000119 104/12/24 08:35:11
000128 1A7 600822



EX:000128



EX:1041224



請輸入交易日期
例：1041224



注意事項

1. 上學期的話，從申請日到3/31
2. 下學期的話，從申請日到9/30
3. 應屆畢業生或延畢生：許可期限到當年6/30為止。
4. 碩士生：許可期限到當年7/31為止。
5. 申請時間最多六個月(不能超過六個月)。

3. 上傳檔案(一定要PDF)



上傳檔案(一定要pdf)

案件管理 > 260_學生案件管理

申請書資料 information of application form 上傳檔案 upload file **點擊**

應備文件注意事項 notice of document for application 「*」 標記者為必須填寫的欄位 mark must not be empty

申請類別Categories of application : (Please check one)	華裔學生 ethnic Chinese students	申請項目Type of application : (Please check one)	工作許可 work permit
申請人姓名(中文) Name of applicant(Chinese)	派登克	*性別 Gender	M
*申請人姓名(英文) Name of applicant(English)	PATRICK	(315)美國	
*護照號碼 Passport number	1234567890	*居留證統一編號 ARC ID number	DC02714192
*出生年月日 Date of birth	19940601	*聯絡電話 Phone number	0123456789
就讀學校 School attended	線上申辦網科技大學ewcf University	*日夜別 Day/Night	日間部Day School
*系別 Faculty			
身分別 Identity	華裔學生-碩士 ethnic Chinese students		

上傳檔案

The image shows a file upload interface. On the left, there is a '準備文件' (Prepare Files) section with four folders: '學生證影本' (Photocopy of student ID card), '護照影本' (Photocopy of Passport), '居留證正反面影本' (Front and back photocopy of the resident certificate), and '其他(含學校要求文件) Others (including school required documents)'. On the right, there is a '準備文件清單' (Prepare File List) table. A red arrow points from a box labeled '拉到這裡' (Drag to here) to the bottom of the folder list. Below the arrow is a document icon with a red bar.

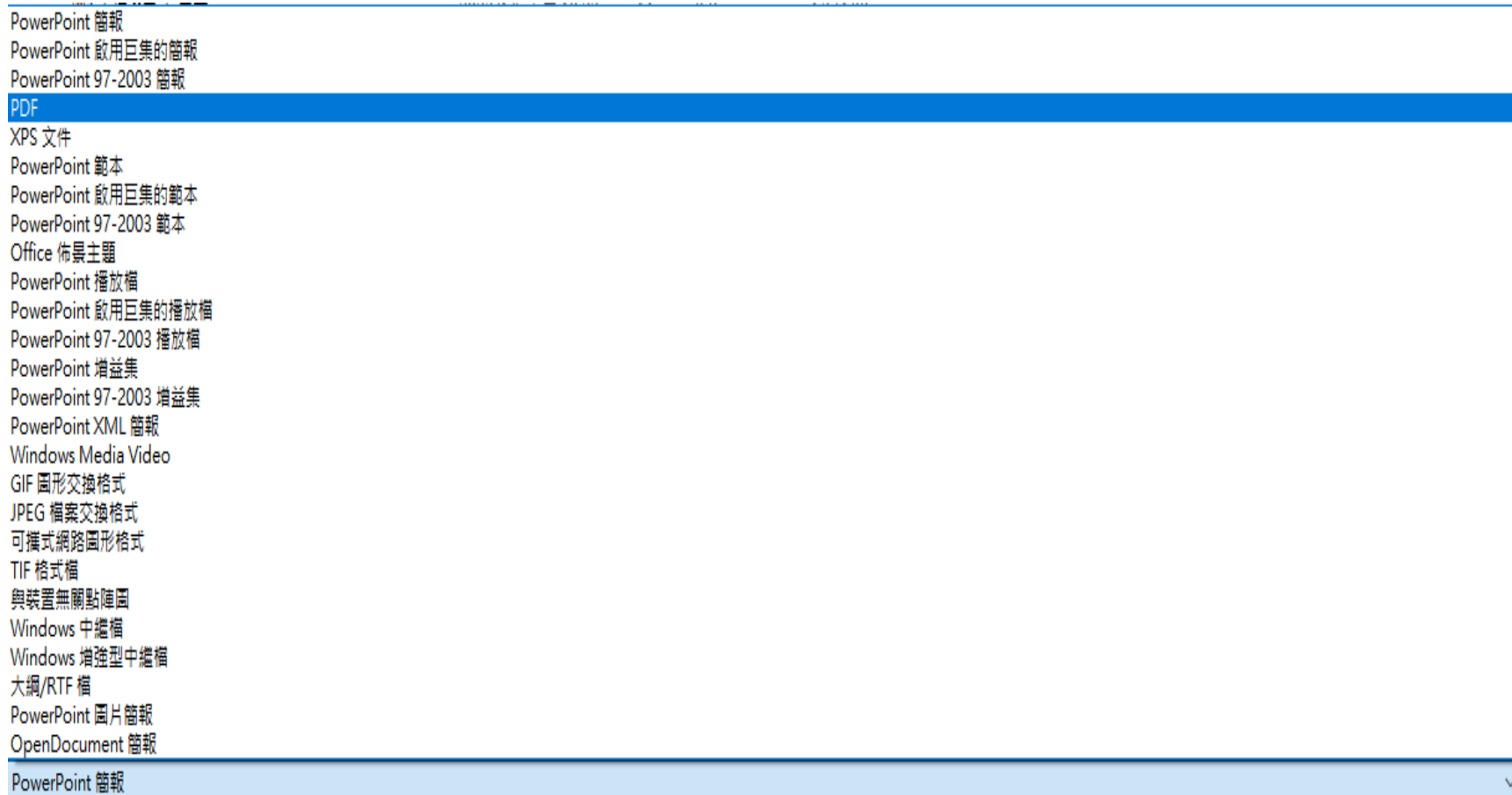
資料夾名	要放的檔案
學生證影本	學生證正面影本
護照影本	護照影本
居留證正反面影本	居留證正反面影本
其他	切結書

拉到這裡

掃描檔案(pdf)

1. 護照影本
2. 學生證正反面
3. 應屆畢業生或延畢生需要證明書
 - a) 春季班證明(4年級春季班學生才需要)

照片先放進PPT>另存新檔>pdf



外來僑僑定日期內至本局收件窗口（臺北市中正區中華路一段33號10樓）收件，或逕寄本局指定代收繳費地點，全部資料存號寄出。

To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (10F., No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail."

審查費 examination fee

郵局繳費 payment at post office

案件一經本部收件後即不還費，若有相關問題請洽系統客服人員。 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 for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848

交易日期 remittance date

? 請輸入民國年月日，例 1060101

交易局號 post office of remittance

輸入郵政劃撥收據編號

enter receipt number of postal remittance

? 請注意：郵政劃撥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! Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!

審查費金額 amount of examination fee

案件暫存 save application

結束 close

送學校 submit to school for examination

列印申請單 print application form

點擊

辛苦了

