

VĂN PHÒNG CHUYÊN BAN QUỐC TẾ 

HƯỚNG DẪN LÀM THẺ ĐI LÀM

XIN CẤP

CỦA TRƯỜNG ĐẠI HỌC TRUNG HOA

BIÊN TẬP NĂM 2024



LIÊN HỆ GIẢI ĐÁP





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

僑外生工讀申請

ẤN VÀO ĐÂY ĐỂ VÀO TRANG WEB
Chinese **ĐĂNG KÝ THẺ ĐI LÀM** Students

外國專業人員工作許可申請

Work Permit for Foreign
Professional worker

就業服務法第51條聘僱許可申請

Employment Permit in accordance with
Article 51 of the Employment Service Act

外國專業人才成年女子申請

Work Permit for the Adult Child of a
Foreign Professional

自由藝術工作者申請

Foreign Professional Artist
Work Permit

就業服務法第51條工作許可申請

Work Permit in accordance with Article 51
of the Employment Service Act

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 :
Verification Code
1611

重新產生驗證碼 Refresh Verification Code

登入 Sign In

取消 Cancel

申請帳號 ĐĂNG KÝ 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 ||

• CÁC GIẤY TỜ CẦN THIẾT ĐỂ LÀM THẺ ĐI LÀM:

1. 護照 (HỘ CHIẾU GỒM MẶT CHỮ KÝ)

2. 學生證 (THẺ HỌC SINH)

3. 居留證正反面 (THẺ CƯ TRÚ 2 MẶT)

4. 在學證明 (GIẤY HỌC TẠI TRƯỜNG) < ẤN VÀO ĐỂ LẤY

5. 郵局繳費收據 (HÓA ĐƠN ĐÓNG TIỀN Ở BƯU ĐIỆN)

> 學生忘記密碼功能 Students forget the password function

忘記密碼 forget password

*Email 信箱

*統一證號

SỐ THẺ CƯ TRÚ

*驗證碼 verification code :

7037

重新產生驗證碼 Refresh Verification Code

LẤY LẠI MẬT KHẨU

確定 confirm

取消 cancel

學生帳號信箱查詢與修改

> 學生帳號維護 Student Account Maintenance > 信箱查詢與修改 Email Inquiry and Modification

*帳號 TÀI KHOẢN

*國籍 QUỐC TỊCH

國籍查詢 Nationality search

SỬA LẠI GMAIL

*護照號碼

SỐ HỘ CHIẾU

*連絡電話

SỐ ĐIỆN THOẠI

取消 cancel

驗證 Verification

98-04-43-04 郵政劃撥儲金存款單									
收 款 帳 號	1	9	0	5	8	8	4	8	金額 (阿拉伯數字)
通訊欄 (限填本次款項用途)								億	仟萬
勞動部勞動力發展署聘僱許可收費專戶								佰	拾
寄款人 ☐ 他人存款 ☐ 本戶存款								萬	仟
姓 名	họ và tên							經辦局收款章戳	
地 址	địa chỉ								
電 話	số điện thoại							主管:	
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

MẪU

HƯỚNG DẪN ĐĂNG KÝ TÀI KHOẢN MỚI

▶ 學生帳號申請 Applying for a Student Account

學生帳號申請 Application of student account

*帳號 Account number	TÀI KHOẢN(gồm chữ và số)文和數字 Containing English letter and number)		
*密碼 Password	MẬT KHẨU(gồm chữ và số và kí hiệu @)rd is required to be at least 8 characters with letters, numbers and special symbols)	*確認密碼 Re-enter password	MẬT KHẨU(xác nhận lại)與密碼相同 The entering is identical with password)
*電子信箱 Email	GMAIL ĐANG DÙNG		
申請人姓名(中文) Name of applicant (Chinese)	HỌ VÀ TÊN(tiếng TRUNG)生證相同 Shall be in accordance with your name on student ID)	*性別 Gender	☐ 男 Male ☐ 女 Female
*申請人姓名(英文) Name of applicant (English)	HỌ VÀ TÊN(tiếng ANH)	*國籍 Nationality	033 越南 VIET NAM 國籍查詢 Nationality search
*護照號碼 Passport number	SỐ HỘ CHIẾU (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.)	*護照號碼有效期限 Validity of passport	(西元 yyyy/MM/dd)
*統一證號 UI number	SỐ THẺ CƯ TRÚ (提示：請依居留證填寫統一證號，若您變更過統一證號，請於申請工作許可時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。若您是在來臺就讀語言中心，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.)	*出生年月日	(西元 yyyy/MM/dd)
*就讀學校 School attended	001011 中華大學 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.)		
*身分別 Identity	== 請選擇 please select == 外國留學生-學士（4年制）		
*連絡電話 Phone number	SỐ ĐIỆN THOẠI		

學生選擇「身分別」定義說明：

Definitions of different student identities:

一、 僑生：須符合「僑生回國就學及輔導辦法」之學生，包含高中以上學位生、臺灣師範大學僑生先修部學生。

The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, refers to those who study for a degree in high school or above and those who enrolled at Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University.

二、 華裔學生：須符合「香港澳門居民來臺就學辦法」規定之學生，或「就讀僑務主管機關舉辦之技術訓練班學生」，包含來自港澳地區之高中以上學位生、海青班學生。

Ethnic students shall meet one of the following requirements:

1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Hong Kong and Macao Residents in the Republic of China.

2. Students enrolled in a technical training class conducted by the OCAC.

三、 外國留學生：須符合「外國學生來臺就學辦法」之學生，包含大專院校學位生、就讀大專院校附設語文中心、交換學生。

Foreign students as set forth in the regulations of International Students Undertaking Studies in Taiwan, including degree seeking students of college/university, those who study Chinese at language center of college/university in Taiwan and exchange students.

2038

重新產生驗證碼 Refresh Verification Code

確定 Confirm

取消 Cancel

SỬA THÔNG TIN CÁ NHÂN Ở ĐÂY

260_學生案件管理_260_Student Application Management

261_行動裝置檢視專區

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	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』。
1 Records from 1 to 1 of 1		

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
11200152755							案件建立暫存	ĐƠN ĐANG ĐƯỢC BẢO LƯU, CHƯA GỬI LÊN		
								學校審核中	ĐƠN ĐANG ĐƯỢC NHÀ TRƯỞNG XÉT DUYỆT	
								學校退回	ĐƠN BỊ TRẢ VỀ VÌ SAI THÔNG TIN, THIẾU GIẤY TỜ	
				同意agree		不同意disagree				

LƯU Ý: NẾU AI BỊ NHÀ TRƯỜNG TRẢ VỀ ẤN VÀO DÃY SỐ NÀY ĐỂ XEM LÍ DO TRẢ VỀ VÀ BỔ SUNG, LÍ DO SẼ ĐƯỢC GHI Ở DÒNG ĐẦU TIÊN

學校退回資料

學校退回說明 return reason

MẪU

請檢附護照內頁，不是簽證

ĐỂ XEM THẺ ĐI LÀM ĐÃ HOÀN THIỆN CHƯA THÌ CHÚ Ý THANH TRẠNG THÁI

- 案件建立暫存 — ĐƠN ĐANG ĐƯỢC BẢO LƯU, CHƯA GỬI LÊN
- 學校審核中 — ĐƠN ĐANG ĐƯỢC NHÀ TRƯỞNG XÉT DUYỆT
- 學校退回 — ĐƠN BỊ TRẢ VỀ VÌ SAI THÔNG TIN, THIẾU GIẤY TỜ
- 已發文 — ĐƠN ĐÃ HOÀN THÀNH, CÓ THỂ LẤY



個人基本資料 personal information		
申請人姓名(中文) Name of applicant(Chinese)	KIỂM TRA LẠI	修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)	KIỂM TRA LẠI	修改個人基本資料 Edit personal profile
性別 Gender	(F) 女	修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)	(033) 越南 VIET NAM	
護照號碼 Passport number	KIỂM TRA LẠI 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.)	
統一證號 UI number	KIỂM TRA LẠI 更過居留證號，於申請案件時備註並將舊居留證及新居留證上傳至居留證資料夾，本部將於審核時一併更新您的居留證號！)	
出生年月日 Date of birth	KIỂM TRA LẠI	修改個人基本資料 Edit personal profile
聯絡電話 Phone number	KIỂM TRA LẠI	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		



學校就讀資料 school information					
「*」標記者為必須填寫的欄位 mark must not be empty					
就讀學校 School attended	中華大學 Chung Hua University		修改個人基本資料 Edit personal profile		
*日夜別 Day/Night	日間部 Day School				
*系別 Faculty	KHOA NGHÀNH ĐANG HỌC				
身分別 identity	外國留學生-學士(4年制) foreign students - 4-year universities		修改個人基本資料 Edit personal profile		
*年級 year	大學(4年制) 4-year university	2 年級 year	上學期 First semester	預定修業年限 expected study years	4 年 year
預定修業年限欄位填寫說明：請依您所就讀系所學制詳實填列本欄位，例如學士4年制者，填寫4，碩士2年制者，填寫2，博士3年制者，填寫3，特殊學制者，請詳實填寫。 請注意！本欄位之填寫將影響許可期間之核定，請務必確實填寫。 Attention! The filling of this field will affect the approval of the permit period. Please fill it in truthfully.					
*學校校區所在地址 School Address	300	新竹市		香山區五福路二段707號	
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					



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

「*」標記者為必須填寫的欄位 mark must not be empty

申請類別 application category

外國留學生 foreign students

若申請類別錯誤請於[學生個人資料維護]身分別做更正

If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.

修改個人資料 Edit personal profile

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

您須為依「外國學生來臺就學辦法」且就讀於公立或已立案私立大專校院之外國留學生。
You are foreign student, as referred to in Subparagraph 1 of Article 50 of The Act, and shall conform to the qualifications as set forth in the Regulations on Foreign Students Enrolled in Schools in the Republic of China.

*申請項目 application type

工作許可 work permit

▼

*申請許可期間 Application time

2023/10/01

📅

(西元yyyy/MM/dd)

至 to

2024/03/31

📅

(西元yyyy/MM/dd)

KỠ 1 : 10/01~03/31
KỠ 2 : 04/01~09/30

(許可期間最長6個月) (valid for six months maximum)

*工作許可函公文領取方式
Way of receiving the official document

☒ 電子公文 Electronic official document

☐ 郵寄學校 Delivery (to the school)

☐ 親自領取 Pick up in person

工作許可函行動裝置檢視
View your work permit on the mobile devices.

☐ 否 NO

☒ 是 YES

行動裝置聯絡電話 mobile phone number

0987235872

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

▶ 案件管理 Application Management > LX011700E 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

應備文件上傳 upload file

檔案格式 file format : PDF(單一PDF檔案上傳大小限制: 5Mb)

LƯU Ý: tất cả tệp gửi lên đều phải là tệp định dạng PDF và nhỏ hơn 5mb

有關應備文件之檢附，請至外國人在臺工作服務網查詢（網址：<https://ezworktaiwan.wda.gov.tw>；首頁>一般外國專業人士在臺工作），或電洽客服人員（電話：(02)8995-6000）；至訂、補正疑義，請逕洽訂、補正通知所載承辦人員。

文件上傳後於送出前，得予刪除，惟前次送審時已上傳文件，不得刪除。After the file is uploaded, it may be deleted before it is sent. However, the file that has been uploaded during the previous submission cannot be deleted.

應備文件 documents for application

檔案 file

護照影本(此為應備文件)

HỘ CHIẾU GỒM CHỮ KÝ

請選擇檔案 please select file

學生證影本 Photocopy of

THẺ HỌC SINH

請選擇檔案 please select file

居留證正反面影本 Front and back of the residence permit

THẺ CƯ TRÚ 2 MẶT

請選擇檔案 please select file

學習語言課程成績證明 I

GIẤY HỌC TẠI TRƯỜNG

請選擇檔案 please select file

教育部專案核准證明 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 documents)

請選擇檔案 please select file

上一步 previous

資料暫存 save application

離開(不儲存) Discard and leave the page.

下一步 next step



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 ☐ 台灣郵政特種匯票 payment by postal remittance
郵局繳費 payment by post office	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. 劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶 Remittance account: Special Account for Employment Approval of Work Permit 交易日期 remittance date: 1120915 NGÀY ĐÓNG TIỀN 請輸入民國年月日，例1090101。 Please enter the date in ROC era, for example 1090101. 交易局號 post office of remittance: 006141 MÃ BƯU ĐIỆN ? 輸入郵政劃撥收據編號 enter receipt number of postal remittance: 0000320 MÃ HÓA ĐƠN 7 SỐ CUỐI 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	



申請案檢視送審	
個人基本資料 personal information	KIỂM TRA LẠI THÔNG TIN XEM CÓ ĐÚNG NHƯ GIẤY TỜ, NẾU ĐÚNG THÌ GỬI LÊN CHO BÊN TRƯỞNG KIỂM DUYỆT
學校就讀資料 school information	
工作許可申請資料 application form of work permit information	
審查費資料 examination fee	
應備文件 documents for application	
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！	
LƯU Ý:NẾU AI NỘP TIỀN BƯU ĐIỆN VÀ LÀM THẺ CÙNG NGÀY THÌ PHẢI ĐỢI QUA NGÀY BÊN BỘ LAO ĐỘNG XÁC NHẬN MỚI GỬI LÊN TRƯỞNG DUYỆT ĐƯỢC	
上一步 previous 離開 Leave LƯU Ý: HÔM SAU VÀO GỬI LÊN CHO TRƯỞNG MỚI LÀ HOÀN THÀNH	
上一步 previous 離開 Leave 下一步-送學校審核 ĐÃ HOÀN THÀNH THÌ ẤN GỬI LÊN CHO NHÀ TRƯỞNG DUYỆT	