

Q & A for Electronic Service of Student Work Permit.

Q1:Why implement the electronic service?

A1:For the latest trend is online and paperless application and due to the amendment of article 6-1 of Regulations on the Permission and Administration of the Employment of Foreign Workers, online application for student work permit has been implemented since 1 February 2019. To take advantage of the internet and facilitate the application process, after consulting other government agencies, now on the EZ Work Permit website, if the applicant agrees, according to Electronic Signatures Act, the work permit issued will be sent as electronic documents.

Q2:When is the electronic service implementation?

A2:It takes effect on 1 January 2020. When foreign students who apply for work permit on EZ Work Permit website agree on the electronic service. After the work permit has been

issued, the applicant can then collect the electronic document (work permit) on the website.

Q3:How to apply for electronic service?

A3:Log into the “EZ Work Permit” website, click “New Application and Management” > “Add Application” , and a pop-up window will show the agreement of electronic service. Press "Yes" if you agree, and the work permit issued will be sent as electronic official document. If you click "No", the work permit (paper) will then be delivered by post.

Q4:Does electronic service apply to applications of reissuance of work permit?

A4:Electronic service only applies to work permit issued, which includes new application and reissuance (due to loss of the original one).

Q5:Can I retract my agreement on electronic service?

A5:(1)Once the application has been filed, receiving method of the work permit cannot be changed.

(2)If you intend to change the receiving method before submitting the application, you can revise in “Case Management” . If you select “deliver to the school” , the work permit issued will be sent to the school by post ; If you select “Pick up in Person” , please come to our office to collect the permit after it is issued. (10F, No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City)

Q6:When can I collect the electronic official document? Will I receive a notification?

A6:Once your work permit has been approved and issued, you will be contacted by email. You can collect the electronic official document on EZ Work Permit website within 8 days. This function will be locked after 8 days from the date of issue.

Q7:What if I have missed the pickup deadline?

A7:If you cannot collect the electronic documents within eight days, the Ministry will take down the electronic documents

and deliver the official documents in hard copy by registered mail.

Q8:What can I do if I fail to collect the electronic official document because my computer crashed or my printer did not work?

A8:If the electronic official document cannot be collected due to reasons which are unable to blame on the applicant, within 8 days from the date of issue the applicant can reapply for collecting. In “Case Management” , click “Reapply for collecting the electronic official document” , enter the reason and confirm, and then the system will send a verification code to the registered email. After verification, the applicant can collect the electronic official document. The time of the electronic service shall be deemed as the time recorded by system when you have collected the electronic official document successfully. After 8 days from the date of issue, please submit an application for reissuance of the work permit.

Q9:Can I display the details of my work permit on mobile?

A9:You can view your work permit on your mobile devices if you agree on electronic service. After the application is approved, you can log into the “EZ Work Permit” website on your mobile devices and view the work permit on them. The system will send the verification code to the mobile number you entered, after verifying you can then view your work permit on your mobile devices. When the screen displays in portrait (vertical), a QR code will be generated (as shown in picture 1). The employer can scan the QR code to check details. When you rotate the screen to landscape (horizontal), the information of the work permit will display (as shown in picture 2).



picture 1



picture 2

Q10:How to view my work permit on mobile devices?

A10:If you agree on the electronic service, the default setting for viewing your work permit on mobile devices is “YES” . Be sure to enter your mobile number so as to receive the verification code. If you do not want to view your work permit on your mobile devices, please click “NO” .

Q11:If I have any questions regarding online application, who can I contact for additional guidance?

A11:You can contact us by email (ezwp@wda.gov.tw) or call the service center (0800-881-339 or 02-23801720) during office hours on working days (8 : 30~12 : 30, 13 : 30~17 : 30), and someone will assist you with your inquiries.

Q12:How can an employer check the status of student work permit?

A12:Employers can log into the Foreign Labor Searching System, enter the work permit file number and the passport number of the foreign student to check the status of the work student work permit.

Q13: Will I still receive a work permit on paper?

A13: As electronic services implementation from 1 January 2020, for the application approved, the Ministry of Labor no longer issues student work permit card. An official document (as shown in the picture below) would be issued instead.

郵遞區號：XXXX
地址：XXXXXX(投遞地址)
受文者：外國人中文或英文姓名
發文日期：中華民國 xxx 年 xx 月 xx 日
發文字號：勞動發事字第 xxxxxxxxxxx 號



附件：

主旨：茲核發臺端依就業服務法第50條(外國留學生、僑生或華裔學生)申請之工作許可一案，詳如說明，請查照。

說明：

- 一、依據臺端 xxx 年 xx 月 xx 日申請書辦理。
- 二、臺端姓名、護照號碼、統一證號、就讀學校及許可期間如下：
外國人中文或英文姓名(護照號碼：xxxxxxxxxx，統一證號：xxxxxxxxxx)，就讀學校：○○○○，工作許可期間自 xxx 年 xx 月 xx 日起至 xxx 年 xx 月 xx 日。
- 三、本許可於因休學或退學等喪失學籍狀態時，失其效力。又本許可期間屆滿後，如仍有工作之需求，應向本部重新申請工作許可。
- 四、臺端係依就業服務法第50條規定申請工作許可，工作時間除寒暑假外，每星期最長為20小時。未依規定申請工作許可或原許可失效，即受聘僱為他人工作者，處新臺幣3萬元以上15萬元以下罰鍰。
- 五、在華工作之外國人，應依中華民國相關法令繳納稅捐及「入出國及移民法」規定辦理居留、延期或變更登記。
- 六、依據就業服務法第 62 條規定，主管機關、入出國管理機關、警察機關、海岸巡防機關或其他司法警察機關得指派人員攜帶證明文件，至外國人工作之場所或可疑有外國人違法工作之場所，實施檢查。
- 七、臺端申請來臺簽證，應依相關簽證規定辦理，並由外交部及駐外館處依權責准駁。
- 八、臺端於本部核發工作許可期間，如有適用其他法令之規定，應從其規定。

正本：外國人中文或英文姓名


副本：

部長 許○○

Q14:What is the QR code on the work permit for?

A14:The employers can scan the QR code to check the period of validity of the foreign student work permit.

受文者：外國人中文或英文姓名
發文日期：中華民國 xxx 年 xx 月 xx 日
發文字號：勞動發事字第 xxxxxxxxxx 號



附件：

主旨：茲核發臺端依就業服務法第50條(外國留學生、僑生或華裔學生)申請之工作許可一案，詳如說明，請查照。

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外國人中文或英文姓名 (護照號碼：xxxxxxxxxx，統一證號：xxxxxxxxxx)，就讀學校：○○○○○，工作許可期間自 xxx 年 xx 月 xx 日起至 xxx 年 xx 月 xx 日。
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- 四、臺端係依就業服務法第50條規定申請工作許可，工作時間除寒暑假外，每星期最長為20小時。未依規定申請工作許可或原許可失效，即受聘僱為他人工作者，處新臺幣3萬元以上15萬元以下罰鍰。
- 五、在華工作之外國人，應依中華民國相關法令繳納稅捐及「入出國及移民法」規定辦理居留、延期或變更登記。
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- 八、臺端於本部核發工作許可期間，如有適用其他法令之規定，應從其規定。

正本：外國人中文或英文姓名
副本：

送達時間 107/12/22 18:15:47

勞動部電子公文