

勞動部勞動力發展署

Workforce Development Agency, Ministry of Labor

外國專業人員工作許可申辦網

Website of EZ Work Permit

僑外生

案件建檔流程教學

Documentation Process

網站操作手冊



Website User Manual

目錄 Table of Contents

1.	案件建檔流程教學 DOCUMENTATION PROCESS.....	1
1.1.	學生案件新增(工作許可、補發許可)ADD STUDENTS' APPLICATIONS(WORK PERMIT OR REISSUANCE OF A WORK PERMIT)	1
1.2.	學生案件新增(資料變更申請)ADD STUDENT CASE (DATA CHANGE REQUEST)	9

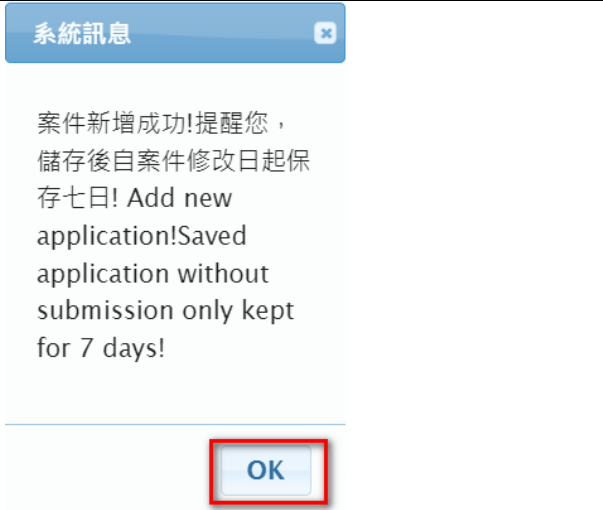
1. 案件建檔流程教學 Documentation Process

1.1. 學生案件新增(工作許可、補發許可) Add Students' Applications(Work permit or Reissuance of a work permit)

<p>功能名稱 Function</p>	<p>學生案件新增 Add Students' Applications</p>
<p>功能說明 Description</p>	<p>新增學生申請案件 Add Students' Applications</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依「第二章學生帳號/密碼登入」登入網站後，可透過「案件管理 > 260_學生案件管理」頁面進行案件之新增</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management > Add students' applications”. The webpage for adding applications will appear.</p>	
<p>點擊【新增申請案件】會導至約定同意收受電子公文， 點擊【同意】或【不同意】</p> <p>Click “Add application” . The website will guide you to the webpage to add. Agreement on Electronic Service Click “agree” or “disagree” .</p>	

案件新增成功!提醒您,儲存後自
案件修改日起保存七日!
點選【OK】

Add new application! Saved
application without submission
only kept for 7 days!
Click "OK"



» 導至「Step1. 個人基本資料」, 確認後請點選【下一步】。

Leads to "Step1. Basic Personal Information", please click [Next] after confirmation.



» 導至「Step2. 就讀學校資料」
頁面, 輸入所有必填欄位(前
有紅色星號*)資料,
完成請點選【下一步】。

Leads to "Step2. School Information" page, enter all required fields (red asterisk*) information, click Next button.



»導至「Step3. 工作許可申請資料」頁面，輸入所有必填欄位(前有紅色星號*)資料，完成請點選【**下一步**】。

Leads to "Step3. Work Permit Application Information" page, enter all required fields (red asterisk*) information, click Next button.

案件管理 Application Management > LX011500E 學生案件管理 Student Application Management

Step1 個人資料資訊 personal information | Step2 學校資訊 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 繳費資訊 examination fee information | Step6 申請審核狀態 Application review

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

*. 標記者為必填欄位的單位 mark must not be empty

申請類別 application category: 外國留學生 foreign students

申請類別適用對象 applicable object of application category: 您須為依「外國學生來臺教學辦法」且就讀於公立或已立案私立大專院校之外國留學生。

申請項目 application type: 工作許可 work permit

申請許可期間 Application time: 工作許可 work permit (至 西元YYYY/MM/dd) 至 (至 西元YYYY/MM/dd) (補發許可 permit re-issue For six months maximum)

工作許可可行動裝置檢視 View your work permit on the mobile devices: 是 YES 否 NO

行動裝置聯絡電話 mobile phone number: 0911111111

如點選「是」，請輸入您的手機號碼，您可於申請審核通過後，以行動裝置登入本申請網，使用「行動裝置檢視」功能，屆時系統將發送驗證碼至本系統所綁定之手機號碼，並於完成驗證碼後，進行動裝置登錄，請注意登錄QRcode，可依據主屏按鍵，進行動裝置登錄，請注意登錄工作許可補發資料，如不登錄用此功能，則請將此欄位勾選為「否」。

If you click "YES", please enter your mobile number. After the application is approved, you can log in to the 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. 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. Click "NO" if you don't want to view your work permit on your mobile devices.

備註 Memo:

若為親自申請，於定取件人應到印補自備申請(申請書背面下午處)並黏貼於定取件人身分證(備用或備用證)，須蓋影本，於系統指定日期至本部櫃檯或(臺北市中正區中華路一段161號)取件。備用證應黏貼於申請書背面，本部將以專車寄送。

To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (10F., No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail.

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**

☺ 貼心小提醒

申請項目

1. 工作許可(申請新學期工作許可)
2. 補發許可(工作許可證遺失，申請補發原工作證)

Confirm and choose the application items.

1. Work permit (apply a work permit for the new semester)
 2. Reissuance of a work permit (apply for the reissuance of the original permit if it is lost.)
- Confirm and click "Add New Application."

»導至「Step4. 應備文件上傳」頁面，請依應備文件欄位點選請選擇檔案

請選擇檔案 please select file 按鈕上傳，完成請點選【**下一步**】。

Leads to "Step4. Upload Documents" page, please select the File button

請選擇檔案 please select file to upload the document according to the Documents Field. Click Next.

案件管理 Application Management > LX011700E 學生案件管理 Student Application Management

Step1 個人資料資訊 personal information | Step2 學校資訊 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 繳費資訊 examination fee information | Step6 申請審核狀態 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)

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)，或電洽客服人员(電話: 02)995-6000)；至訂、補正檔案，請逕洽訂、補正通知所當承辦人員。

文件上傳後於送件前，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(此為護照文件) 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
備用證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file
華語證書或檢定證明 Documentation of language courses/ grades	請選擇檔案 please select file
教育部專業師資證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(應學校要求文件) 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**

☺ 貼心小提醒

- (單一 PDF 檔案上傳大小限制：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)，或電洽客服人员

(電話：(02)8995-6000)。

» 導至「Step5. 審查費資料」
頁面，點選【繳費方式】，完
成請點選【下一步】。

範例：【郵局繳費】

預先至郵局繳費後，將「交易日
期」、「交易局號」及「郵政劃撥收
據編號」輸入審查費相關欄位

Leads to "Step5. Review Fee
Information" page, click
[Payment Method], and click
[Next] button
After pay fee via post office,
enter revising “transaction
date”, entering “office
code” and “receipt number” .

Step1 個人基本資料
Step2 繳費資料
Step3 工作許可申請表
Step4 繳費文件上傳
Step5 審查費資料
Step6 申請案件狀態查詢

審查費資料 examination fee

* 標記帶角必須填寫的欄位, 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

郵局繳費 payment by post office
費中一經郵局收單後即不退費，若有相關問題請洽系統管理人員。
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.
劃撥戶名：勞動部勞動力發展署特種許可收費專戶，劃撥帳號：1905848
Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 1905848

交易日期 remittance date
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

輸入郵政劃撥收據編號
請注意：郵政劃撥收據號碼填後七碼，並請詳細閱讀圖示說明，才能方便正確填單！
Please note: if you pay via postal remittance, please fill in the last 7 digits on the remittance receipt and read the instructions on the diagram carefully to complete the entire procedure!

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

系統出現：您必須繳費且經系統對帳成功，才能送出申請案。

繳費方式如下：

郵政劃撥：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。

點選【OK】按鈕。

Your application will be sent out only if you have paid the fees and the system reconciles successfully.

Fee payment methods :

Postal remittance: application will be sent out if the system reconciles successfully

(system will reconcile on the next day after remittance).

Please confirm your payment method. If you change the payment method, duplicated payment might happen.

Payment amount: NTD\$100.

Information hotline:

02-2380-1720.

Click "OK" .

系統訊息

您必須繳費且經系統對帳成功，才能送出申請案。

繳費方式如下：

郵政劃撥：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 :

Postal remittance: application will be sent out if the system reconciles successfully (system will reconcile on the next day

OK

»導至「Step6. 申請案檢視送審」頁面，檢視確認資料是否正確

Leads to "Step6. The application review and submit" page to check all the information.

案件管理 Application Management > LN019100E 學生案件管理 Student Application Management

申請進度檢視

個人基本資料 personal information	申請人姓名(中文) Name of applicant(Chinese)	林子維
	申請人姓名(英文) Name of applicant(English)	Lin wei
	性別 Gender	(F) 女
	國籍(地區) Nationality (or region)	(095) 澳門 MACAU
	護照號碼 Passport number	XL
	統一編號 UT number	XU
	出生年月日 Date of birth	19990226
	聯絡電話 Phone number	0911111111
學校就讀資料 school information	就讀學校 School attended	線上申請培訓社大學 UNCF UNIVERSITY
	日夜班 Day/Night	日班制 Day School
	系別 Faculty	多媒體
	身分別 Identity	外國留學生-學士(四年制) foreign students
	年級 year	大學(四年制) 4-year universities 1 年級 year 下學期 Second semester
	年級 year	預定畢業年級 expected study years 4 年 year
	學校地址 School Address	(242) 新加坡新加坡中平路438號電機4樓4樓
工作許可申請資料 application form of work permit information	申請類別 application category	外國留學生 foreign students
	申請項目 application type	工作許可 work permit
	申請許可日期 Application time	2023/04/01 至 2023/09/30
	工作許可遞交接收方式 Way of receiving the official document	電子公文 Electronic official document
	工作許可進行狀態查詢 View your work permit on the mobile devices.	是 YES
	行動裝置聯絡電話 mobile phone number	0911111111
	備註 Memo	
繳費資料 examination fee	繳費方式 Payment	郵局匯費 payment by post office
	交易日期 remittance date	1120301
	交易編號 post office of remittance	000000
	郵政劃撥收據編號 receipt number of postal remittance	00012345
	審費金額 amount of examination fee	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才能成功送出申請案。(系統將於繳費後隔日中午對帳) Postal remittance: application will be sent out if the system reconciles successfully (system will reconcile on the next day after remittance).
備備文件 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	無
	居留證正反兩面影本 Front and back photocopy of the resident certificate	無
	學習語言課程成績證明 Documentation of language courses' grades	無
	教育部專業核准證明 Ratified certification of Ministry of Education	無
	其他(依學校要求文件) Others (including school required documents)	無

審費入帳後才能送出申請案

上一步 previous 離開 Leave

，審查費入帳後才能送出申請案，請等待入帳完成。

(系統將於繳費後隔日中午對帳)

Only if the application fee has been paid , that you can send the application.Please wait for the system to receive the payment.
(system will reconcile on the next day after remittance)

繳費資料 examination fee	繳費方式 Payment	郵局匯費 payment by post office
	交易日期 remittance date	1120301
	交易編號 post office of remittance	000000
	郵政劃撥收據編號 receipt number of postal remittance	00012345
	審費金額 amount of examination fee	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才能成功送出申請案。(系統將於繳費後隔日中午對帳) Postal remittance: application will be sent out if the system reconciles successfully (system will reconcile on the next day after remittance).
備備文件 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	無
	居留證正反兩面影本 Front and back photocopy of the resident certificate	無
	學習語言課程成績證明 Documentation of language courses' grades	無
	教育部專業核准證明 Ratified certification of Ministry of Education	無
	其他(依學校要求文件) Others (including school required documents)	無

審費入帳後才能送出申請案

上一步 previous 離開 Leave

☺ 貼心小提醒

繳費後經系統對帳成功才能成功送出申請案。Postal remittance: application will be sent out if the system reconciles successfully.

對帳結果欄位系統顯示已入帳，請點選

【下一步-送學校審核】。

The application fee result field shows that the application fee has been paid, click here

【Next step - send to school for review】.

審查費資料 examination fee	
繳費方式 Payment	郵局繳費 payment by post office
交易日期 remittance date	1120301
交易局號 post office of remittance	000000
郵政劃撥收據編號 receipt number of postal remittance	00012345
審查費金額 amount of examination fee	100
對帳結果	已入帳
郵局繳費 payment by post office	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) Postal remittance: application will be sent out if the system reconciles successfully (system will reconcile after remittance).
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	無
居留證正反面影本 Front and back photocopy of the resident certificate	無
學習語言課程成績證明 Documentation of language courses' grades	無
教育部專業核准證明 Ratified certification of Ministry of Education	無
其他(含學校要求文件) Others (including school required documents)	無

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



繳費方式	繳費方式說明	系統需填寫欄位
郵局繳費	案件送審前，請至臨櫃繳費，索取相關收據，將繳費資訊填寫至系統。	繳費方式、郵局繳費日期、郵局劃撥收據碼、郵局局號
ATM 繳費	案件送審後，系統會提供銷帳編號，請利用網路銀行或實體 ATM 繳費。	繳費方式
台灣 PAY	案件送審後，系統會導引至台灣 PAY QR-Code 畫面，請以手機台灣 PAY-APP 掃描。	繳費方式

(繳費方式簡介流程可參閱第六章繳費方式與案件送審)。

Payment method	Explanation of payment method	The required field
payment by post office	Before the case is sent for trial, please pay the fee at the counter, ask for the relevant receipt, and fill in the payment information into the system.	payment method, payment date, branch code and receipt number
payment by ATM	After the case is sent for review, the system will provide the write-off number, Pay the application fee according to the number by ATM. Or connect the online post office to pay the application fee.	payment method
payment by Taiwan Pay	After the case is sent for review, the system will be directed to the Taiwan PAY QR-Code screen, please scan it with the Taiwan PAY-APP.	payment method

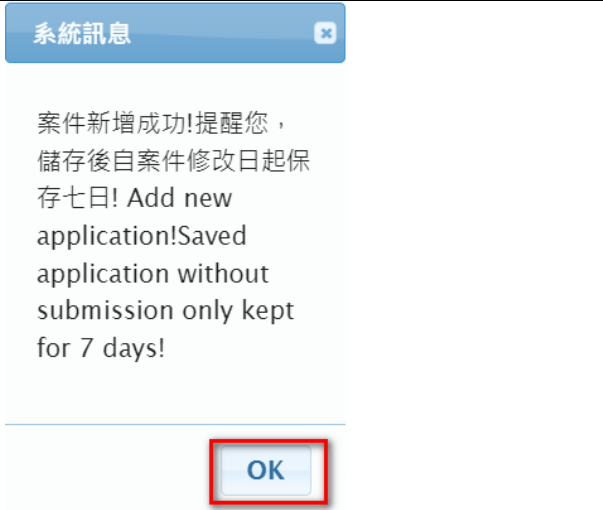
(For an introduction to the payment method, please refer to Chapter 6 Payment Method and Case Submission)。

1.2. 學生案件新增(資料變更申請) Add Student Case (Data Change Request)

<p>功能名稱 Function</p>	<p>學生案件新增 Add Students' Applications</p>
<p>功能說明 Description</p>	<p>新增學生資料變更申請 Add Student Case (Data Change Request)</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依「第二章學生帳號/密碼登入」登入網站後，可透過「案件管理 > 學生案件管理」頁面進行案件之新增</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management > Add students’ applications”. The webpage for adding applications will appear.</p>	
<p>點擊【新增資料變更申請案】會導至約定同意收受電子公文，點擊【同意】或【不同意】</p> <p>Click “Add application”. The website will guide you to the webpage to add Agreement on Electronic Service Click “agree” or “disagree”.</p>	

案件新增成功!提醒您,儲存後自
案件修改日起保存七日!
點選【OK】

Add new application! Saved
application without submission
only kept for 7 days!
Click "OK"



»導至「Step1. 個人基本資
料」, 確認後請點選【下一
步】。

Leads to "Step1. Basic Personal
Information", please click
[Next] after confirmation.



»導至「Step2. 資料異動申請
資料」頁面, 輸入原許可文
號、異動新舊資料及確認點選
公文領取方式,
完成請點選【下一步】。

Leads to "Step2. Data Change
Application" page, enter the
original work permit number,
the new data and old data
information. Please confirm
the method of receiving the
official document. Click [Next]



» 導至「Step3. 應備文件上傳」
頁面，請依應備文件欄位點選
請選擇檔案

請選擇檔案 please select file 按鈕上傳，
完成請點選【下一步】。

Leads to "Step3. Upload Documents page, please select the File button

請選擇檔案 please select file to upload the document according to the Documents Field. Click Next.



☺ 貼心小提醒

(單一 PDF 檔案上傳大小限制 : 5Mb)
(Single PDF file upload size limit: 5Mb)

» 導至「Step4. 申請案檢視送審」
頁面，檢視確認資料是否
正確，請點選【送學校審核】。

Leads to "Step4. The application review and submit" page to check all the information.



申請案檢視送審	
個人基本資料 personal information	
申請人姓名(中文) Name of applicant(Chinese)	林子維
申請人姓名(英文) Name of applicant(English)	Lin wei
性別 Gender	(F) 女
國籍(地區) Nationality (or region)	(095) 澳門 MACAU
護照號碼 Passport number	
統一編號 UI number	
出生年月日 Date of birth	19930226
聯絡電話 Phone number	0911111111
資料異動申請資料	
申請類別 Categories of application	外國留學生 foreign students
申請項目 Type of application	資料異動
原許可文號 Original Work permit file number	01112614253
工作許可證公文領取方式	電子公文 Electronic official document
異動資料	
申請人姓名(英文) Name of applicant(English)	更正前 before correction (舊 old) 更正後 after correction (新 new)
護照號碼 passport number	A123456 B7891011
居留證統一編號 ARC ID number	
其他 others	
應備文件	
其他(含學校要求文件) Others (including school required documents)	已上傳 Uploaded