

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

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

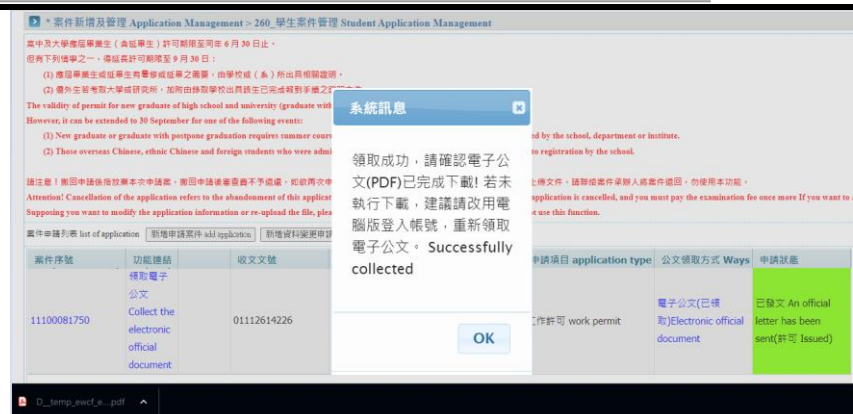
1.1. 電子公文 Electronic official document

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

功能名稱 Function	領取電子公文(電腦版)Collect the electronic official document
功能說明 Description	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 Overseas Chinese students should go to the system to re-receive the e- document 8 days from the date of issuance
操作步驟 Step	操作畫面 Operation Screen
<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」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management > 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;">😊 貼心小提醒</p> <p style="text-align: center;">逾期未領件者，系統將關閉「領取電子公文」功能。 If the recipient is not collected within the deadline, the system will turn off the "Collect e-documents" function.</p>

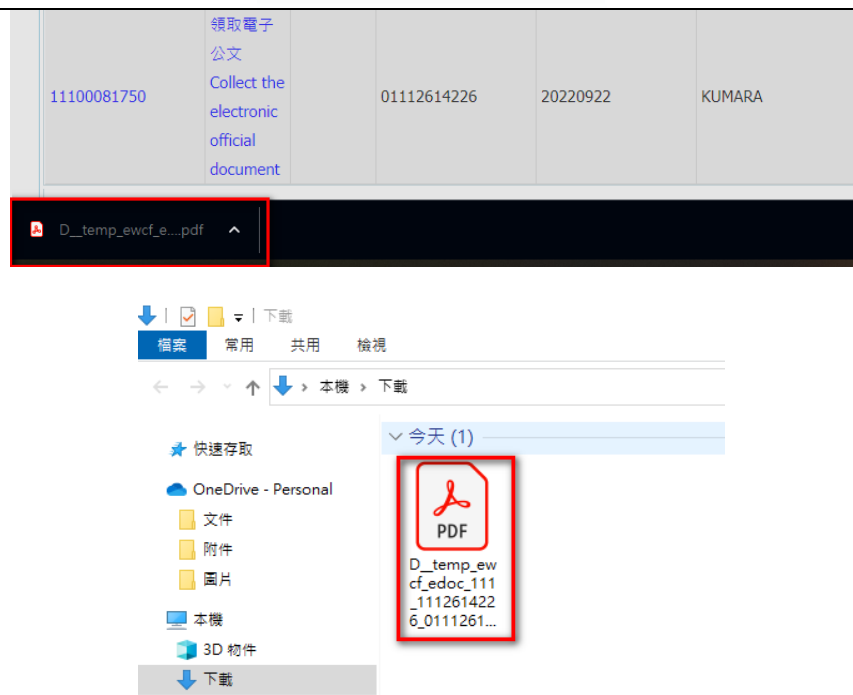
系統出現：領取成功，請確認電子公文(PDF)已完成下載！若未執行下載，建議請改用電腦版登入帳號，重新領取電子公文。
，點選 **OK** 按鈕

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



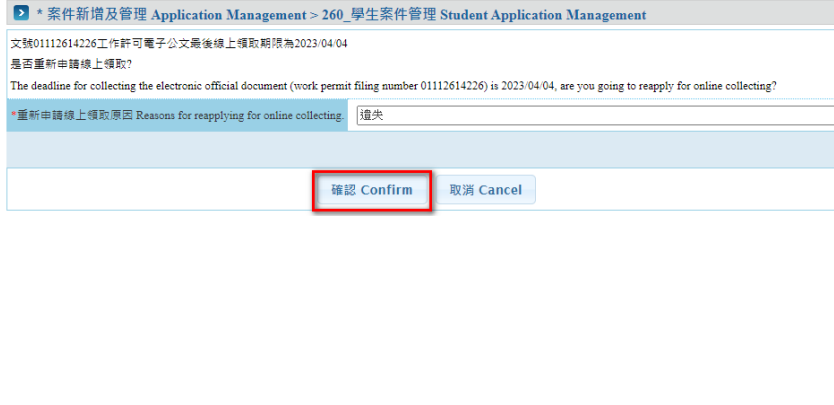


系統會自動下載電子公文(PDF)至電腦預設存放位子

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 (Computer version)

<p>功能名稱 Function</p>	<p>重新領取電子公文 Collect the electronic official document again</p>
<p>功能說明 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 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>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」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management > Student Application Management”.</p>	<p>操作畫面 Operation Screen</p> 
<p>點選重新領取電子公文按鈕</p> <p>Click the Re-receive e-document link</p>	
<p>導至「重新申請線上領取」頁面，輸入重新申請線上領取原因，完成請點選【確認】。</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

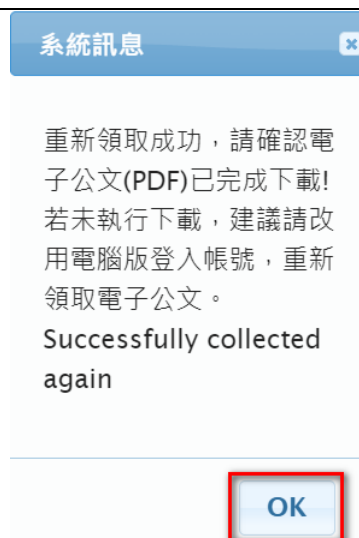
*請輸入您註冊信箱收到的驗證密碼
Please enter the verification code sent to your account registered email address :


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 Letter) regarding work permits for foreign students. The document content includes:

- 受文者: Lin wei
- 發文日期: 中華民國 112 年 03 月 28 日
- 發文字號: 勞動發事字第
- 主旨: 茲檢發委職依就業服務法第 50 條(外國留學生、僑生或華僑學生)申請之工作許可一案, 詳如說明, 請查照。
- 說明:
 - 一、依據委職 111 年 10 月 22 日申請書辦理。
 - 二、委職姓名、護照號碼、統一證號、就讀學校及許可期間如下:
 - 就讀學校: 線上申辦輔科技大學。
 - 三、本許可於留學或進學畢業後失效。若屆期時, 又本許可期間屆滿後, 如有工作之需求, 應向本部重新申請工作許可。
 - 四、委職依就業服務法第 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工作許可失效, 即受聘僱為他人工作者, 處罰鍰 3 萬元以上 15 萬元以下罰鍰。
 - 五、本署工作之外國人, 應依中華民國相關法令繳納稅額及「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、海關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、委職申請表蓋章, 應依相關簽證規定辦理, 並由外交部及駐外館處依章辦理。
 - 八、委職於本國續留工作許可期間, 如有適用當地法令之規定, 應從其規定。
 - 九、委職如由國外入境, 應遵守中央流行疫情指揮中心各項防疫政策, 並於自入境期間配合相關防疫措施所訂規範, 落實勤洗手及咳嗽禮節等衛生防護措施。
 - 十、本許可函件發時, 業依委職所填之行動電話號碼或電子郵件信箱發送許可函件蓋章資訊, 委職得以行動裝置予以檢視; 又若委職申請許可時未填具行動電話號碼或電子郵件信箱, 或上開資訊因網路連線遺失, 可逕至外國專業人員工作許可申辦網(<https://ezwp.wda.gov.tw>)自行下載。

正本: Lin wei

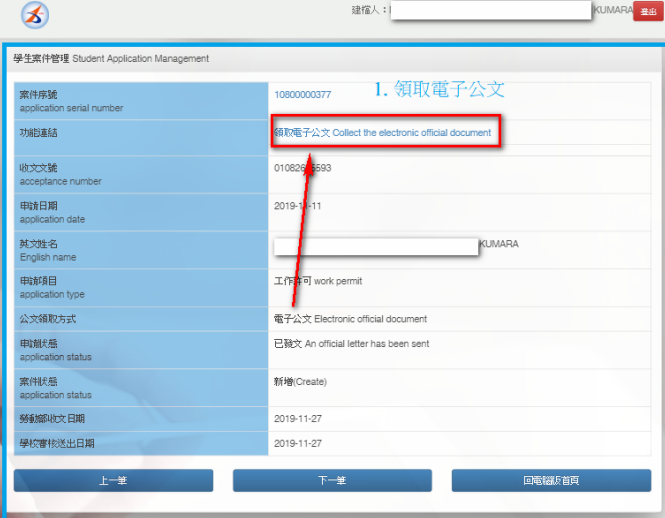

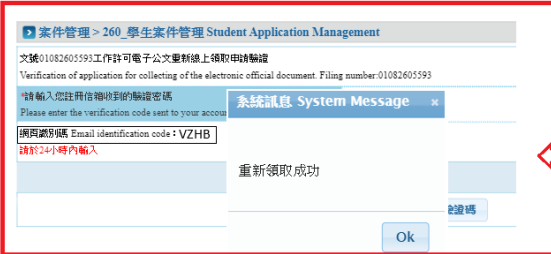
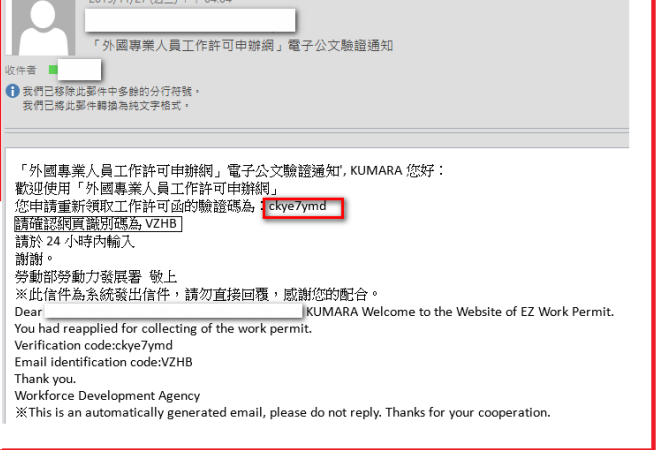
法律顧問: 112-03-30

陳新部電子公司

The print menu on the right side of the screenshot includes:




- 目的地: 另存為 PDF (highlighted with a red box)
- 網頁: 全部
- 每張工作表頁數: 1
- Buttons: 儲存 (Save), 取消 (Cancel)

1.1.3. 領取電子公文(行動版)Collect the electronic official document (mobile version)

功能名稱 Function	行動版領取電子公文 Mobile version to receive e-document
功能說明 Description	行動版登入，領取電子公文流程圖 Log in to the mobile version, review the electronic document flow chart
操作步驟 Step	操作畫面 Operation Screen
	
	

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 Function</p>	<p>變更取件人 Change Pick-up Person</p>												
<p>功能說明 Description</p>	<p>變更取件人 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 > 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 > Student Application Management”.</p>	 <p>* 案件新增及管理 Application Management > 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。 但有下列情事之一，得延長許可期限至9月30日： (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。 (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。 The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year. However, it can be extended to 30 September for one of the following events: (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by: 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 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. 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. 案件申請列表 list of application 新增申請案件 add application 新增資料變更申請案 經本申請案線上補件作業</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
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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 > 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。 但有下列情事之一，得延長許可期限至9月30日： (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。 (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。 The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year. However, it can be extended to 30 September for one of the following events: (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by: 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 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. 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. 案件申請列表 list of application 新增申請案件 add application 新增資料變更申請案 經本申請案線上補件作業</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
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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 > LX019100C 學生案件管理 Student Application Management</p> <p>Step1. 個人基本資料 personal information Step2. 訪談學校資料 school information Step3. 工作許可申請資料 application form of work permit information Step4. 繳繳文件上傳 upload file Step5. 繳交審查資料 examination fee information Step6. 申請案檢視送審 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>	

1.2.2. 列印親自取件回條 Print out pick-up receipt

功能名稱 Function	列印親取回條 print recipient receipt												
功能說明 Description	親自領件操作流程 Procedure of pick-up in person.												
操作步驟 Step	操作畫面 Operation Screen												
<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」頁面進行案件之維護</p> <p>After logging in to the website according to the steps in “二 Website Login”. Click “Case Management > Student Application Management”.</p>	 <p>* 案件新增及管理 Application Management > 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。 但有下列情事之一，得延長許可期限至9月30日： (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。 (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。</p> <p>The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year. However, it can be extended to 30 September for one of the following events: (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school. (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration b</p> <p>請注意！撤回申請後指放棄本次申請案，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 Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is ca want to apply again. 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 functi</p> <p>案件申請列表 list of application <input type="button" value="新增申請案件 add application"/> <input type="button" value="新增資料變更申請案"/> <input type="button" value="經本申請系統上傳件作票"/></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 sei</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 sei
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<p>點選【案件序號】</p> <p>” Click “Application No.”.</p>	 <p>* 案件新增及管理 Application Management > 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。 但有下列情事之一，得延長許可期限至9月30日： (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。 (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。</p> <p>The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year. However, it can be extended to 30 September for one of the following events: (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school. (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration b</p> <p>請注意！撤回申請後指放棄本次申請案，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 Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is ca want to apply again. 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 functi</p> <p>案件申請列表 list of application <input type="button" value="新增申請案件 add application"/> <input type="button" value="新增資料變更申請案"/> <input type="button" value="經本申請系統上傳件作票"/></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 sei</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 sei
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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 Step2. 工作許可申請資訊 application form of work permit information Step4. 繳繳文件上傳 upload file Step3. 繳交費資訊 examination fee information Step5. 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 (委託本國人收件，請填寫身分證字號) Passport or Alien Resident Certificate Number of the Recipient (If the recipient is from the Republic of China please fill out the person's personal ID number instead)	00123456
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	?
上傳文件 documents for application	
護照影本(此為上傳文件) 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."

