

A group of four students (two men and two women) are sitting at a wooden table, smiling and working on laptops. In the background, a large window shows a view of the Taipei skyline, including the Taipei 101 tower. The scene is bright and sunny.

Your Guide to Student Work Permits in Taiwan

A step-by-step journey to working legally during your studies.

僑外生在臺工作許可申請指南

合法在學工讀的完整步驟教學。

The Golden Rule: Permit First, Work Later

黃金法則：先有許可，才能工作

Student Penalties (學生罰則)



Fine of **NT\$30,000 - NT\$150,000**
新臺幣 3 萬至 15 萬元罰鍰



Potential immediate deportation
& a subsequent 3-year ban
from entering Taiwan.
立即遣返出境處分，3 年內不能
入臺。

Employer Penalties (雇主罰則)



Fine of **NT\$150,000 - NT\$750,000**
新臺幣 15 萬至 75 萬元罰鍰



Repeat offenders may face
criminal charges.
5 年內再違反者則有刑責。

*Emphasize that a work permit is a legal requirement before starting any work, whether paid or unpaid.
Illegally working has serious consequences for both the student and the employer.*

Know the Rules: Working Hours & Permit Validity

關鍵規定：工作時數與許可效期

Eligibility (申請資格)



- Foreign, Overseas Chinese, Hong Kong, and Macao students enrolled in accredited high school or university programs.
- 外國、華僑、港澳學生，就讀於經認可之高中或大學課程者。

Working Hours (工作時數)



During the semester (學期中):

- Maximum 20 hours per week.
- 每週最高20小時。

During official winter/summer breaks (寒暑假):

- The 20-hour weekly limit does not apply, but standard labor laws still do.
- 不受每週20小時限制，但仍需符合勞動法令規定。

Permit Validity (許可效期)



- The permit is valid for a maximum of **1 year**.
- 許可效期最長為**1年**。
- Becomes **VOID** immediately upon graduation, withdrawal (退學), or leave of absence (休學).
- 畢業、退學或休學時立即**VOID**。
- The permit must be returned to the school in these cases.
- 在此情況下，許可證必須繳回學校。

Step 1: Gather Your Digital Documents

步驟一：準備您的數位文件

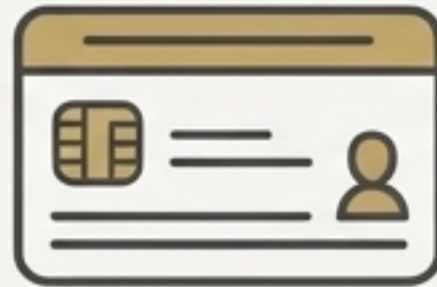
Before you begin, scan and save these three essential documents as separate PDF files.



Passport
(護照)



Student ID
(學生證)



Alien Resident
Certificate
(ARC / 居留證)



1. **Passport (護照):**

A clear scan of your main information page. Must be valid.

2. **Student ID (學生證):**

A scan of the front and back. **Crucially, it must have the current semester's registration stamp (需蓋有當學期註冊章).** If it doesn't, you must obtain a separate proof of registration from your school.

3. **Alien Resident Certificate (ARC / 居留證):**

A clear scan of the front and back. Must be valid.

Step 2: Apply at the EZ Work Permit Portal

步驟二：線上申請（帳號與資料）

1. Go to the official website:
ezwp.wda.gov.tw
2. On the homepage, click the button for “Work Permit for Foreign Students...” (僑外生工讀申請).
3. Click “Apply for an account” (申請帳號) to register or log in if you already have one.
4. Fill in your Personal Information (個人基本資料) and School Information (就讀學校資料) sections.

The image shows the '學生登入 Student Login' form. It has a light blue background. At the top, it says '學生登入 Student Login'. Below that, it says '請輸入帳號 Please enter your account.' There are three input fields: '帳號 Account', '密碼 Password', and '驗證碼 Verification Code'. The '驗證碼' field has a CAPTCHA image showing the number '8263'. Below the input fields, there is a button '重新產生驗證碼 Refresh Verification Code'. At the bottom, there are three buttons: '登入 Sign In' (highlighted with a blue border), '取消 Cancel', and '申請帳號 Apply for an account' (highlighted with a blue border). At the very bottom, there are links for '忘記密碼或解鎖帳號 Forget Password or Unlock a user account', '外國專業人員工作許可申請 Work Permit for Professional Workers', and '自由藝術工作許可申請 Foreign Professional Artist Work Permit'.

Step 2 (Cont.): Upload Documents & Choose Delivery

步驟二(續)：上傳文件與選擇領取方式

1. In the "Application form of work permit information" (工作許可申請資料) section:
 - For "Application type" (申請項目), select "Work Permit" (工作許可).
 - For "Way of receiving the official document" (領取方式), "Electronic official document" (電子公文) is recommended. You will receive an email notification and can download it within 8 days.

2. In the "Upload file" (應備文件上傳) section, upload the three PDF documents you prepared in Step 1.

2. 工作許可證申請 application form of work permit information

【*】確認各欄位填寫正確後再送出 mark each not be empty

申請類別 application category
外國留學生 Foreign students
若申請類別錯誤請到(學生個人資料維護)頁修改
If the application category is mistaken, please go to Student Personal Information Maintenance to change the category.

申請類別適用對象 application's object of application category
臺灣及海外留學生之免簽證資格。詳情請參閱450-452公告及(1)入境條例之相關規定。
You are Foreign student as referred to in Subparagraph 1 of Article 30 of The Act, and shall conform to the qualifications as set forth in the Regulations on Foreign Students Enrolled in Taiwan as its Beneficiary of Exemption.

申請類型 application type
請選擇 Please select

申請許可證 Application time
請選擇申請日期 (民國) (valid file size: 100KB)

申請許可證之證明文件 Copy of recording the official document
電子公文 Electronic official document (請寄學校 Delivery to the school) 郵寄郵政 Pick up in person

2. 工作許可證申請表填寫說明 View your work permit on the mobile devices.

行動裝置聯絡電話 mobile phone number 090846622

Step 2 of 3 Upload file

檔案格式 File format : PDF (檔案名稱之命名 - 請配合表格 - 標點符號及特殊符號 File name should not contain any special, punctuation or special characters.)

申請文件 documents for application	檔案檔案 file
護照影本及相片應徵文件 Photocopy of Passport (Documents required)	請選擇檔案 please select file
學生證影本 Photocopy of student ID card	請選擇檔案 please select file
居留證正面背面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file
學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file
教育部專專科證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required document)	請選擇檔案 please select file

[上一步 previous](#)
[儲存資料 save application](#)
[離開\(不儲存\)](#)
[下一步 next step](#)

Step 3: Pay the NT\$100 Application Fee

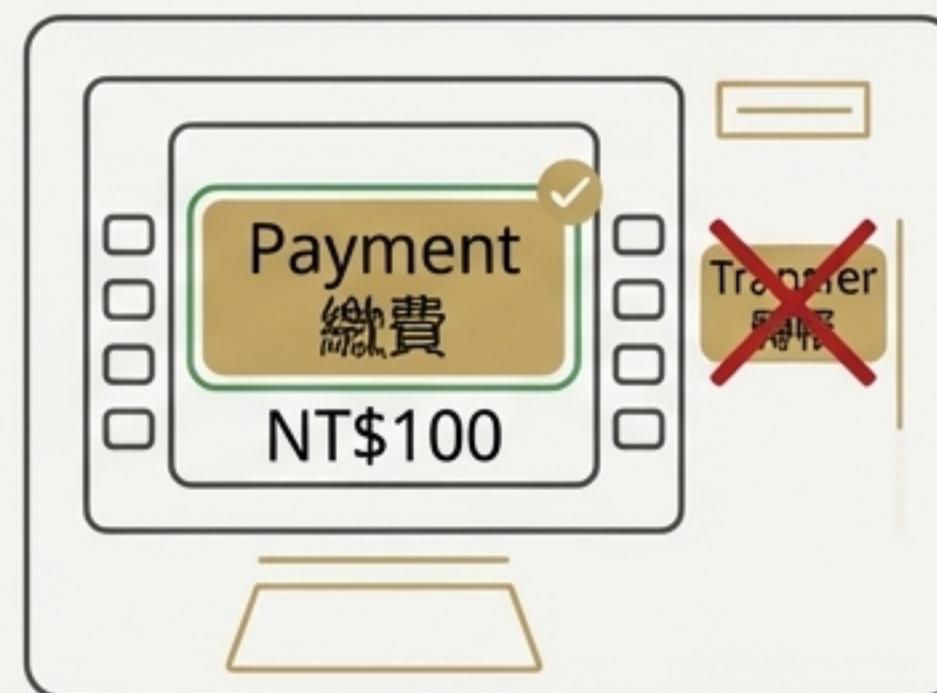
步驟三：繳納審查費新臺幣 100 元

Option A: Post Office Giro (郵局劃撥)

郵政劃撥儲金存款單																
帳號	1	9	0	5	8	8	4	8	金額	仟	佰	拾	元			
									(阿拉伯數字)	壹	佰	元	整	1	0	0
過銀欄(限與本行往來存款有關事項)									戶名 行政院勞工委員會職業訓練局 聘僱許可收費專戶							
									寄款人		收據帳號戶名					
									姓名		存款金額					
									地址		電腦記錄					
									電話							

- ✓ Fill out a Giro slip with Account No. '19058848' and Account Name 勞動部勞動力發展署聘僱許可收費專戶'.
- ✓ Pay at any post office and keep the receipt.
- ✓ Return to the online portal and enter the receipt details.

Option B: ATM Payment (ATM 繳費)



- 📄 **Important:** You must first submit your application online **to your school** to generate a unique 16-digit payment account number.
- 🏧 At the ATM, use the "Payment" (繳費) function.
- ⚠️ **Do NOT use "Transfer" (轉帳).**

Step 4: Submit for Review

步驟四：送出審核

[YOU SUBMIT]



[SCHOOL REVIEW]



[WDA REVIEW]



[PERMIT ISSUED]



上一步 previous

離開

送學校審核並取得繳費序號
Send the application to school
and acquire the serial number
of payment.

Your school's
international student
office reviews your
documents first.

The school forwards it
to the Workforce
Development Agency
(WDA).

Permit is issued
electronically or by
mail.



Official review by the WDA takes approximately **7-10 working days** after they receive the case from your school.

Handling Application Issues: Revision vs. Correction

狀況處理：訂正 vs. 補正

If your application is returned, check the status to see what action is required.



Revision (訂正 / Revise the application)

• 案件新增及變更 Application Management > 260_學生案件管理 Student Application Management

為申請人/管理員提供 (各級學生) 於每學期至每年 6 月 30 日止，
因下列原因之一，需延長其居留期限者，請注意：

(1) 當申請人/管理員為其申請之居留期限，由學校 (或) 所出之居留證明。
(2) 當申請人/管理員為其申請之居留期限，由學校 (或) 所出之居留證明。

The validity of permit for own graduates of high school and university (graduates with postgraduate education included) is 30 days at the year.
Therefore, it can be extended to 30 days after the end of the following period:

(1) New graduates or graduates with postgraduate education require summer courses or postgraduate education with relevant certificates issued by the school, department or institute.
(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduates school shall attach certificate relevant to registration by the school.

請注意！當申請人/管理員為其申請之居留期限，由學校 (或) 所出之居留證明，當其居留期限屆滿時，請申請人/管理員於居留期限屆滿前，向學校 (或) 申請。
Attention! Cancellation of the application refers to the cancellation of the application. The cancellation fee will not be refunded after the application is cancelled, and you must pay the cancellation fee
you want to apply again.

Supposing you want to modify the application information or reupload the file, please contact the case coordinator to return the case. Do not use this function.

第 260 項 260 list of application 新增/修改申請 新增/修改申請 260-260 項 260 項

案件序號	申請狀態	英文文號	申請日期/日期 The	英文文號 English	申請類型 application type	申請狀態
11100025192	訂正/修正 Revise the application	01122754351	20230328	Lin wei	工作許可 work permit	已退回/已退回 returned for amendment

- This is for minor issues or clarifications.
- You **cannot** change the original application data.
- You can only add comments in the "Revision content" box and upload new or additional files.



Correction (補正 / Correct the application)

• 案件新增及變更 Application Management > 260_學生案件管理 Student Application Management

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案件序號	申請狀態	英文文號	申請日期/日期 The	英文文號 English	申請類型 application type	申請狀態
11100081770	補正/修正 Correct the application	01112614232		KUNARA	工作許可 work permit	已退回/已退回 correction

- This is for more significant errors in your application.
- You **can** modify your original application data (personal info, school info, etc.) and re-upload files as needed.

Your Permit, Your Responsibility

您的許可，您的責任



Check the Expiry Date.

Always know when your permit expires and renew it in advance if you plan to continue working.



Respect the Hour Limits.

Stick to a maximum of 20 hours/week during the semester.



Report Status Changes.

Your permit is immediately void if you graduate, withdraw, or take a leave of absence (休學/退學).



Keep Your Employer Informed.

Always provide your employer with a copy of your valid work permit and notify them of any changes.

For official inquiries, contact the Workforce Development Agency (WDA).

Phone (電話): (02) 8995-6000.