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

目錄 Table of Contents

1.	工作記	許可函公文領取方式 WAY OF RECEIVING THE OFFICIAL	
DO	CUMENT	Γ	1
1	.1. 電-	子公文 ELECTRONIC OFFICIAL DOCUMENT	1
	1.1.1.	領取電子公文(電腦版)Collect the electronic official document	
	(Compu	ter version)	1
	1.1.2.	重新領取電子公文(電腦版)Collect the electronic official docu	ment
	again (C	Computer version)	3
	1.1.3.	領取電子公文(行動版)Collect the electronic official document	
	(mobile	version)	6
1	.2. 親日	自領取 PICK UP IN PERSON	7
	1.2.1.	變更取件人 Change Pick-up Person	7
	1.2.2.	列印親自取件回條 Print out pick-up receipt	9

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	領取電子公文(電腦版)Collect the electronic official document										
Function											
功能說明	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										
Description	Overseas Chine	ese students should go to the system to re-receive the									
	e- document 8	days f	rom the	e date	of iss	uance					
操作步驟	Step			操作	畫面O	peration	Screen				
依「第二章學生帳景 登入網站後,可透過 學生案件管理」頁面 護	常来件影響及養殖 Application Management > 260 早生業件管理 Student Application Management 南央及力療展開業に (会業業) 計可関係展別年 6月30 日は、 信用できまって、毎年表刊の製造 6月30 日は、 (1) 番尾草菜生成福草生丹香物は足量之業業・自学の成 (糸) 所出民間報題所。 (2) 香か生物物力を建設が大き、加州市特定を公司は近日上央高級的多様と認定できる。 Thr validity of permit for new products of high relocal and undersity (graduate with propose graduation included) is 30 June at the year. However, it can be extended to 30 September for one of the following revents: (1) Nor products or graduate in the propose graduation with relevant certificate insued by the robool, department or institute. (2) Those eversess Chinese, white Chinese and foreign students who were admitted to graduate retrificate rolevant to registration by the school, department or institute. (2) Those eversess Chinese, white Chinese and foreign students who were admitted to graduate retrificate rolevant to registration by the school, department or institute. (2) Those eversess Chinese, white Chinese and foreign students who were admitted to graduate school shall attack certificate rolevant to registration by the school. (2) Those eversess Chinese, white Chinese and foreign students who were admitted to graduate school shall attack certificate rolevant to registration by the school. (2) Those everses Chinese, white Chinese and foreign students who were admitted to graduate school shall attack certificate rolevant to registration by the school. (3) Those everses Chinese, white Chinese and foreign students who were admitted to graduate school shall attack certificate rolevant to registration by the school shall attack certificate rolevant to registration by the school. (4) Those everses Chinese, white Chinese and foreign students who were admitted to graduate school shall attack certificate rolevant to registration by the school shall attack certificate rolevant to registration in terms of the school shall attack certificate rolevant to registration by the school shall attack certificate rolevant to registration by th										
			oplication 斯地申請案件 add								
After logging in to th	ne website	案件序號	功能連結 領取電子	收文文號	勞動部收文日期 T	he 英文姓名 English	申請項目 application type	· 公文領取方式 Ways	申請狀態		
according to the steps	s in "二	11100081750	公文 Collect the electronic official	01112614226	20220922	KUMARA	工作許可 work permit	電子公文(已領 取)Electronic official document	已發文 An official letter has been sent(許可 Issued)		
Website Login". Clic			document								
Management > Stude Management".	ent Application										
點選領取電子公文達 Click on the Receive link	a中及大學産品開業生 但有下列情事之一。首 (i) 機能率第生能 (2) 機分生著考取 The validity of permit However, it can be exts (j) New graduate- (j) Thous oversean 議注意! 概回申請係的 Attention! Cancellation	Chinese, ethnic Chinese and	在 6月30日止。 由學校成(集)所出員相關 校出員或至已突成趨勢手 of and university (graduate of the following events: foreign students who were to present the students who were the students who were the present the students who were the students who were the present the students who were the students who were the students who were the present the students who were th	國證明, 是之證明文件, with postpone graduation i courses or postpone gradua admitted to graduate school 次中語,須量新密交審查当 dication. The examination fo	included) is 30 June at the ye tion with relevant certificate I shall attach certificate relev 責・新意思修改中議實刊成畫 fe will not be refunded after	issued by the school, department or it ant to registration by the school. 基粒上悔文件,議即組款件承期人概算 the application is cancelled, and you	電件週回・勿使用本功能・	e once more If you want to a			
		黨中申請列表 lat of application									
		案件序號	功能維結 領取電子 公文 Collect the electronic official document	收文文號 01112614226	勞動部收文日期 T 20220922	he 英文姓名 English KUMARA	申請項目 application type 工作許可 work permit	会交領取方式 Ways 電子公文(已領 取)Electronic official document	中請狀態 已發文 An official letter has been sent(許可 Issued)		
		♡ 貼心小提醒									
逾期未領件者,系統將關								文」功能	此。		
		If the	recipien	it is not	collecte	d within	the deadli	ne, the s	system		
							uments" fu		•		

▶ * 案件新增及管理 Application Managem 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。 領取成功,請確認雷子公 文(PDF)已完成下載! 若未 · 傳文件。語等結案件承辦人終案件退回。勿使用本功能 , 點選 **OK** 按鈕 執行下載,建議請改用電 腦版登入帳號,重新領取 電子公文。 Successfully 案件序號 功能連結 収文文號 領取電子 申請項目 application type 公文领取方式 Ways 申請狀態 電子公文(已領 Collect the The following text appears in 01112614226 electronic official ОК the system: Collection successful, please confirm that the e-document (PDF) has been 系統訊息 × downloaded! If you have not download the document, it is 領取成功,請確認電子公 recommended to log in to your 文(PDF)已完成下載! 若未 account using the desktop 執行下載,建議請改用電 version to receive the 腦版登入帳號,重新領取 e-document again. Click the 電子公文。 Successfully collected "OK" button OK 領取電子 系統會自動下載電子公文(PDF)至 公文 電腦預設存放位子 Collect the 11100081750 01112614226 20220922 KUMARA electronic official document The system will automatically download the e-document (PDF) to the default storage location 🖶 | 🛂 📙 🖚 | 下載 of the computer 檔案 常用 共用 檢視 ↑ → → 本機 → 下載 ~今天 (1) ≱ 快速存取 OneDrive - Personal 文件 PDF | 附件 D_temp_ew ■ 国片 cf_edoc_111 111261422 - 本機 6 0111261 🧰 3D 物件

➡ 下載

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

(Computer version)

功能名稱 Function	重新領取電子公文 Collect the electronic official document again									
功能說明	一	·發文日起 8 個日曆天內自行至系統重新領取電子公文								
Description	Overseas Chinese students should go to the system to re-receive the									
1	e- document 8 days from the date of issuance									
					畫面O		Screen			
依「第二章學生帳	號/密碼登入」		管理 Application Manag		管理 Student Applicati	on Management				
登入網站後,可透	過「案件管理 >	(1) 應居畢業生或	延長許可期限至9月30日: 重果生有層修或延畢之需要。 大學或研究所,加附由錄取學							
學生案件管理」頁	面進行案件之維	The validity of permit However, it can be exte	or new graduate of high scho nded to 30 September for one	ol and university (graduate of the following events:	with postpone graduation in					
護		(2) Those overseas	Chinese, ethnic Chinese and	foreign students who were a	admitted to graduate school s	hall attach certificate releva	issued by the school, department or ant to registration by the school.			
		Attention! Cancellation		e abandonment of this appl	lication. The examination fee	will not be refunded after t	新上傳文件・語響結業件承銷人路 the application is cancelled, and you o not use this function.		fee once more If you want to	
			plication 斯塔申請案件 add				THE SECOND SECON	A AMERICA MA		
After logging in to the		案件序號	功能連結 重新申請 領取電子	收文文號	劳勤即収又口册 In	e 美义姓名 English	申請項目 application typ	e 公义领取万式 Way	S 中的狀態	
according to the step		11100081750	公文 Collect the	01112614226	20220922	KUMARA	工作許可 work permit	電子公文(已領 取)Electronic official	已發文 An official letter has been	
Website Login". Cli		11100001730	electronic official	01112014220	20220922	ROPINIO	_ isa o work permit	document	sent(許可 Issued)	
Management > Stud- Management".	ent Application		document							
Management.										
點選重新領取電子	公文按钮	▶ 案件新增及	管理 Application Manag	ement > 260_學生案件	管理 Student Applicati	on Management				
》。		但有下列债事之一。	(会延學生)許可期限至兩。 延長許可期限至9月30日: 5學生有暑修或延畢之需要。		理明・				-	
		(i) 唐昭等東土城區東西帶西城區東之間東。 由學改成 (i) Ninc具爾閩田市。 (i) 由外本華和大學祖田市, Ninch自和聯邦公司法と已成為前等 是之間安立中。 The validity of permit for new graduate of high school and university (graduate with postpose graduation included) is 39 June at the year.								
Click the Re-receive	e-document	However, it can be extended to 30 Signature for one of the following create: (1) New graduate or graduate with prospose graduation requires summer courses or postpose graduation with relevant certificate insued by the school, department or institute. (2) Those overseas Chinese, relatic Chinese and foreign students who were submitted to graduate school shall attack certificate relevant to registration by the school.								
link		語注意!無因中語色指效果主次中語室,是因中語语書遊客子写成業,必使其次中語,這重新能交等重要,若也想認为中語書的運動上冊文件,語物語案件申發人类素作成因,勿使用生功能。 Amention Cascellation of the application refer to the abandonment of this application. The examination for will not be refunded after the application in cancelled, and you must pay the examination for will not be refunded after the application in cancelled, and you must pay the examination for will not be refunded after the application in cancelled, and you must pay the examination for some first pay of the parties of the application in cancelled, and you must pay the examination for some first pay.								
		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. 素件母素列表 int of application 形理申请案件 add application 影響與神運更申请案								
		案件序號	功能連結	收文文號	勞動部收文日期 Th	e 英文姓名 English	申請項目 application typ	e 公文领取方式 Way	s 申請狀態	
			領取電子 公文					電子公文(已領	已發文 An official	
		11100081750	Collect the electronic official	01112614226	20220922	KUMARA	工作許可 work permit	歌)Electronic official document	letter has been sent(作可 Issued)	
- T			document							
	導至「重新申請線上領取」頁面, □ * 案件新增及管理 Application Management > 260 學生案件管理 Student Application Management 文務011126142261个許可電子公文無後線上領取期限為2023/04/04									
輸入重新申請線上	是否重新申請祿上得取? The deadline for collecting the electronic official document (work permit filing number 01112614226) is 2023/04/04, are you going to reapply for online collecting?									
完成請點選【確認】。 The deadline for collecting the electronic official document (work permit filing number 01112614226) is 2023 04 04, are you going to reapply for online collecting? "重新申請線上價取周D Reasons for reapplying for online collecting.										
					確認 Confirm	n 取消 Cand	cel			
Lead to the "Re-apply										
e-document" page,										
reason for re-app										
online collection	n, and click									
[Confirm]										

導至「工作許可電子公文重新線上 ▶ * 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 領取申請驗證」頁面,請輸入您註 Verification of application for collecting of the electronic official document. Filing number:01112614226 册信箱收到的驗證密碼, *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: 完成請點選【確認】。 網頁識別碼 Email identification code: JPFL 議於24/小時內輸入 Please enter within 24 hou 確認 Confirm 取消 Cancel 重新取得驗證碼 Generate verification code again. 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] 系統出現:重新領取成功,請確認 系統訊息 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 重新領取成功,請確認電 帳號,重新領取電子公文。 子公文(PDF)已完成下載! ,點撰OK按鈕 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。 The system appears: Successfully collected Successfully re-collect the again 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 $\lceil OK \rceil$ 系統會電子公文(PDF)至網頁上, ■ AsposePrintServlet 1 / 1 | - 100% + | 🗈 🔕 **±** ⊕ 勞動部函 100 臺北市中正區中華路一段 39 號 10 樓 聯絡人: 策氏O 電話: 02-23801849 The system will send the e-document (PDF) 受文者:Lin wei 發文日期:中華民國 112年03月28日 electronically to the webpage 發文字號:勞動發事字第 click 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

Lin wei(

、依據臺端 111 年 10 月 22 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:

工作許可期間自 111 年 10 月 13 日起至 111 年 10 月 30 日。

三、本許可於因休學或退學等喪失學藉狀態時,失其效力。又本許可期間屆滿後,如仍有工作之需

),就讀學校:線上申辦網科技大學,

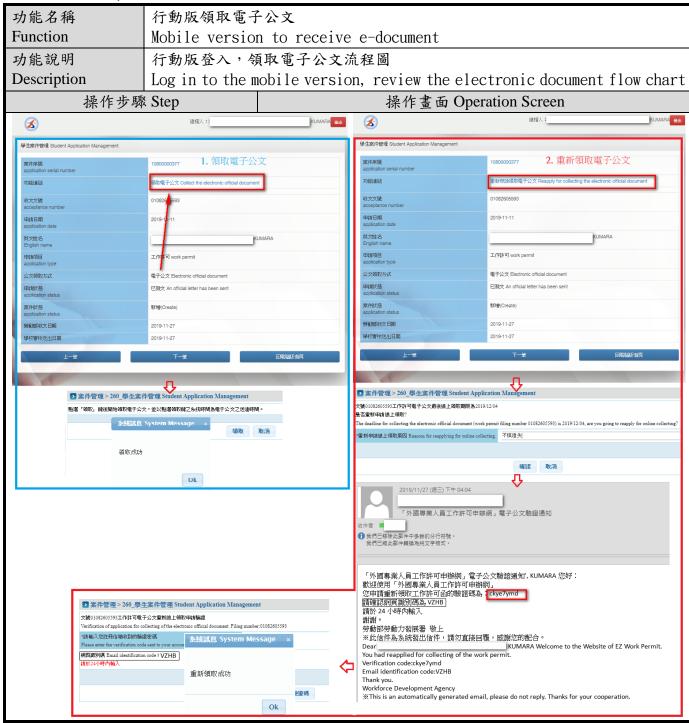
選擇列印目的地,可點選印表機或 另存為 PDF,完成後請點選列印或 儲存。

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



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

version)



1.2. 親自領取 Pick up in person

1.2.1. 變更取件人 Change Pick-up Person

功能名稱	變更取件人 Change Pick-up Person									
Function										
// · = · ·	功能說明 變更取件人									
Description	Change Pick-up	Person								
操作步驟				操作畫品	Operation	Screen				
依「第二章學生帳	號/密碼登入」					nt Application Management				
登入網站後,可透	過「案件管理 >	高中及大學應屆畢業生(含如 但有下列情事之一,得延長計			IE •					
學生案件管理」頁	面進行案件之維	(1) 應屆畢業生或延畢生(2) 儒外生若老取大學或			系)所出異相關證明。 已完成報到手續之證明文件。					
護		The validity of permit for new	graduate o	of high school and unive	ersity (graduate with postpone	graduation included) is 30 June at the year.				
			uate with p	ostpone graduation rec	quires summer courses or postp	one graduation with relevant certificate issu				
		(2) Those overseas Chine	e, ethnic C	hinese and foreign stud	lents who were admitted to gra	duate school shall attach certificate relevant	to registration by			
After logging in to the	ne website					新繳交審查費。若您想修改申請資料或重新。 camination fee will not be refunded after the				
according to the step		want to apply again.								
Website Login". Clie	ck "Case				-upload the the, please contact	the case undertaker to return the case. Do no 版本申讀系錄上補件作業	ot use this function			
Management > Stude	ent Application		功能連結	1	英文姓名 English	申請項目 application type 申請	狀態			
Management".		11200025197		0112000001	ENG NAME	工作許可 work permit	文 An official			
						letter	has been ser			
點選【案件序號】		▶ * 案件新增及管理 A	pplicatio	n Management > 2	60_學生案件管理 Stude	nt Application Management				
"Click "Application No.".		但有下列情事之一、情極長許可期限至 9 月 30 日 : (1) 徳屋畢業生或延畢生有量修変延畢之需要,由學校或(泉)所出具相關證明。 (2) 個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 b 請注意!撤回申請使指放棄本次申請案,撤回申請使審查費不予追撞,如欽再次申請,須重新繼交審查費。若您越修改申請資料或重新上降文件,請聽 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 fun 条件申轉列表 list of application [新增申額案件 add application] 新增資料製更申額案] 統本申額案線上補件作業								
		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	文 An official has been ser			
在申請案檢視送審		▶ 案件管理 Application M	anagement	> LX019100C 學生案件	‡管理 Student Application Ma	nagement				
	方,會顯示當初填寫親自取件資			Story) Story)						
訊。	Intermedian Control of the Control o									
				申請案檢視	_					
At the bottom of the										
review submittal	review submittal information									
page, the previou	page, the previously filled in									
	personal pickup information									
will be displayed										
will be displayed.										



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

功能名稱	列印親取回條 print recipient receipt									
Function										
功能說明	親自領件操作流	 允程								
Description	Procedure of	pick-up in	perso	on.						
操作步驟	Step			操作畫面	Operation	Screen				
依「第二章學生帳	號/密碼登入」	▶ * 案件新增及管理	Applicatio	n Management > 260	0_學生案件管理 Stude	nt Application Management				
登入網站後,可透達	過「案件管理 >	高中及大學應屆畢業生(含 但有下列情事之一,得延長			:•					
學生案件管理」頁面	面進行案件之維	(1) 應屆畢業生或延畢	主有暑修或延	畢之需要,由學校或(系						
護					完成報到手續之證明文件。 sity (graduate with postpone	graduation included) is 30 June at ti	he year.			
		However, it can be extended (1) New graduate or gr			-	pone graduation with relevant certifi	cate issued by the school,			
						duate school shall attach certificate				
After logging in to the	ne wehsite					新繳交審查費。若您想修改申請資料				
according to the step		Attention! Cancellation of t want to apply again.	he application	refers to the abandonme	ent of this application. The e	xamination fee will not be refunded a	after the application is ca			
Website Login". Clic		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								
					新增資料變更申額素					
Management > Stude Management".	ent Application	案件序號	功能連结	收文文號	英文姓名 English	申請項目 application type	申請狀態 已發文 An official			
Management.		11200025197		0112000001	ENG NAME	工作許可 work permit	letter has been ser			
點選【案件序號】		■ * 案件新增及管理 Application Management > 260_學生案件管理 Student Application Management								
和这【示门// 加】		高中及大學應屆畢業生(含				actippication standgement				
		但有下列情事之一,得延長許可期限至9月30日:								
" Click "Application	No."	(1) 德尼畢業生或延畢生有署修或延畢之需要,由學校或(系)所出具相關證明。(2) 個外生若者取大學或研究所,加附由錄取學校出具該生已完成報到手續之證明文件。								
Click Application	110	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									
	請注意!撤回申請條指放棄本次申請案,撤回申請後審查費不予提援,如欽再次申請,須重新繳交審查費。若您想修改申請資料或重新上傳文件, Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application									
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 fi										
		Supposing you want to moduly the application information of re-uplosed the tine, please contact the case undertaken to return the case. Do not use this functs 案件申請列表 list of application 新增率的条件 add application 新增率的条件								
		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 ser			

▶ 案件管理 Application Management > LX019100C 學生案件管理 Student Application Management 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。 價生 overseas Chinese studen At the bottom of the application 工作許可 work permit review submittal information page, the previously filled in ert or Alien Resid personal pickup information ate Number of the Recipient ecipient is from the Republi will be displayed. 700(中華郵政股份有限公司 Chunghwa Post Co., Ltd.) 已上傳 Uploaded 難聞 Leave 變更取件人 change recipient 列印親取回條 print recipient receipt 點選【列印親取回條】,確認案件 離開 Leave 列印親取回條 print recipient receipt 變更取件人 change recipient 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.

※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."

