

For you, as an international students who wish to work in Taiwan (either on campus or off campus), you are required to apply for and obtain the work permit before starting work. Please note that if you hold a job without applying for the work permit, you may be fined for NT\$30,000 to NT\$150,000 and ordered to leave the country immediately!

## **Work permit online application system !**

1. To apply for a work permit online, create an account on the Workforce Development Agency website and follow the instructions in the manuals to submit an application.

Website : [Work Development Agency EZ Work Permit](#)

Manual: [Workforce Development Agency EZ Work Permit Manual](#)

2. For the "Faculty" field in the form, please fill in the FULL department name in Chinese. For the complete Chinese name, please refer to the website of the department or your student ID card.
3. The Division of International Affairs will inform you by email when the office has received your work permit from the Workforce Development Agency.

### **1. Required Documents for Work Permit Online Application**

1. ARC ID card (front and back side)
2. Student ID card (front and back side) with the registration stamp or you may provide the enrollment certificate of current semester.
3. One copy of passport.
4. The receipt of fee transferring from post office (the amount is NT\$100). You may transfer the application fee in a post office.

Account Name: 勞動部勞動力發展署聘僱許可收費專戶

Account Number: 19058848

5. If applicable, please provide any one of the following documents:
  - a. Specific proof of the applicant's financial difficulty in supporting his/her living or education. Please explain the reasons when you apply for Work Permit.

b. Proof that the applicant is needed for the academic work at the educational institute he/she is enrolled at. The proof should be issued by the educational institution which requests the student's participation. It can be uploaded to the work permit online system.

c. Proof of the applicant's need of doing off campus intern in relation to his or her studies. The proof should be issued by the department which gives the course. It can be uploaded to the work permit online system.

d. For Graduate Students, proof of the applicant's need of doing off campus work in relation to his or her studies. The proof should be issued by the department which gives the course. It can be uploaded to the work permit online system.

## **2. Checking Application Status**

1. Go to [Status Check of Work Permit Application for Foreign Professionals](#)
2. In the 'Number of Employer' box enter your ARC number.
3. In the 'Submitting Date' box enter the date you mailed out the application and the date one week after which you mailed out.

## **3. Other Regulations**

1. The maximum work hours are 20 hours per week, except during summer and winter vacation.
2. According to Employment Services Act, if you work without a work permit, you will be fined from NT 30,000 to NT150,000 and ordered to leave the country immediately.
3. According to the "Regulations on the Permission and Administration of the Employment of Foreign Workers", you can apply for the student work permit only if you are officially enrolled as a degree student in any university or have taken one-year language course in Taiwan.
4. You should return the work permit (if valid) to the Division of International Office if you suspend or discontinue their schooling.
5. For applications made in the first semester, the work permit is valid until March 31th of the next semester; for applications made in the second semester, the work permit is valid until September 30th of the same year. The period validity of a work permit is six months at most.

#### **4. For more details and regulations, please contact Workforce Development Agency**

1. Website: <http://www.wda.gov.tw/>
2. Address: 10F, No. 39, Chung-Hwa Rd. Sec. 1, Taipei City, Taiwan (ROC)
3. TEL: (02) 23801712, (02) 23801725
4. Office Hour: Monday to Friday, 8:30-12:30, 13:30-17:30
5. Office Hours for Application Submission in Person: Monday to Friday, 8:30-17.30
6. E-mail: [wda@wda.gov.tw](mailto:wda@wda.gov.tw)
7. For the complete regulation, please refer to: Ministry of Labor [Employment Service Act](#)