

Work Permit Application Procedures (Work, Part-time)

ISC, FJCU

★ How to apply for it for FJCU Int'l Students: <https://goo.gl/TaLSko>

1. Online Application: <https://ezwp.wda.gov.tw/>

Please see the website and follow the instructions and prepare the following scanned application materials:

- (1) A photocopy of your student ID with the registration stamp
Please go to the registration office to apply for it, the office is located in YP209.
- (2) A valid passport
- (3) A valid ARC
- (4) Consent Form for Work Permit Application for FJCU International Students
It should be approved by your department and International student center with stamps, please upload it to the 'Others including school required documents' in the system.
- (5) If applicants who are students delay graduation, please apply for an 'approved letter' from the registration office.
Please upload it to the 'Others including school required documents' in the system.

2. Reminders for Application

- (1) Application fee NT \$100, students can transfer the application fee in a post office. Fill in the receipt information on line after postal remittance.
Account name: Work Permit Account of Workforce Development Agency,
Account No.: 19058848
- (2) The way of receiving the official document through 'Electronic official document'.

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3. Other Relevant Regulations

- (1) The maximum approved period for work permit application of foreign students, overseas Chinese students and ethnic Chinese students is 6 months. The longest hours per week are 20 hours except for winter and summer vacation.
- (2) For those applicants who are against the above regulations, the agency may revoke their work permits in accordance with Employment Service Act. Further, for those who work for others without applying for work permit by regulations will be fined between NTD\$30,000 and \$150,000 in accordance with Employment Service Act.
- (3) The validity of work permit applied at the first semester is 31 March at the second semester. The validity of work permit applied at the second semester is 30 September at the same year. However, the work permit application for semesters or school years for which a photocopy of student ID with registration seal of next semester under application period or registration proof is not subject to the period limitation mentioned above. The longest approved period can be 6 months.

4. Workforce Development Agency

- (1) Website: <http://www.wda.gov.tw/>
- (2) Address: 10F., No. 39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City
- (3) Please call (02) 8995-6000 for any enquiry.