

# 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

### 第七章

#### 僑外生

電子公文領取與親自領取

E-documents collection and in-person

Pick Up Declaration

網站操作手冊

Website User Manual\_



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

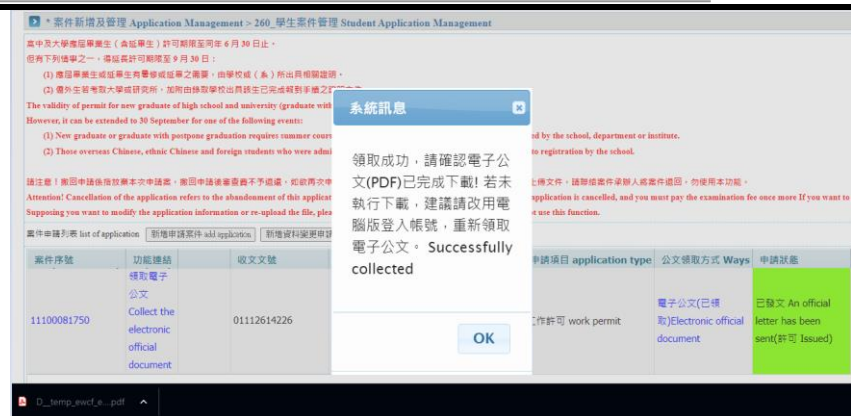
## 1.1. 電子公文 Electronic official document

### 1.1.1. 領取電子公文(電腦版)Collect the electronic official document

|   |  |  |
|---|--|--|
| <p>功能名稱<br/>Function</p>  | <p>領取電子公文(電腦版)Collect the electronic official document</p>   |  |
| <p>功能說明<br/>Description</p>   | <p>僑外學生並可於發文日起 8 個日曆天內自行至系統領取電子公文<br/>Overseas Chinese students should go to the system to re-receive the e- document 8 days from the date of issuance</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 &gt; 學生案件管理」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management &gt; Student Application Management”.</p> |   |  |
| <p>點選領取電子公文連結</p> <p>Click on the Receive e-document link</p>   |  <p style="text-align: center;"><b>☺ 貼心小提醒</b><br/>逾期末領件者，系統將關閉「領取電子公文」功能。</p> |  |

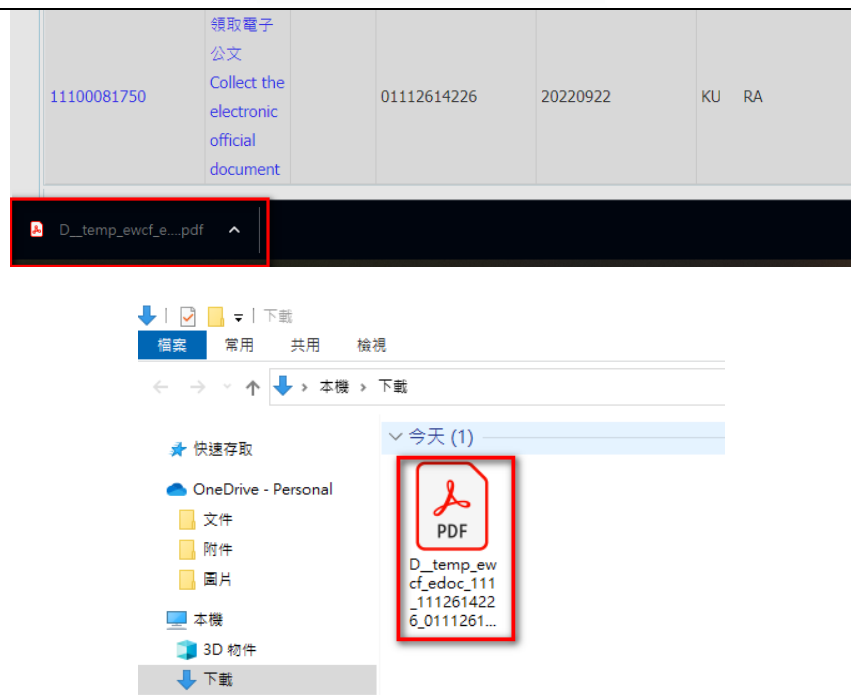
系統出現：領取成功，請確認電子公文(PDF)已完成下載！若未執行下載，建議請改用電腦版登入帳號，重新領取電子公文。  
，點選 **OK** 按鈕

The following text appears in the system: Collection successful, please confirm that the e-document (PDF) has been downloaded! If you have not download the document, it is recommended to log in to your account using the desktop version to receive the e-document again. Click the "OK" button



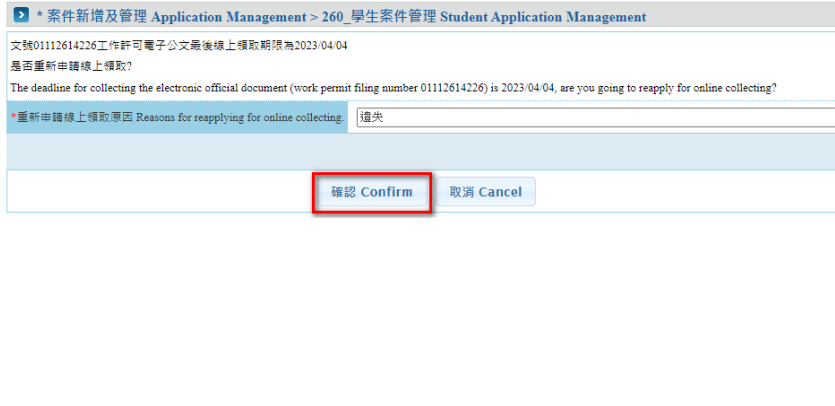


系統會自動下載電子公文(PDF)至電腦預設存放位子

The system will automatically download the e-document (PDF) to the default storage location of the computer



### 1.1.2. 重新領取電子公文(電腦版)Collect the electronic official document again

|   |  |
|---|--|
| <p>功能名稱<br/>Function</p>  | <p>重新領取電子公文 Collect the electronic official document again</p>   |
| <p>功能說明<br/>Description</p>   | <p>僑外學生並可於發文日起 8 個日曆天內自行至系統重新領取電子公文<br/>Overseas Chinese students should go to the system to re-receive the e- document 8 days from the date of issuance</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 &gt; 學生案件管理」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management &gt; Student Application Management”.</p> |   |
| <p>點選<b>重新領取電子公文</b>按鈕</p> <p>Click the Re-receive e-document link</p>  |    |
| <p>導至「<b>重新申請線上領取</b>」頁面，輸入重新申請線上領取原因，完成請點選【<b>確認</b>】。</p> <p>Lead to the "Re-apply e-document" page, enter the reason for re-applying for online collection, and click [Confirm]</p>                      |    |

導至「工作許可電子公文重新線上領取申請驗證」頁面，請輸入您註冊信箱收到的驗證密碼，完成請點選【確認】。

Lead to the "Work Permit Electronic Document Re-apply Application Verification" page, please enter the verification password received in your registered mailbox, and click [Confirm].

\* 案件新增及管理 Application Management > 260\_學生案件管理 Student Application Management

文號acceptance number01112614226工作許可電子公文重新線上領取申請驗證  
Verification of application for collecting of the electronic official document. Filing number:01112614226

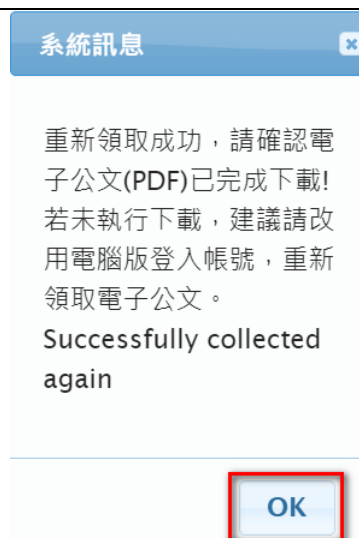
\*請輸入您註冊信箱收到的驗證密碼  
Please enter the verification code sent to your account registered email address :


網頁識別碼 Email identification code : JPFL  
請於24小時內輸入 Please enter within 24 hours.


確認 Confirm 取消 Cancel 重新取得驗證碼 Generate verification code again.

系統出現：重新領取成功，請確認電子公文(PDF)已完成下載！若未執行下載，建議請改用電腦版登入帳號，重新領取電子公文。  
，點選 OK 按鈕

The system appears:  
Successfully re-collect the e-document, please confirm that the e- document (PDF) has been downloaded! If the download is not successful, it is recommended to log in to the computer version and receive the e-document again, and click [OK]



系統會電子公文(PDF)至網頁上，點選。

The system will send the e-document (PDF) electronically to the webpage click .



選擇列印目的地，可點選印表機或另存為 PDF，完成後請點選**列印**或**儲存**。

Select the print destination, click Printer or Save as PDF, and click Print or Save when you're done.

The screenshot displays a document titled "勞動部函" (Ministry of Labor Circular) regarding work permits for foreign students. The document includes a QR code and detailed regulations. On the right side, a print menu is visible with the following options:

- 目的地 (Destination): 另存為 PDF (Save as PDF) - highlighted with a red box
- 網頁 (Page): 全部 (All)
- 每張工作表頁數 (Copies per page): 1

At the bottom right of the print menu, there are two buttons: "儲存" (Save) and "取消" (Cancel).










## 1.2. 親自領取 Pick up in person

### 1.2.1. 變更取件人 Change Pick-up Person

| <p>功能名稱<br/>Function</p>  | <p>變更取件人 Change Pick-up Person</p>   |            |              |                       |                                      |                       |      |             |  |            |          |                  |                                      |
|---|--|------------|--------------|-----------------------|--------------------------------------|-----------------------|------|-------------|--|------------|----------|------------------|--------------------------------------|
| <p>功能說明<br/>Description</p>   | <p>變更取件人<br/>Change Pick-up Person</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 &gt; 學生案件管理」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management &gt; Student Application Management”.</p> |  <p>* 案件新增及管理 Application Management &gt; 260 學生案件管理 Student Application Management</p> <p>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。<br/>但有下列情事之一，得延長許可期限至9月30日：<br/>(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。<br/>(2) 僑外生若考取大學或研究所，加附由錄取學校出具該生已完成報到手續之證明文件。<br/>The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.<br/>However, it can be extended to 30 September for one of the following events:<br/>(1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school.<br/>(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by</p> <p>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<br/>Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled to apply again.<br/>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.</p> <p>案件申請列表 list of application <a href="#">新增申請案件 add application</a> <a href="#">新增資料變更申請案</a> <a href="#">經本申請案線上補件作業</a></p> <table border="1"> <thead> <tr> <th>案件序號</th> <th>功能連結</th> <th>收文文號</th> <th>英文姓名 English</th> <th>申請項目 application type</th> <th>申請狀態</th> </tr> </thead> <tbody> <tr> <td>11200025197</td> <td></td> <td>0112000001</td> <td>ENG NAME</td> <td>工作許可 work permit</td> <td>已發文 An official letter has been sent</td> </tr> </tbody> </table>  | 案件序號       | 功能連結         | 收文文號                  | 英文姓名 English                         | 申請項目 application type | 申請狀態 | 11200025197 |  | 0112000001 | ENG NAME | 工作許可 work permit | 已發文 An official letter has been sent |
| 案件序號  | 功能連結   | 收文文號       | 英文姓名 English | 申請項目 application type | 申請狀態                                 |                       |      |             |  |            |          |                  |                                      |
| 11200025197   |  | 0112000001 | ENG NAME     | 工作許可 work permit      | 已發文 An official letter has been sent |                       |      |             |  |            |          |                  |                                      |
| <p>點選【案件序號】</p> <p>” Click “Application No.”.</p>   |  <p>* 案件新增及管理 Application Management &gt; 260 學生案件管理 Student Application Management</p> <p>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。<br/>但有下列情事之一，得延長許可期限至9月30日：<br/>(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。<br/>(2) 僑外生若考取大學或研究所，加附由錄取學校出具該生已完成報到手續之證明文件。<br/>The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.<br/>However, it can be extended to 30 September for one of the following events:<br/>(1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school.<br/>(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by</p> <p>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<br/>Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled to apply again.<br/>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.</p> <p>案件申請列表 list of application <a href="#">新增申請案件 add application</a> <a href="#">新增資料變更申請案</a> <a href="#">經本申請案線上補件作業</a></p> <table border="1"> <thead> <tr> <th>案件序號</th> <th>功能連結</th> <th>收文文號</th> <th>英文姓名 English</th> <th>申請項目 application type</th> <th>申請狀態</th> </tr> </thead> <tbody> <tr> <td>11200025197</td> <td></td> <td>0112000001</td> <td>ENG NAME</td> <td>工作許可 work permit</td> <td>已發文 An official letter has been sent</td> </tr> </tbody> </table> | 案件序號       | 功能連結         | 收文文號                  | 英文姓名 English                         | 申請項目 application type | 申請狀態 | 11200025197 |  | 0112000001 | ENG NAME | 工作許可 work permit | 已發文 An official letter has been sent |
| 案件序號  | 功能連結   | 收文文號       | 英文姓名 English | 申請項目 application type | 申請狀態                                 |                       |      |             |  |            |          |                  |                                      |
| 11200025197   |  | 0112000001 | ENG NAME     | 工作許可 work permit      | 已發文 An official letter has been sent |                       |      |             |  |            |          |                  |                                      |
| <p>在申請案檢視送審資料頁面最下方，會顯示當初填寫親自取件資訊。</p> <p>At the bottom of the application review submittal information page, the previously filled in personal pickup information will be displayed.</p>                    |  <p>案件管理 Application Management &gt; LX019100C 學生案件管理 Student Application Management</p> <p>Step1. 個人基本資料 personal information<br/>Step2. 訪談學校資料 school information<br/>Step3. 工作許可申請資料 application form of work permit information<br/>Step4. 繳繳文件上傳 upload file<br/>Step5. 審查費資料 examination fee information<br/>Step6. 申請取件送審 Application review</p> <p>申請案檢視</p>   |            |              |                       |                                      |                       |      |             |  |            |          |                  |                                      |

|   |  |
|---|--|
|   |  |
| <p>確認指定取件人資料，若要修改可點選【變更取件人】按鈕，修改完成點選【存檔】。</p> <p>After confirming the pick-up person info, if revision is needed, click the “Change Pick-up Person” button and click “Save” after revision.</p> |  |



在**申請案檢視送審**資料頁面最下方，會顯示當初填寫親自取件資訊。

At the bottom of the application review submittal information page, the previously filled in personal pickup information will be displayed.

案件管理 Application Management > LX019100C 學生案件管理 Student Application Management

Step1. 個人基本資料 personal information    Step1. 繳納學校資訊 school information    Step3. 工作許可申請資訊 application form of work permit information    Step4. 上傳文件上傳 upload file    Step5. 繳交費資訊 examination fee information    Step6. 申請案送審送審 Application review

申請案送審

|   |  |
|---|--|
| 工作許可申請資訊 application form of work permit information  |  |
| 申請類別 application category   | 僑生 overseas Chinese students             |
| 申請項目 application type   | 工作許可 work permit                         |
| 申請許可期間 Application time   | 2023-03-30 至 2023-03-31                  |
| 工作許可證公文領取方式 Way of receiving the official document  | 親自領取 Pick up in person                   |
| 收件人護照號碼或居留證號碼<br>(委託本國人收件，請填寫身分證字號)<br>Passport or Alien Resident Certificate Number of the Recipient<br>(If the recipient is from the Republic of China please fill out the person's personal ID number instead) | 001 6                                    |
| 收件人姓名 Recipient Name  | 收件人                                      |
| 備註 Memo   |  |
| 繳費資訊 examination fee  |  |
| 繳費方式 Payment  | ATM繳費 payment by ATM                     |
| 繳費金額 amount of examination fee  | 100                                      |
| 最新金融機構代碼 Code of financial institutions   | 700(中華郵政股份有限公司 Chungghwa Post Co., Ltd.) |
| ATM繳費序號 Serial number of ATM payment  |  |
| 中華郵政ATM繳費流程 Chungghwa Post ATM payment process  | ?  |
| 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  |
| 居留證正反兩面影本 Front and back photocopy of the resident certificate  | 無  |
| 其他(含學校要求文件) Others (including school required documents)  | 無  |

離開 Leave    變更收件人 change recipient    列印領取回條 print recipient receipt

點選【**列印親取回條**】，確認案件資訊後，進行列印回條，或下載PDF檔。

Click “print recipient receipt.” Confirm all info before printing out the receipt or downloading the PDF file.

離開 Leave    變更收件人 change recipient    **列印親取回條 print recipient receipt**

※若為親自領件者，約定取件人應列印親自領件回條(申請書頁面下方處)並黏貼約定取件人身分證(護照或居留證)正、反面影本，於系統指定日期內至本部領件櫃台(臺北市中正區中華路一段39號10樓)取件。倘於指定期限內未親自領取者，本部將以掛號寄出。

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."

書 單 位 : 社111華05第23日  
所述申請案類別(專門性及技術性工作 Specialized or technical work)解聘 New Hire 案  
收 文 文 號 : 01112549195勞動局發展署

(親自領件)  
請於前封單取件、逾期未取件，請於次日以掛號郵寄方式處理。

取件須知：  
一、取件須知：  
(一)請至申請系統勾選約定取件人，約定取件人應檢具線上申請系統列印之取件回條並黏貼 約定取件人身分證(護照或居留證)正、反面影本，於系統指定日期內至本部領件櫃台憑 證取件，如取件人與系統的約定取件人不符，當面申請人應立即向系統變更取件人身分證，並將列印取件回條黏貼變更取件人之身分證(護照或居留證)正、反面影本後取件。  
(二)書面送件申請：請將取件回條正本並黏貼取件人之身分證(護照或居留證)正、反面影本，憑證取件，另就本信件之親自取件一律以本部掛號收件回條正本為憑，通美觀不 補發。  
(三)系統指定日期取件或屬申請送掛號寄件者，將改以掛號郵寄方式處理。  
二、寄件須知：  
(一)規定網路傳輸方式申請：自本部系統收件次日起7個工作日。  
(二)書面送件申請：自本部接收郵件次日起12個工作日。  
三、另本部94年10月25日專職外字第0940307607號公告，自105 年2月1日起停止適用。

請申請案若條件齊備，且條件符合，本署將於  
函復：逾期未獲回復者，請以下列方式洽詢  
查 詢 專 線：(02)8995-6000  
上 網 查 詢：網址http://www.wda.gov.tw  
機 關 地 址：100臺北中正區中華路一段39號10樓

勞動部勞動力發展署  
聘僱外國專業人員親自取件申請書

|             |    |    |    |     |
|-------------|----|----|----|-----|
| 領<br>件<br>人 | 姓名 | 00 | 電話 | ( ) |
|             | 住址 |    |    |     |

-----領件人身分證/居留證影本黏貼處-----

|      |      |
|------|------|
| (正面) | (反面) |
|------|------|