

Cách xin thẻ đi làm 如何申請工作許可證

Vào trang [https://ezwp.wda.gov.tw/wcfonline/wSite/Control?](https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage)

[function=StdIndexPage](https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage) 外國專業人員工作許可申辦網，點選 chọn “僑外生工讀申請”



學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 : Tài khoản

Account

系統密碼 : Mật khẩu

Password

☐ 顯示密碼

驗證碼 : Mã xác nhận

Verification Code

4888

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**

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

學生帳號維護 Student Account Maintenance ||

外國專業人員工作許可申請 Work Permit for Professional Workers ||

自由藝術工作許可申請 Foreign Professional Artist Work Permit ||

外國專業人才成年子女工作許可申請 ||

就業服務法第51條聘僱許可申請 ||

就業服務法第51條工作許可申請 ||

Nếu chưa có tài khoản, bấm vào đây tạo tài khoản

Quên mật khẩu thì bấm vào đây

workforce development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

即時訊息: 為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

公告 Announcement > 005_最新訊息 Latest News

最新訊息 latest news

系統公告/新聞	發佈日期 release	標題 title
系統公告 system announcement	113-07-18	為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。
系統公告 system announcement	111-08-29	為強化資訊安全保護措施，自111年8月15日起禁止來自中國大陸、香港、澳門及俄羅斯等國家或地區之IP連接本部『外國專業人員工作許可申辦網』。

Records from 1 to 2 of 2

Chọn mục này

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

總機電話 Call center: 總機電話請於辦公時間內撥打 1922*1000，轉分機1000或1001。申請服務時間: (02)8993-6000。勞動部發展署地址: 24219 新北市板橋區中三路110號發展大樓。有關於服務之疑難、補正疑難、請洽本網、請洽本網、請洽本網。請洽本網、請洽本網、請洽本網。

線上系統電話服務時間: 週一至週五 上午9時30分至12時00分，下午1時30分至4時30分。線上系統服務專線: (0800-881-339) 請於工電技術。線上系統服務電子郵件: esmp@wda.gov.tw

Online System Telephone Service Hours: 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday. Online System Customer Service Hotline: (0800-881-339). Online System Customer Service E-mail: esmp@wda.gov.tw. Address of Workforce Development Agency: 4F, South Building, No. 439, Zhongxing Rd., Xinyuan Dist., New Taipei City 24219. In the case where the application has been returned for revision/correction, please contact the officer at call center in the notification message to inquire.

workforce development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

即時訊息: 為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

案件新增及管理 New Application and Management 相關連結 Related Links

260_學生案件管理_260_Student Application Management

261_行動裝置檢視專區

Chọn mục này

workforce development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

即時訊息: 為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

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(含延畢生)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) 應屆畢業生或延畢生有暑修或延畢之需要，由學校或(系)所出具相關證明。

(2) 僑外生若考取大學或研究所，加附由該校或校中畢業生已完繳報到手續之證明文件。

The validity of permit for summer courses or postpone graduation is not affected. However, it can be extended to September 30 if the applicant provides the following documents:

(1) New graduate or student who has summer courses or postpone graduation.

(2) Those overseas students who were admitted to graduate school must attach certificate relevant to registration by the school.

請注意！撤回申請係指放棄本次申請案，撤回申請後審查費不予退還，如欲再次申請，須重新繳交審查費。若您想修改申請資料或重新上傳文件，請聯絡案件承辦人將案件退回，勿使用本功能。

Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examination fee once more if you want to apply again. Supposing you want to modify the application information or re-upload the file, please contact the case undertaker to return the case. Do not use this function.

案件申請列表 list of application 新增申請案件 add application 新增資料變更申請案 紙本申請案線上補件(僅送意見作業)

案件序號	功能連結	收文文號	勞動部收文日期 The	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態	案件
------	------	------	-------------	--------------	-----------------------	-------------	------	----

Mục này để thay đổi thông tin, cần thận chọn nhằm

Chọn mục này xin thẻ đi làm

約定同意收受電子公文

Agreement on Electronic Service

本部依電子簽章法規定，於取得您「同意」後，就您於本申辦網所辦理之工作許可申請案件，經本部核准後，將以電子公文方式送達許可函，並自發文日起以電子郵件通知您領取電子公文，您得於發文日「領取電子公文」按鈕之系統時間為電子公文之送達時間，並自次日起算法定期間，惟不予核發工作許可時，仍將以紙本公文寄發；逾期未領件者，系統將關閉「領取電子公文」功能，本部逕改以紙本公文通知。如您「不同意」以電子公文方式送達許可函，則您於本申辦網所辦理之工作許可申請案件，經本部核准後，將以紙本公文寄發。According to Electronic Signatures Act, through online application, the work permit issued will be sent in electronic or electronic service shall be deemed as the time recorded by system when you log in the system and click "download the application is rejected, the official document will be sent by post, and if you fail to download the electronic documents when the permit is issued to inform you to collect the official documents and deliver the official documents. If you do not agree to the electronic service, the work permit will then be sent in hard copy by registered mail.

Chọn mục đồng ý

同意 agree 不同意 disagree

即時訊息 1. 為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

▶ 案件管理 Application Management > LX011100E 學生案件管理 Student Application Management

Step1. 個人基本資料
personal information

Step2. 就讀學校資料
school information

Step3. 工作許可申請資料
application form of
work permit
information

Step4. 應繳文件上傳
upload file

Step5. 審查費資料
examination fee
information

Step6. 申請案檢視送審
Application review

個人基本資料 personal information		
申請人姓名(中文) Name of applicant(Chinese)	tên tiếng trung	修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)	tên tiếng anh	修改個人基本資料 Edit personal profile
性別 Gender	Giới tính	修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)	Quốc tịch	
護照號碼 Passport number	Số hộ chiếu	若使用舊護照號碼申請將舊護照號碼申請號碼，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 upload both old and new passport numbers when you apply for your passport renewal, and upload both old and new passport numbers when you apply for your passport renewal.)
統一證號 UI number	Số thẻ cư trú	若申請舊證號，於申請案件時備註並將舊證號及新證號上傳至證號資料夾，本部將於審核時一併更新您的證號！)
出生年月日 Date of birth	Ngày tháng năm sinh	修改個人基本資料 Edit personal profile
聯絡電話 Phone number	Số điện thoại	修改個人基本資料 Edit personal profile

資料暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step

即時訊息 1. 為避免外國人逾期居留，請務必於外國人居留期限屆滿前，依入出國移民法等相關規定，向內政部移民署申請延期。

▶ 案件管理 Application Management > LX011100E 學生案件管理 Student Application Management

Step1. 個人基本資料
personal information

Step2. 就讀學校資料
school information

Step3. 工作許可申請資料
application form of
work permit
information

Step4. 應繳文件上傳
upload file

Step5. 審查費資料
examination fee
information

Step6. 申請案檢視送審
Application review

個人基本資料 personal information		
申請人姓名(中文) Name of applicant(Chinese)		修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)		修改個人基本資料 Edit personal profile
性別 Gender		修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)		
護照號碼 Passport number		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 upload both old and new passport numbers when you apply for your passport renewal, and upload both old and new passport numbers when you apply for your passport renewal.)
統一證號 UI number		若申請舊證號，於申請案件時備註並將舊證號及新證號上傳至證號資料夾，本部將於審核時一併更新您的證號！)
出生年月日 Date of birth		修改個人基本資料 Edit personal profile
聯絡電話 Phone number		修改個人基本資料 Edit personal profile

資料暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step

確認視窗 Window confirm

請確認是否儲存？Do you wish to save the data?

確認Yes 取消Cancel

Xác nhận thông tin chính xác thì chọn mục này

Way of receiving the official document	電子公文 Electronic official document
工作許可證行動裝置檢視 View your work permit on the mobile devices.	是 YES
行動裝置聯絡電話 mobile phone number	0963660223
備註 Memo	
審選費資料 examination fee	
繳費方式 Payment	郵局匯費 payment by post
交易日期 remittance date	1130904
交易帳號 post office of remittance	031147
郵政劃撥收據編號 receipt number of postal remittance	0000307
審選費金額 amount of examination fee	NT\$100
對帳結果	未入帳
郵局匯費 payment by post office	繳費後經系統對帳成功 Postal remittance: applica
應備文件 documents for application	
護照影本(此為應備文件) Photocopy of Passport/Documents required	已上傳 Uploaded
學生證影本 Photocopy of student ID card	已上傳 Uploaded
居留證正反兩面影本 Front and back photocopy of the resident certificate	已上傳 Uploaded
學習語言課程成績證明 Documentation of language courses' grades	無
教育部專案核准證明 Ratified certification of Ministry of Education	無
其他(含學校要求文件) Others (including school required documents)	已上傳 Uploaded

經系統對帳審選費成功後，您才能送出申請案。如您於今日繳費，請於隔日(工作日)審選費入帳後再送件！
Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day).

上一步 previous 離開 Leave

Sau khi hoàn thành sẽ hiện ra cửa sổ xác nhận thông tin 1 lần nữa. Sau khi xác nhận xong mà hiện ra như vậy là phải đợi hệ thống xác nhận đã hoàn thành lệ phí chưa,,phải thoát ra hôm sau vào lại. Và chưa được tính đã hoàn thành việc xin cấp thẻ đi làm.

Supporting you want to modify the application information or re-upload the file, please contact the case undertaker to return the case. Do not use this function.

案件序號	功能連結	收文文號	勞動部收文日期 The	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態	案件狀態	建立日期	學校審核送出日期
11300150566					工作許可 work permit	電子公文(已發)	案件建立暫存 New application is saved	新增(Create)	2024-09-04	
11300038837		01132629836	20240320		工作許可 work permit	取)Electronic official document	已發文 An official letter has been sent(許可 Issued)	新增(Create)	2024-03-06	20240319
11200182106		01122680050	20231103		工作許可 work permit	取)Electronic official document	已發文 An official letter has been sent(許可 Issued)	新增(Create)		

上一步 previous 離開 Leave 下一步-送學校審核 next step to submit to school for examination

Sau khi đăng nhập lại sẽ hiện ra thông tin như trên, chọn vào đúng mã hồ sơ đã làm hôm trước.lúc này tình trạng hồ sơ là tạm lưu hồ sơ

Hiện mục này có nghĩa hệ thống đã xác nhận hoàn thành lệ phí, chọn mục này gửi cho trường xét duyệt.

案件序號	功能連結	收文文號	勞動部收文日期 The	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態	案件狀態	建立日期	學校審核送出日期
11300150566	撤回申請				工作許可 work permit		學校審核中 The school application is under examination	新增(Create)	2024-09-04	

Không bấm vào

Thường xuyên vào hệ thống kiểm tra tình trạng hồ sơ, nếu hiện như vậy“學校審核中”, “審核中” là đang xét duyệt, chú ý không chọn mục này“撤回申請”, vì sẽ hủy hồ sơ và phải đóng tiền làm lại từ đầu. Khi nào hệ thống xét duyệt xong sẽ hiện mục tải file thẻ đi làm. Trong vòng 7 ngày phải tải về nếu không sẽ hết hạn tải.

3 cách nộp tiền lệ phí làm thẻ đi làm

三種繳辦理工作證手續費

- Cách 1: ra bưu điện đóng tiền, nếu chọn cách này phải đóng tiền xong mới có thể lên hệ thống xin thẻ đi làm

Cách điền tờ đóng lệ phí làm thẻ đi làm: ra bưu điện lấy tờ đơn 郵政劃撥 như ảnh,
劃撥戶名: 勞動部勞動力發展署聘僱許可收費專戶
金額: 100
收款帳號: 19058848

98-04-43-04 郵政劃撥儲金存款單														
收款帳號	19058848				金額	億	仟萬	佰萬	拾萬	萬	仟	佰	拾	元
通訊欄 (限填本次款項用途)														
收款戶名					勞動部勞動力發展署聘僱許可收費專戶									
寄款人					☐ 他人存款 ☐ 本戶存款									
姓名					họ tên					經辦局收款章戳				
地址					Địa chỉ nơi ở					主管:				
電話					SĐT									
虛線內備供機器印錄用請勿填寫														

◎寄款人請注意背面說明
◎本收據由電腦印錄請勿填寫

郵政劃撥儲金存款收據

收款帳號戶名

存款金額

電腦紀錄

經辦局收款章戳

■ Cách 2: chọn chuyển tiền qua ATM

Chọn mục chuyển qua ATM sau đó bấm bước tiếp theo

審查費資料 examination fee	
「*」標記者為必須填寫的欄位 mark must not be empty	
*繳費方式 Payment	☐ 郵局繳費 payment by post office ☒ ATM繳費 payment by ATM ☐ 台灣Pay繳費 payment by Taiwan Pay
ATM繳費 payment by ATM	案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。 Application fees are non-refundable once the case is received by the Ministry of Labor. Please contact the customer service if you have any further questions. 請於送件當日23:59前完成繳費，俾利辦理文件審查事宜；倘有重複繳納或誤繳情事，請持繳費憑證向勞動部勞動力發展署申請退還。 Please complete the payment the same day (before 23:59) you submit the application. If you overpaid for the application, please keep the payment receipt to apply for refund to the Workforce Development Agency.
審查費金額 amount of examination fee	100
上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step	

才能送出申請案。 繳費方式如下： ATM繳費:繳費後經系統對帳成功才能成功送出申請案。(系統將於繳費後隔日中午對帳) 請您確認繳費方式，若有修改或更換繳費方式，可能造成重複繳費之情形。 申請案費用:新台幣100元。 諮詢電話:02-2380-1720。 Your application will be sent out only if you have paid the fees and the system reconciles successfully. Fee payment methods : ATM payment: application will be sent out if the system reconciles successfully (system will reconcile on the next day after payment). Please confirm your payment method. If you change the payment method, duplicated payment might happen. Payment amount: NTD\$100. Information hotline: 02-2380-1720.	Chosen ok OK
--	----------------------------

Step4.
準備文件上傳
upload file

Step5.
審查費資料
examination fee
information

Step6.
申請案檢視送審
Application review

確認視窗 Window confirm

請確認是否儲存？ Do you wish to save the data?

確認Yes

取消Cancel

台灣Pay繳費 payment by TaiwanPay

人員。

the Ministry of Labor. Pl

尚有重複繳納或誤繳情事

submit the application. If y

questions.

receipt to app

Chọn YES

繳費方式 Payment	ATM繳費 payment by ATM
對帳結果	未入帳
ATM繳費 payment by ATM	繳費後經系統對帳成功才能成功送出申請案。(系統將於繳費後隔日中午對帳) ATM payment: application will be sent out if the system reconciles successfully (system will reconcile on the next day after payment).
繳款金融機構代碼 Code of financial institutions	700(中華郵政股份有限公司 Chunghwa Post Co., Ltd.)
ATM繳費轉入帳號 (即儲帳編號) Serial number of ATM payment	6120320240322867
審查費金額 amount of examination fee	NT\$100
應備文件 documents for application	
護照影本(此為應備文件) Photocopy of Passport/Documents required	已上傳 Uploaded
學生證影本 Photocopy of student ID card	已上傳 Uploaded
居留證正反面影本 Front and back photocopy of the resident certificate	已上傳 Uploaded
學習語言課程成績證明 Documentation of language courses' grades	無
教育部專案核准證明 Ratified certification of Ministry of Education	無
其他(含學校要求文件) Others (including school required documents)	已上傳 Uploaded

經系統對帳審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再送件！
Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day).

上一步 previous

離開 Leave

繳費序號檢視列印

CHỌN MỤC NÀY

確認視窗 Window confirm

是否確定ATM繳費?

CHỌN YES

確認Yes

取消Cancel

付帳審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再
 out if the system reconciles successfully. If you pay the fees today, please confirm the account on the ne

上一步 previous

離開 Leave

繳費序號檢視列印

[案件管理 Application Management](#) > [LX01XX0X1900SP.xmlE](#) 學生案件管理 Student Application Management

申請日期application date	20240919
案件序號application serial number	11300177293
申請項目application type	工作許可 work permit
繳款金融機構代碼 Code of financial institutions	700(中華郵政股份有限公司 Chunghwa Post Co., Ltd.)
ATM繳費轉入帳號 (即儲帳編號) Serial number of ATM payment	61203202403228
審查費金額amount of examination fee	NT\$100
中華郵政ATM繳費流程 Chunghwa Post ATM payment process	?
備註	*如以跨行轉帳須自付手續費，手續費收費標準按各金融機構規定計收。

CHUYỂN KHOẢN THEO
MÃ HỆ THỐNG CẤP CHO

列印繳費序號 Print the serial number of payment.

中華郵政 WEB ATM繳費 Chunghwa Pos

- Cách 3: sử dụng app 台灣 Pay, cách này nhanh gọn nhưng trước khi thực hiện phải tải app 台灣行動支付, tiến hành nhập thẻ ngân hàng vào app xong là có thể thanh toán trực tiếp qua app này, nếu sử dụng 2 cách trên có lệ phí phát sinh do không cùng ngân hàng thì phải tự trả.

繳費資料 examination fee

* 標記者為必須填寫的欄位 mark must not be empty

繳費方式 Payment ☐ 郵局繳費 payment by post office ☐ ATM繳費 payment by ATM ☒ 台灣Pay繳費 payment by Taiwan Pay

台灣Pay繳費 payment by Taiwan Pay

繳費金額 amount of examination fee 100

上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

Chosen cách thức dùng app Taiwan Pay, sau đó bấm bước tiếp theo

確認視窗 Window confirm

請確認是否儲存? Do you wish to save the data?

確認Yes 取消Cancel

Chosen mục này

文件 documents for application

護照影本(此為應備文件) Photocopy of Passport(Documents required)	已上傳 Uploaded
學生證影本 Photocopy of student ID card	已上傳 Uploaded
身分證正反面影本 Front and back photocopy of the resident certificate	已上傳 Uploaded
語言課程成績證明 Documentation of language courses' grades	無
教育部審核通過證明 Ratified certification of Ministry of Education	無
其他(含學校要求文件) Others (including school required documents)	已上傳 Uploaded

經系統對帳審費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再送件！
Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day).

上一步 previous 離開 Leave 進行台灣Pay繳費

完成繳費，經系統對帳成功，才能成功送出申請案。(系統將於繳費後隔日中
pleted within 5 minutes after generating the QR code, and application will be sent c



審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審
if the system reconciles successfully. If you pay the fees today, please confirm the a



審查繳費金額 100 元

請務必於 QR Code 有效時間內完成掃描及繳費，否則無法送件。QR Code 有效時間：04:56

ent must be completed within the valid time of QR Code, otherwise you cannot submit the application. The valid time of the QR
有效時間內完成繳費，便利辦理文件審查事宜，倘若重複繳費或誤繳情事，請將新且上交易明細截圖印出後，向臺動部臺動7

審查費資料 examination fee	
繳費方式 Payment	台灣Pay繳費 payment by Taiwan Pay
審查費金額 amount of examination fee	NT\$100
對帳結果	已入帳(註：系統將於繳費後立即對帳) (Note：system will reconcile immediately after the payment)
應備文件 documents for application	
護照影本(此為應備文件) Photocopy of Passport/Documents required)	已上傳 Uploaded
學生證影本 Photocopy of student ID card	已上傳 Uploaded
居留證正反面影本 Front and back photocopy of the resident certificate	已上傳 Uploaded
學習語言課程成績證明 Documentation of language courses' grades	無
教育部專案核准證明 Ratified certification of Ministry of Education	無
其他(含學校要求文件) Others (including school required documents)	已上傳 Uploaded

離開 Leave

11300177293	撤回申請		work permit	學校審核中 The school application is under examination	新增(Create)	2024-09-19
-------------	------	--	-------------	---	------------	------------