

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

第五章

僑外生

案件建檔流程教學

Documentation Process

網站操作手冊



Website User Manual_

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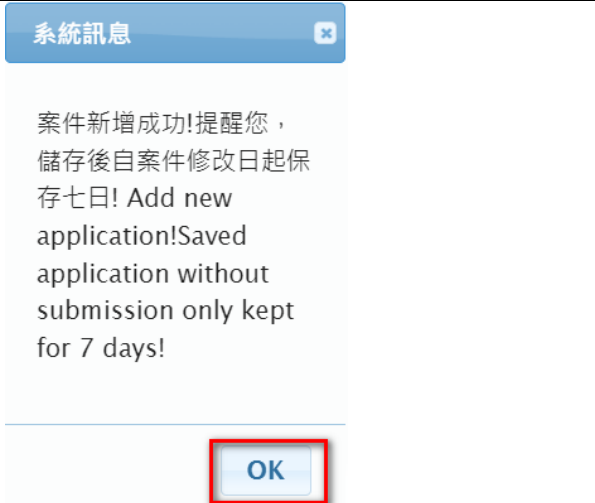
1. 案件建檔流程教學 Documentation Process

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.

The screenshot shows the 'Step 3. 工作許可申請資料' page. It includes a progress bar at the top with steps 1 through 6. The main form area contains fields for 'Application Category' (Foreign Students), 'Applicable Object', 'Application Type' (Work Permit), 'Application Time' (Start/End dates), and 'Way of recovering the official document' (Electronic, School Delivery, or Pick-up). A 'Next' button is highlighted with a red box at the bottom right.

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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.

The screenshot shows the 'Step 4. 應備文件上傳' page. It lists various document types such as 'Passport', 'Student ID card', 'Resident certificate', and 'Language course grades', each with a 'Please select file' button. A 'Next' button is highlighted with a red box at the bottom right.

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(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)，或電洽客服人員

(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 申請許可申請表
Step4 繳納文件上傳
Step5 審查費資料
Step6 申請案件進度查詢

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
費中一經本部收訖後即不退費，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：郵政劃撥收據號碼最後七碼，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

Step 1 個人基本資料 personal information
Step 2 學校資訊 school information
Step 3 工作許可申請表 application form of work permit information
Step 4 繳費上傳 school file
Step 5 審核繳費 information
Step 6 申請案檢視送審 Application review

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 捷
申請人姓名(英文) Name of applicant(English)	Li Ji
性別 Gender	(F) 女
國籍(地區) Nationality (or region)	(095) 澳門 MACAU
護照號碼 Passport number	31
統一編號 UID number	XU
出生年月日 Date of birth	19990226
聯絡電話 Phone number	091 11
學校就讀資料 school information	
就讀學校 School attended	線上申請培訓社大學 INCF 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 1 year 下學期 Second semester
學年 year	預定畢業年級 expected study years 4 年 4 year
學校地址 School Address	(242) 新加坡新加坡中平路 蘭蓮4樓(3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
申請許可期間 Application time	2023/04/01 至 2023/09/30
工作許可遞交文據取方式 Way of receiving the official document	電子公文 Electronic official document
工作許可進行動裝置拍攝 View your work permit on the mobile devices.	是 YES
行動裝置聯絡電話 mobile phone number	091 11
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
交易商號 post office of remittance	0
郵政劃撥收據編號 receipt number of postal remittance	0 5
審查費金額 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).
備檔文件 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

審查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)

審查費資料 examination fee	
繳費方式 Payment	郵局匯費 payment by post office
交易日期 remittance date	1120301
交易商號 post office of remittance	0
郵政劃撥收據編號 receipt number of postal remittance	0 45
審查費金額 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).
備檔文件 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

審查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	0
郵政劃撥收據編號 receipt number of postal remittance	0 5
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

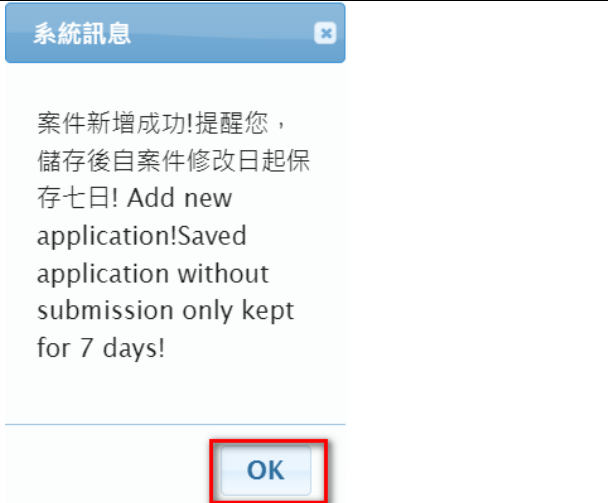
(For an introduction to the payment method, please refer to Chapter 6 Payment Method and Case Submission)。

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</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

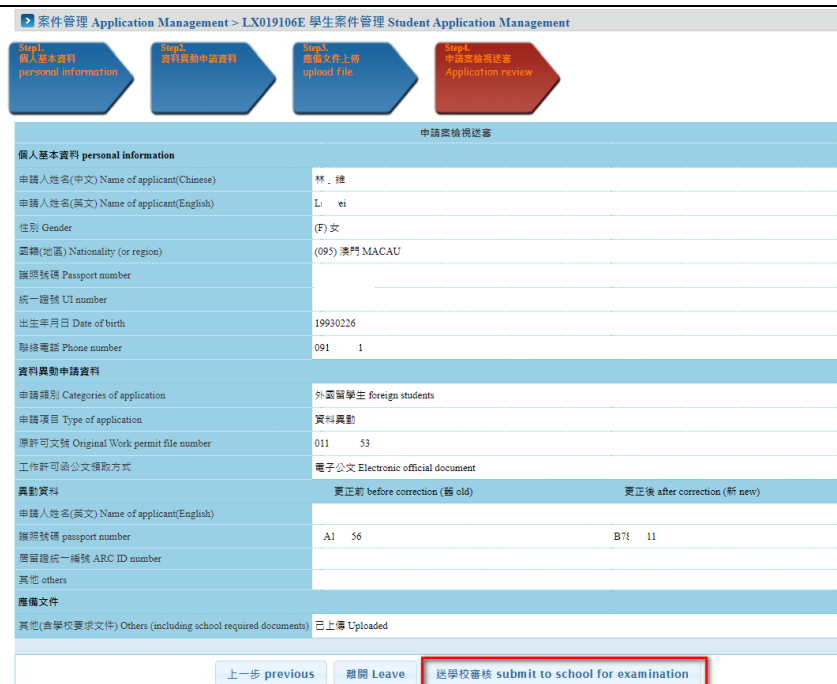
請選擇檔案 please select file to upload the document according to the Documents Field. Click Next.



😊 貼心小提醒
(單一 PDF 檔案上傳大小限制：5Mb)

» 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, 維
申請人姓名(英文) Name of applicant(English)	Li, 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	091 1
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	011 53
工作許可證公文領取方式	電子公文 Electronic official document
異動資料	
更正前 before correction (舊 old) 更正後 after correction (新 new)	
申請人姓名(英文) Name of applicant(English)	
護照號碼 passport number	A1 56 B7E 11
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