



亞洲大學

健康·關懷·創新·卓越

ASIA UNIVERSITY

# 工作證申請說明



# 申請工作證流程







亞洲大學  
ASIA UNIVERSITY




勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY  
外國專業人員工作許可申辦網  
EZ Work Permit

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 操作手冊 User Manual

 教學影片 User Videos

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僑外生工讀申請

Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students

外國專業人員工作許可申請

Work Permit for Foreign Professional worker

就業服務法第51條聘僱許可申請

Employment Permit in accordance with Article 51 of the Employment Service Act

外國專業人才成年女子申請

Work Permit for the Adult Child of a Foreign Professional

自由藝術工作者申請

Foreign Professional Artist Work Permit

就業服務法第51條工作許可申請

Work Permit in accordance with Article 51 of the Employment Service Act

# 工作證申請帳號

學生登入 Student Login

請輸入帳號 Please enter your account.

帳號 :

Account

系統密碼 :

Password

顯示密碼

驗證碼 :

Verification Code



重新產生驗證碼 Refresh Verification Code

登入 Sign In

取消 Cancel

申請帳號 Apply for an account

忘記密碼或解鎖 Forgot Password or Unlock a user account ||

學生帳號維護 Student Account Maintenance ||

## ▶ 個人資料保護法及相關法令聲明

歡迎您使用勞動部勞動力發展署(以下簡稱本署)「外國專業人員工作許可申辦網」(以下簡稱本網站),本署為保護您在使用本署網路時的安全,並尊重您的隱私保護權利,遵循個人資料保護法及相關法令規定,特此聲明。  
Welcome to the "EZ Work Permit Website" of the Workforce Development Agency, Ministry of Labor. The Agency will protect your safety and privacy while you are using the Website. To abide by the Personal Information Protection Act and related laws, processes, uses, and protects your privacy and personal information.

### 一、適用範圍

本聲明僅適用於本網站如何處理您使用網站服務時蒐集的個人識別資料。

### Scope

本聲明不適用於本網站網頁提供其他非本署網站的網路連結,您必須參考該連結網站中的隱私權聲明。

The statement only applies to how the website processes your personal identification information while you are using the Website. The statement does not apply to other websites.

### 二、資料的蒐集與使用方式

當您參與本網站之相關服務時,您所提供之資料,本署會遵循「個人資料保護法」及相關法令規定,不會將其應用在超出蒐集特定目的以外之用途。您的個人資料採用嚴格的保護措施,只由經過授權的人員才能接觸您的個人資料,相關處理人員皆簽署有保密合約如有違反保密義務者,將會受到相關的處分。

### How information is collected and used

When you are using related services on the Website, the Agency will follow the "Personal Information Protection Act" to protect information provided by you from being collected and used. All related personnel have to sign a confidentiality contract. In case of breach of confidentiality contract, related personnel will be punished accordingly.

### 三、資訊分享與使用

除了下列狀況外,本網站絕不會將您的個人資料揭露予第三人或使用於蒐集目的以外之其他用途:

- (一)法律明文規定。
- (二)配合公務機關執行法定職務必要範圍。
- (三)為防止他人權益之重大危害。

### How information is shared and used

Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection:

- (1) Statutory regulations
- (2) Scope of statutory duties in accordance with public entities
- (3) To prevent others' interests from critical harm

### 四、自我保護措施

請妥善保管您的密碼及個人資料,不要提供給任何人,在您完成個人化服務之使用後,務必記得登出帳號,若您是與他人共享電腦或使用公共電腦,切勿將您的帳號及密碼告知他人,以免他人未經您同意而存取您的個人資料、E-mail,或實體管理區域。

### Self-protection measures

### 五、聲明之修正

本聲明將因應需求隨時進行修正,修正後的條款將刊登於本網站上,以維護您瀏覽網站的安全及相關權益。

### Amendment to the statement

The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests.

### 六、聲明之諮詢

若您對本聲明有任何疑問,請E-mail至:wda@wda.gov.tw。

### Consultation on the statement

If you have any question about the statement, please contact us by E-mail: wda@wda.gov.tw.

同意 apply 不同意 reject

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# 工作證申請帳號

## ▶ 學生帳號申請 Applying for a Student Account

學生帳號申請 Application of student account

*帳號 Account num	1	<input type="text"/>	(需包含英文和數字 Containing English letter and number)		
*密碼 Password	2	<input type="text"/>	和帳號相同但後面需加@ (至少8個字元 At least 8 characters)	8	*確認密碼 Re-enter password <input type="text"/> (輸入與密碼相同 The entering is identical with password)
*電子信箱 Email	3	<input type="text"/>			
申請人姓名(中文) Name of applicant (Chinese)	4	<input type="text" value="王小明"/>	(應與學生證相同 Shall be in accordance with your name on student ID)	9	*性別 Gender <input type="radio"/> 男 Male <input checked="" type="radio"/> 女 Female
*申請人姓名(英文) Name of applicant (English)	5	<input type="text" value="Eric"/>		10	*國籍 Nationality <input type="text" value="越南"/> <input type="text" value="國籍查詢 Nationality search"/>
*護照號碼 Passport number	6	<input type="text"/>	(提示:若您更換過護照,請先使用舊護照號碼申請帳號,並於申請案件時將舊護照及新護照上傳至護照資料夾,本部將於審核時一併更新您的護照號碼。)(If you had renewed your passport, please enter your old passport number here. Upload both of your new and old passports and we will renew your passport numbers later on.)	11	*護照號碼有效期限 Validity of passport <input type="text"/> (西元 yyyy/MM/dd)
*統一證號 UI number	7	<input type="text"/>	(提示:請依居留證填寫統一證號,若您變更過統一證號,請於申請工作許可時備註新統一證號並上傳舊居留證及新居留證,本部將於審核時一併更新您的統一證號。若您是在來臺就讀語言中心,尚無居留證,請先向移民署申請統一證號。Please fill in the UI number according to the ARC. If you have changed your UI number, please note the new UI number when applying for a work permit and upload both the old and new ARC. The Ministry of Labor will update your UI number when reviewing. If you are studying in a language center in Taiwan and do not have an ARC, please apply for the UI number to the National Immigration Agency first.)	12	*出生年月日 Date of birth <input type="text"/> (西元 yyyy/MM/dd)

名字+生日

Example:

帳號:Eric0823密

碼:Eric0823@

和帳號相同但後面需加@

# 工作證申請帳號

*就讀學校 School attended	13	001048	亞洲大學 Asia University	學校查詢 School search	001048 亞洲大學	Please contact the school office responsible if you can't find your school on the list.)
*身分別 Identity	14	外國留學生-學士(4年制) foreign students - 4-year universities				
*連絡電話 Phone number	15	<input type="text"/>				

學生選擇「身分別」定義說明：

Definitions of different student identities:

一、僑生：須符合「僑生回國就學及輔導辦法」之學生，包含高中以上學位生、臺灣師範大學僑生先修部學生。

The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, refers to those who study for a degree in high school or above and those who enrolled at Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University.

二、華裔學生：須符合「香港澳門居民來臺就學辦法」規定之學生，或「就讀僑務主管機關舉辦之技術訓練班學生」，包含來自港澳地區之高中以上學位生、海青班學生。

Ethnic students shall meet one of the following requirements:

1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Hong Kong and Macao Residents in the Republic of China.

2. Students enrolled in a technical training class conducted by the OCAC.

三、外國留學生：須符合「外國學生來臺就學辦法」之學生，包含大專院校學位生、就讀大專院校附設語文中心、交換學生。

Foreign students as set forth in the regulations of International Students Undertaking Studies in Taiwan, including degree seeking students of college/university, those who study Chinese at language center of college/u

2355	16	重新產生驗證碼 Refresh Verification Code	2355
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確定 Confirm

取消 Cancel

系統訊息

新增成功 Added  
successfully!

18

OK

# 工作證申請帳號

*帳號 Account number(中文)	1	<input type="text"/>			
*電子信箱 Email	2	<input type="text"/>			
申請人姓名(中文) Name of applicant (Chinese)	3	王小明	(應與學生證相同 Shall be in accordance with your name on student ID)	10	*性別 Gender <input type="text"/>
*申請人姓名(英文) Name of applicant (English)	4	Eric		11	*國籍 Nationality <input type="text" value="越南"/> <input type="text" value="Vietnam"/>
*護照號碼 Passport number	5	<input type="text"/>		12	*護照號碼有效期限 Validity of passport <input type="text"/>
*統一證號 UI number	6	<input type="text"/>		13	*出生年月日 Date of birth <input type="text"/>
*就讀學校 School attended	7	亞洲大學	(提示: 清單中若沒有學校資料, 請先洽學校承辦單位 Please contact the school office responsible if you can't find your school on the list.)		
*身分別 Identity	8	外國留學生-學士(4年制) foreign students - 4-year universitie			
*連絡電話 Phone number	9	<input type="text"/>			

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確定 Confirm

# 申請帳號登入



勞動部勞動力發展署

外國專業人員工作許可申辦網

Workforce Development Agency EZ Work Permit

公告Announcement 檢測與下載CardReaderTest and Download 相關連結RelatedLinks

學生登入 Student Login

請輸入帳號 Please enter your account.

1 帳號 :   
Account

2 系統密碼 :   
Password

顯示密碼

3 驗證碼 :   
Verification Code

**1337**

重新產生驗證碼 Refresh Verification Code

4 **登入 Sign In** 取消 Cancel 申請帳號 Apply for an account

忘記密碼或解鎖 Forgot Password or Unlock a user account ||  
學生帳號維護 Student Account Maintenance ||

外國專業人員工作許可申請 Work Permit for Professional Workers ||  
自由藝術工作許可申請 Foreign Professional Artist Work Permit ||  
外國專業人才成年子女工作許可申請 ||  
就業服務法第51條聘僱許可申請 ||  
就業服務法第51條工作許可申請 ||

系統訊息

登入成功 Login successful

5 **OK**

案件管理 Application Management > 260\_學生案件管理 Student Application Management 案件新增及管理NewApplication and Management 相關連結RelatedLinks

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,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( )
- (2) 僑外生若考取大學或研究所,加附由錄取學校出具該生

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, department or institute.
- (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

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, 請聯絡案件承辦人將案件退回, 勿使用本功能。

Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examination fee once more if you want to apply again.

Supposing you want to modify 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 紙本申請案線上補件(陳述意見)作業

案件序號	功能連結	收文文號	勞動部收文日期 The	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態	案件狀態
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案件管理 Application Management > 260\_學生案件管理 Student Application Management

## 約定同意收受電子公文

### Agreement on Electronic Service

本部依電子簽章法規定, 於取得您「同意」後, 就您於本申辦網所辦理之工作許可申請案件, 經本部核准後, 將以電子公文方式送達許可函, 並自發文日起以電子郵件通知您領取電子公文, 您得於發文日起8個日曆天內自行至本申辦網領取電子公文, 並以本申辦網所記錄您登入系統後按下「領取電子公文」按鈕之系統時間為電子公文之送達時間, 並自次日起算法定期間, 惟不予核發工作許可時, 仍將以紙本公文寄發; 逾期未領件者, 系統將關閉「領取電子公文」功能, 本部逕改以紙本公文寄發許可函。

如您「不同意」以電子公文方式送達許可函, 則您於本申辦網所辦理之工作許可申請案件, 經本部核准後, 將以郵寄方式寄發紙本公文許可函。

According to Electronic Signatures Act, through online application, the work permit issued will be sent in electronic official document with your consent. An email will be sent when the permit is issued to inform you to collect the permit, and you have to collect the permit online within eight days. The time of the electronic service shall be deemed as the time recorded by system when you log in the system and click "download the official document". The statutory period therefor shall begin to run from the date following the day on which such electronic documents are downloaded. Nevertheless, in the case where the application is rejected, the official document will be sent by post, and if you fail to download the electronic documents within eight days, the Ministry will take down the electronic documents and deliver the official documents in hard copy by registered mail.

If you do not agree to the electronic service, the work permit will then be sent in hard copy by registered mail.

4

同意agree 不同意disagree

### 系統訊息

案件新增成功!提醒您, 儲存後自  
案件修改日起保存七日! Add  
new application!Saved  
application without  
submission only kept for 7  
days!

5

OK

# 申請工作證

Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

▶ 案件管理 Application Management > LX011100E 學生案件管理 Student Application Management



## 個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)	王小明	修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)	Eric	修改個人基本資料 Edit personal profile
性別 Gender		修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)		
護照號碼 Passport number	(提示：若您更換過護照，請先使用舊護照號碼申請帳號，並於申請案件時將舊護照及新護照上傳至護照資料夾，本部將於審核時一併更新您的護照號碼。 If you had renewed your passport, please enter your old passport number and we will renew your passport numbers later on.)	
統一證號 UI number	(提示：若您變更過居留證號，於申請案件時備註並將舊居留證及新居留證上傳至居留證資料夾，本部將於審核時一併更新您的居留證號！)	
出生年月日 Date of birth		修改個人基本資料 Edit personal profile
聯絡電話 Phone number		修改個人基本資料 Edit personal profile

確認自己的基本資料有無錯誤  
若有錯誤按此修正

資料暫存 save application

離開(不儲存) Discard and leave the page.

1 下一步 next step

確認視窗 Window confirm

請確認是否儲存? Do you wish to save the data?

2 確認 Yes

取消 Cancel

# 申請工作證

## 學校就讀資料 school information

「\*」標記者為必須填寫的欄位 mark must not be empty

就讀學校 School attended	亞洲大學 Asia University	修改個人基本資料 Edit persona			
1 *日夜別 Day/Night	日間部 Day School	在8月~1月申請工作證為上學期 在2月~7月申請工作證為下學期			
2 *系別 Faculty	國際專修部				
身分別 identity	外國留學生-學士(4年制) foreign students - 4-year universities	修改個人基本資料 Edit persona			
3 *年級 year	大學(4年制) 4-year university	1 年級 year	上學期 First semester	預定修業年限 expected study years	4 年 year
預定修業年限欄位填寫說明：請依您所就讀系所學制詳實填列本欄位，例如學士4年制者，本欄位請填寫4，特殊學制如留學系6年制者，則請填寫6。					
請注意！本欄位之填寫將影響許可期間之核定，請務必確實填寫。 Attention! The filling of this field will affect the approval of the permit period. Please fill it in truthfully.					
*學校校區所在地址 School Address	413	臺中市	霧峰區	柳豐路500號	

學士申請 → 預定修業年限為4年

碩士申請 → 預定修業年限為2年

博士申請 → 預定修業年限為4年

國際專修部學生申請 → 預定修業年限為5年

上一步 previous   案件暫存 save application   離開(不儲存) Discard and leave the page.   4 下一步 next step

確認視窗 Window confirm

請確認是否儲存? Do you wish to save the data?

5 確認 Yes   取消 Cancel

# 申請工作證

## 工作許可申請資料 application form of work permit information

\* 標記者為必須填寫的欄位 mark must not be empty

申請類別 application category	外國留學生 foreign students 若申請類別錯誤請於[學生個人資料維護]身分別做更正 If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.	<a href="#">修改個人基本資料 Edit personal profile</a>
申請類別適用對象 applicable object of application category	您須為依「外國學生來臺就學辦法」且就讀於公立或已立案私立大專校院之外國留學生。 You are foreign student, as referred to in Subparagraph 1 of Article 50 of The Act and shall conform to the qualifications set forth in the Regulation on Foreign Students Enrolled in Schools in the Republic of China.	
*申請項目 application type	1 工作許可 work permit	申請當天的日期 上學期申請日 ~ 3/31 下學期申請日 ~ 9/30
*申請許可期間 Application time	2 2024/05/07 (至元/yyyy/MM/dd) 至 2024/09/30 (至元/yyyy/MM/dd) (許可期間最長6個月) (valid for six months maximum)	
*工作許可公文領取方式 Way of receiving the official document	3 <input checked="" type="radio"/> 電子公文 Electronic official document <input type="radio"/> 郵寄學校 Delivery (to the school) <input type="radio"/> 親自領取 Pick up in person	
工作許可函行動裝置檢視 View your work permit on the mobile device	4 <input type="radio"/> 否 NO <input checked="" type="radio"/> 是 YES	5 行動裝置聯絡電話 mobile phone number

如點選「是」，請併同輸入您的手機號碼，您可於申請案件經本部核准後，以行動裝置登入本申辦網，使用「行動裝置檢視」功能，屆時系統將寄送驗證碼至本案所填之手機號碼，並於完成驗證程序後，當行動裝置直立時，顯示畫面為QRcode<sup>?</sup>，可供雇主掃描驗證；當行動裝置橫放時，顯示畫面為工作許可相關資料<sup>?</sup>。如不願使用此功能，則請將此欄位改點選為「否」。

If you click "YES", please enter your mobile number. After the application is approved, you can log in to the website on your mobile devices and view the work permit on them. The system will send the verification code to the mobile number you entered, after verifying you can then view your work permit on your mobile devices. When the screen displays in portrait (vertical), a QR code will be generated<sup>?</sup>. The employer can scan the QR code to check details. When you rotate the screen to landscape (horizontal), the information of the work permit will display<sup>?</sup>. Click "NO" if you don't want to view your work permit on your mobile devices.

備註 Memo

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."

上一步 previous

案件暫存 save application

離開(不儲存) Discard and leave the page.

6

下一步 next step

# 申請工作證

應備文件上傳 upload file

檔案格式 file format : PDF(單一PDF檔案上傳大小限制 : 5Mb)

**檔案格式PDF(檔案大小限制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）；至訂、補正疑義，請逕洽訂、補正通知所載承辦人員。

文件上傳後於送出前，得予刪除，惟前次送審時已上傳文件，不得刪除。After the file is uploaded, it may be deleted before it is sent. However, the file that has been uploaded during the previous submission cannot be deleted.

應備文件 documents for application	檔案 file
<b>1</b> 護照影本(此為應備文件) Photocopy of Passport(Documents required)	請選擇檔案 please select file  hanna passport.pdf(刪除delete)
<b>2</b> 學生證影本 Photocopy of student ID card	請選擇檔案 please select file  hanna student card.pdf(刪除delete)
<b>3</b> 居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file  hanna rc.pdf(刪除delete)
<b>4</b> 學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file  hanna course.pdf(刪除delete) ← <b>教務處註冊單或在學證明</b>
教育部專案核准證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file

上一步 previous

資料暫存 save application

離開(不儲存) Discard and leave the page.

**5**

**下一步 next step**



# 繳費流程說明

1. ATM繳費(易操作) 15~18
2. 郵局繳費(較複雜) 19~24
3. 台灣Pay繳費(易操作) 25~29

申請人送件

繳費

學校審核

勞動部  
審核

核發工  
作證



# 繳費方式說明

## 1. ATM繳費(易操作)



# 繳費方式ATM

Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結RelatedLinks

> 案件管理 Application Management > LX011900E 學生案件管理 Student Application Management



審查費資料 examination fee

「\*」標記者為必須填寫的欄位 mark must not be empty

1

ATM繳費

\*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

選取要繳費的方式

ATM繳費 payment by ATM

案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。

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.

請於送件當日23:59前完成繳費，俾利辦理文件審查事宜；倘有重複繳納或誤繳情事，請持繳費憑證向勞動部勞動力發展署申請退還。

Please complete the payment the same day (before 23:59) you submit the application. If you overpaid for the application, please keep the payment receipt to apply for refund to the Workf

審查費金額 amount of examination fee 100

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：

**ATM繳費:**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 :

ATM payment: application will be sent out if the system reconciles successfully (system will reconcile on the next day after payment).

Please confirm your payment method. If you change the payment method, duplicated payment might happen.

Payment amount: NTDS100.

Information phone: 02-2380-1720.

3

確認YES

2

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

# 繳費方式ATM

Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

▶ 案件管理 Application Management > LX01XX0X1900SP.xmlE 學生案件管理 Student Application Management

申請日期application date	20240507
案件序號application serial number	11300090350
申請項目application type	工作許可 work permit
審查費金額amount of examination fee	100
繳款金融機構代碼 Code of financial institutions	700(中華郵政股份有限公司 Chunghwa Post Co., Ltd.)
ATM繳費轉入帳號 (即銷帳編號) Serial number of ATM payment	6120320240163663

中華郵政ATM繳費流程 Chunghwa Post ATM payment process



備註

\*如以跨行轉帳須自付手續費，手續費收費標準按各金融機構規定計收。

請注意：使用非郵局帳戶進行繳費，需收額外手續費

1

列印繳費序號 Print the serial number of payment.

中華郵政 WEB ATM繳費 Chunghwa Post WEB ATM payment

離開 Leave

# 請拍下此頁並到ATM機台繳費

勞動部勞動力發展署  
申辦外國專業人員工作許可  
ATM繳納審查費繳費序號

列印時間：112-03-25

## ATM繳費案件資料

	申請日期	案件序號	申請工作類別	申請項目
1	112-03-21	11200025174	專門性及技術性工作 Specialized or technical work	新聘 New Hire

請於送件當日23:59前完成繳費，俾利辦理文件審查事宜；

倘有重複繳納或誤繳情事，請持繳費憑證向勞動部勞動力發展署申請退還。

審查費金額	100
繳款金融機構代碼	700(中華郵政股份有限公司)
ATM繳費序號	612032(

# 繳費方式ATM

The image shows a screenshot of a software interface with two windows. The left window, titled '確認視窗 Window c...', contains a message in Chinese and English asking if the user paid by post office for examination. It has two buttons: '確認Yes' (highlighted with a red box and a yellow circle with the number 1) and '取消Cancel'. The right window, titled '系統訊息', contains a message in Chinese and English about case processing times. It has an 'OK' button (highlighted with a red box and a yellow circle with the number 2). A red arrow points from the '確認Yes' button to the 'OK' button.

**確認視窗 Window c...**

案件一經本部收件後即不退費，若有相關問題，請洽系統客服人員。是否使用郵局繳費送審? Did you pay by post office for examination?

1 **確認Yes**

取消Cancel

**系統訊息**

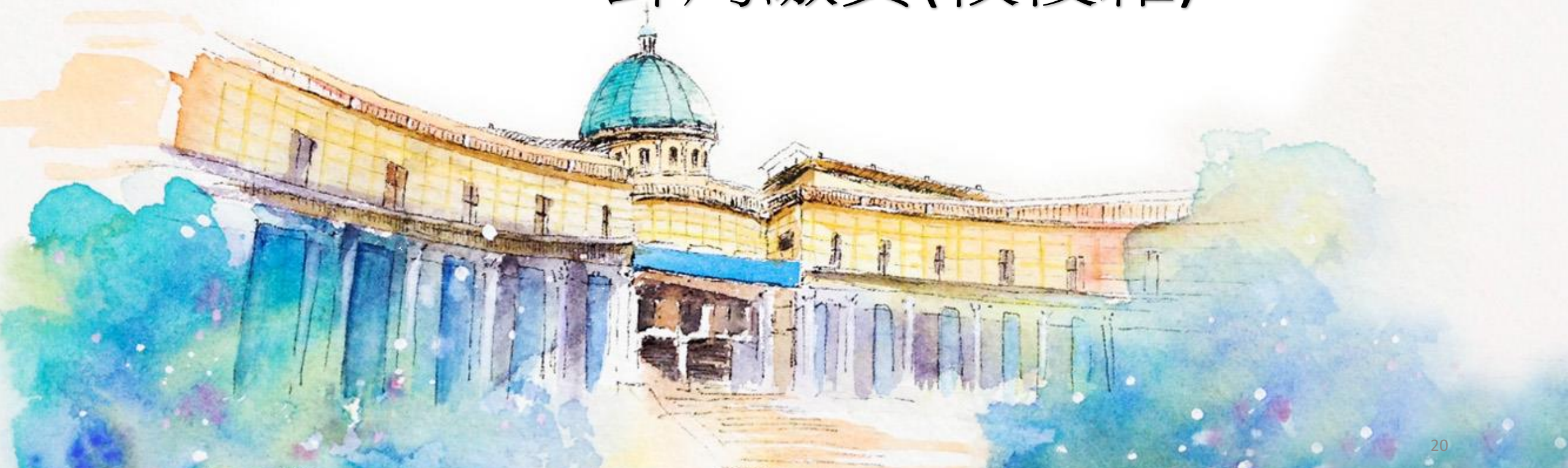
本部已收到您的案件，將儘快處理，感謝您的使用！案件於工作日12時59分59秒前上傳成功者，視為當日收件案件；於工作日13時至23時59分59秒間或假日上傳成功者，視為次一工作日收件案件。本部審查作業天數於收件日之次一日工作日開始計算。 We've received

2 **OK**



# 繳費方式說明

## 2. 郵局繳費(較複雜)



# 繳費方式郵局繳費

Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

案件管理 Application Management > LX011900E 學生案件管理 Student Application Management

Step1.  
個人基本資料  
personal information

Step2.  
就讀學校資料  
school information

Step3.  
工作許可申請資料  
application form of  
work permit  
information

Step4.  
應備文件上傳  
upload file

Step5.  
審查費資料  
examination fee  
information

Step6.  
申請案檢視送審  
Application review

審查費資料 examination fee

\* 標記者為必須填寫之資料

郵局繳費

1

\*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

選取要繳費的方式

ATM繳費 payment by ATM

案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。

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.

請於送件當日23:59前完成繳費，俾利辦理文件審查事宜；倘有重複繳納或誤繳情事，請持繳費憑證向勞動部勞動力發展署申請退還。

Please complete the payment the same day (before 23:59) you submit the application. If you overpaid for the application, please keep the payment receipt to apply for refund to the Workforce Development Agency.

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.

2

下一步 next step

# 繳費方式郵局繳費

> \* 案件新增及管理 Application Management > 300\_ 批次繳費送審資料 Information of Payment Procedure

郵局繳費案件資料 information of application with payment by post office

申請日期 application date	案件類別 application type
20230321	可

劃撥戶名: 勞動部勞動力發展署聘僱許可收費專戶  
劃撥帳號: 19058848

郵局繳費 payment by post office

劃撥戶名: 勞動部勞動力發展署聘僱許可收費專戶, 劃撥帳號: 19058848

Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848.

3 \* 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.

5 \* 交易局號 post office of remittance

4 \* 郵政劃撥收據編號  
enter receipt number of postal remittance

? 郵政劃撥收據編號後七碼  
順利作業!  
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!

1 \* 審查費金額 amount of examination fee

100

根據系統顯示金額, 並依畫面記錄劃撥戶名和劃撥帳號, 先至郵局臨櫃繳費後, 索取收據證明。依據收據內容輸入交易日期、交易局號、郵政劃撥收據編號、審查費金額。

# 繳費方式郵局繳費

## 電腦收據範例

郵局收據編號 Receipt Number (8 碼 8 digits)  
請填後 7 碼 Please fill out the last 7 digits

交易日期 remittance date

1080611

交易局號 post office of remittance

003110

輸入郵政劃撥收據編號

後七碼

0002660

enter receipt number of postal remittance

交易局號 Post Office Code

存款金額

0002660

108/06/11

12:01:22

003110

1A6 359779

交易日期 Payment Date

他人不扣手續費

電腦記錄

# 繳費方式郵局繳費

## 臨櫃繳款收據範例

E- 8103097	
郵政劃撥儲金存款收據	
收款人	帳號
戶名	1
郵局收據編號 Receipt Number	
勞動部勞動力發展署聘僱許可收費專戶	
寄款人	
(請以雇主名義自行填寫)	
交易局號 Post Office Code	
局章戳	
臺北北門郵局(901支)	
局號	000100-6
108.07.01	

圖片來源:勞動部勞動力發展署外國專業人員工作許可申辦網

交易日期 remittance date	1080701
交易局號 post office of remittance	000100
輸入郵政劃撥收據編號 enter receipt number of postal remittance	8103097

交易日期 Payment Date



亞洲大學

健康·關懷·創新·卓越

ASIA UNIVERSITY

# 繳費方式說明

## 3. 台灣Pay繳費



# 繳費方式台灣Pay繳費

外國專業人員工作許可申請  
Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

▶ 案件管理 Application Management > LX011900E 學生案件管理 Student Application Management

Step1.  
個人基本資料  
personal information

Step2.  
就讀學校資料  
school information

Step3.  
工作許可申請資料  
application form of  
work permit  
information

Step4.  
應備文件上傳  
upload file

Step5.  
審查費資料  
examination fee  
information

Step6.  
申請案檢視送審  
Application review

審查費資料 examination fee

「\*」標記者為必須填寫的欄位 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

台灣Pay繳費

1

選取要繳費的方式

ATM繳費 payment by ATM

案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。

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.

請於送件當日23:59前完成繳費，俾利辦理文件審查事宜；倘有重複繳納或誤繳情事，請持繳費憑證向勞動部勞動力發展署申請退還。

Please complete the payment the same day (before 23:59) you submit the application. If you overpaid for the application, please keep the payment receipt to apply for refund to

審查費金額 amount of examination fee 100

確認視窗 Window c...

是否使用台灣Pay繳費送審? Did you pay by Taiwan Pay for examination?

3

確認 Yes

取消 Cancel

2

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

圖片來源:勞動部勞動力發展署外國專業人員工作許可申辦網

# 繳費方式台灣Pay繳費

▶ \* 案件新增及管理 Application Management > 300\_批次繳費送審資料 Information of Payment Procedure

台灣Pay繳費案件資料information of application with Taiwan Pay

	申請日期application date	案件序號application serial number	工作類別 category	申請項目application type
1	20230321	11200025174	專門性及技術性工作 Specialized or technical work	新聘 New Hire

\* 繳費金額amount of examination fee

1

確認視窗 Window c... [X]

確定送出?Are you sure to submit?

2

# 繳費方式台灣Pay繳費

按下確認後，會出現台灣 Pay QRcod 頁面，開啟手機台灣 Pay App 掃描，在 5 分鐘內完成繳費

繳費步驟

台灣 Pay 繳費 QR code



審查繳費金額 100元  
審查繳費金額 500元

請務必於 QR Code 有效時間內完成掃描及繳費，否則無法送件。QR Code 有效時間：03:59

Scanning and payment must be completed within the valid time of QR Code, otherwise you cannot submit the application. The valid time of the QR Code : 03:59

台灣Pay繳費請於QRcode有效時間內完成繳費，俾利辦理文件審查事宜；倘有重複繳費或誤繳情事，請將截具上交易明細截圖印出後，向勞動部勞動力發展署申請退還。

Please complete the payment while the QR code is valid. If you overpay or pay incorrectly for the application, please keep the screenshot of the payment detail on your mobile device

圖片來源:勞動部勞動力發展署外國專業人員工作許可申辦網



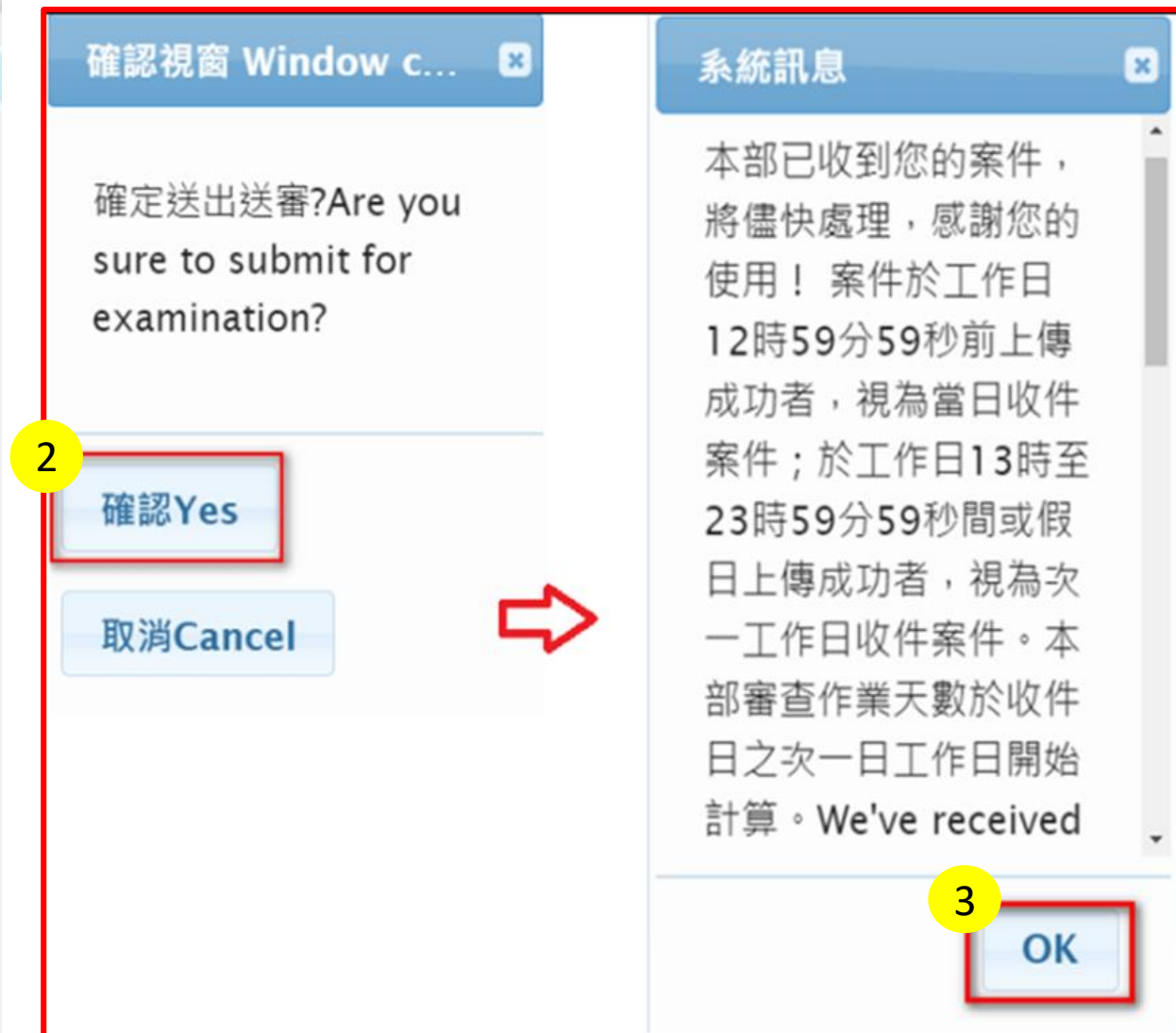
掃描收付

交易成功

付款帳號	XXX-0000000000000000
交易時間	XXX/XX/XX XX:XX:XX
交易金額	TWD 500
手續費	TWD 15
商店名稱	XXX

詳細資訊

# 繳費方式台灣Pay繳費





# 繳費完成 進行送審

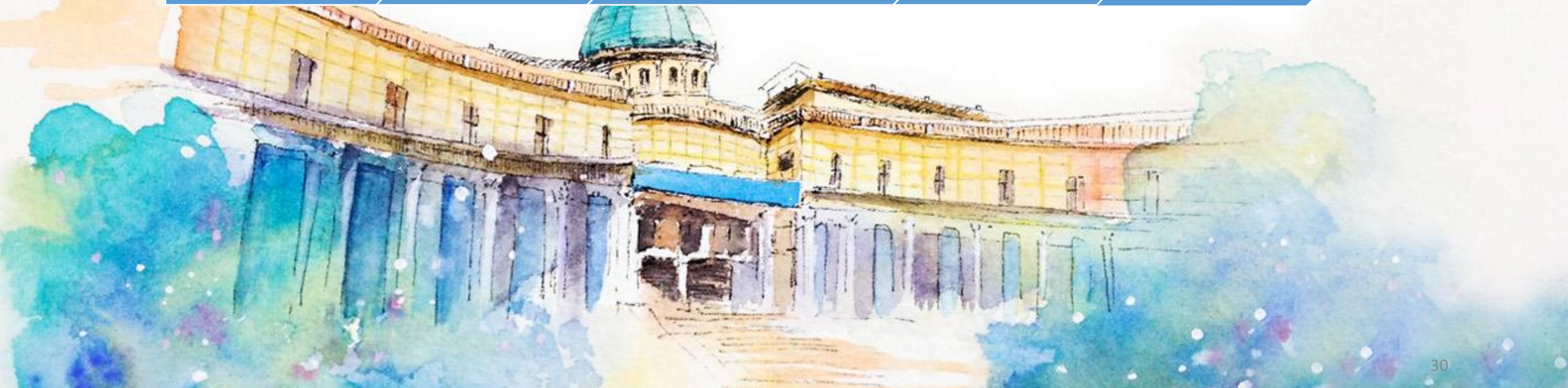
申請人送件

繳費

學校審核

勞動部  
審核

核發工  
作證



# 繳費完成 進行送審

檢視資料是否有錯誤

申請人姓名(英文) Name of applicant(English)	HANNA
性別 Gender	(F) 女
國籍(地區) Nationality (or region)	(017) 寮國 LAO PEOPLE'S DEMOCRATIC REPUBLIC
護照號碼 Passport number	P2846731
統一證號 UI number	L900383573
出生年月日 Date of birth	20050820
聯絡電話 Phone number	0903287279

## 學校就讀資料 school information

就讀學校 School attended	亞洲大學 Asia University
日夜別 Day/Night	日間部 Day School
系別 Faculty	國際專修部
身分別 identity	外國留學生-學士(4年制) foreign students - 4-year universities
年級 year	大學(4年制) 4-year university 1 年級 year 上學期 First semester
年級 year	預定修業年限 expected study years 5 年 year
學校校區所在地址 School Address	(413) 臺中市霧峰區柳豐路500號

## 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	2024/05/07 至 to 2024/09/30
工作許可函公文領取方式 Way of receiving the official document	電子公文 Electronic official document
工作許可函行動裝置檢視 View your work permit on the mobile devices.	是 YES
行動裝置聯絡電話 mobile phone number	0903287279

備註 Memo

# 繳費完成 進行送審

審查費金額 amount of examination fee	100
對帳結果	未入帳
ATM繳費 payment by ATM	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) ATM payment: application will be sent out if the system reconciles successfully (system will reconcile on the next day after payment).
繳款金融機構代碼 Code of financial institutions	700(中華郵政股份有限公司 Chunghwa Post Co., Ltd.)
ATM繳費轉入帳號 (即對帳編號) Serial number of ATM payment	6120320240163663
<b>應備文件 documents for application</b>	
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	已上傳 Uploaded
居留證正反面影本 Front and back photocopy of the resident certificate	已上傳 Uploaded
學習語言課程成績證明 Documentation of language courses' grades	已上傳 Uploaded
教育部專案核准證明 Ratified certification of Ministry of Education	無
其他(含學校要求文件) Others (including school required documents)	無

若已繳費，請於繳費後的隔一天登入此系統進行送件

經系統對帳審查費成功後，您才能送出申請案。如您於今日繳費者，請於隔日(工作日)審查費入帳後再送件！  
Application will be sent out if the system reconciles successfully. If you pay the fees today, please confirm the account on the next day (working day).

上一步 previous

離開 Leave

繳費序號檢視列印

# 繳費完成 進行送審

## 案件管理 Application Management > 260\_學生案件管理 Student Application Management

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, department or institute.
- (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

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，請聯絡案件承辦人將案件退回，勿使用本功能。

Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examination fee once more if you 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 function.

案件申請列表 list of application

案件序號	功能連結	收文文號	勞動部收文日期 The	英文姓名 English	申請項目 application type	公文領取方式 Ways	申請狀態	案件狀態	建立日期	學校審核送出日期
11300090350				HANNA	工作許可 work permit		案件建立暫存 New application is saved	新增(Create)	2024-05-07	

請於繳費後的隔一天進行送件

# 繳費後隔一天登入

申請人姓名(英文) Name of applicant(English)	HANNA
性別 Gender	(F) 女
國籍(地區) Nationality (or region)	(017) 寮國 LAO PEOPLE'S DEMOCRATIC REPUBLIC
護照號碼 Passport number	P2846731
統一證號 UI number	L900383573
出生年月日 Date of birth	20050820
聯絡電話 Phone number	0903287279
<b>學校就讀資料 school information</b>	
就讀學校 School attended	亞洲大學 Asia University
日夜別 Day/Night	日間部 Day School
系別 Faculty	國際專修部
身分別 identity	外國留學生-學士(4年制) foreign students - 4-year universities
年級 year	大學(4年制) 4-year university 1 年級 year 上學期 First semester
年級 year	預定修業年限 expected study years 5 年 year
學校校區所在地址 School Address	(413) 臺中市霧峰區柳豐路500號
<b>工作許可申請資料 application form of work permit information</b>	
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	2024/05/07 至 to 2024/09/30
工作許可函公文領取方式 Way of receiving the official document	電子公文 Electronic official document

# 繳費後隔一天登入

備註 Memo	
<b>審查費資料 examination fee</b>	
繳費方式 Payment	ATM繳費 payment by ATM
審查費金額 amount of examination fee	100
對帳結果	已入帳
ATM繳費 payment by ATM	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) ATM payment: application will be sent out if the system reconciles successfully (system will reconcile on the next day after payment).
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教育部專案核准證明 Ratified certification of Ministry of Education	無
其他(含學校要求文件) Others (including school required documents)	無
<div style="display: flex; justify-content: space-between; align-items: center;"><div>上一步 previous</div><div>離開 Leave</div><div style="border: 2px solid red; padding: 5px; display: flex; align-items: center;"><span style="background-color: yellow; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">1</span> 下一步-送學校審核 next step to submit to school for examination</div></div>	

# 繳費後隔一天登入

▶ 案件管理 Application Management > 260\_學生案件管理 Student Application Management

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11300090350	撤回申請			HANNA	工作許可 work permit		學校審核中 The school application is under examination	新增(Create)	2024-05-07	

學校進行審核