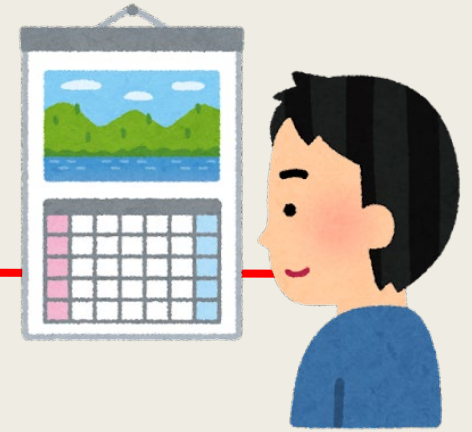




華語中心工作許可 線上申請說明

Work Permit Online Application Guide

申請資格Eligibility



- 依據「僱主聘僱外國人許可及管理辦法」規定，來臺學習語言課程之外國留學生，須修業**6個月以上**，方可申請。
- Based on the Regulations on the Permission and Administration of the Employment of Foreign Workers, those foreign students who study language courses in Taiwan for less than **6 months** may not submit application.

申請資格Eligibility



申請者須遵守中心上課規定，每月缺課時數不得超過**15小時**，期末成績不得低於**B-**，若前學季違反規定之一，本學季將不得申請。

Applicants must abide by the class regulations of the CLC. The number of absent hours per month should not exceed **15 hours**, and the final grade should not be lower than **B-**. If one of the regulations violated the regulations in the previous semester, the application will not be allowed in the semester.

基本規則 Regulations



罰則 Punishment

無工作許可而工作者，處三萬元以上十五萬元以下罰鍰
Who works **without** a work permit will be fined
between **NT\$30,000 to NT\$150,000**.



工作時間規定 Working Time Limit

每周工時最長為 **20 小時**。

Foreign students' working hours should not exceed
20 hours per week.



工作證遺失 work permit lost

上外國專業人員工作許可申辦網申請補發許可。檢附補發事由切結書，並繳交審查費100元。

The documents required for the replacement application include an affidavit and application fee of 100 NTD through the work permit online application system



到期作廢 automatically invalid

工作許可證期限屆滿自動作廢，應於期限屆滿前重新提出申請。

Work permit is automatically invalid at the end of expiration date. Student should apply for work permit again on or before the expiration date.

退學無效 leave from school or drop out

因休學或退學者，即使工作許可證仍在有效期限內也將失效。

Even in the permitted duration, the work permit will be invalid due to leave from school or drop out.

申請 Applying Notification

線上申請 Online application <https://ezwp.wda.gov.tw/>



每學季3個月為限 3 months per semester

- 工作許可證每次申請可以使用三個月，工作許可證到期時需重新申請，請確認已延長居留證後再上線申請。
- Each application for a work permit can be used for 3 months. When the work permit expires, it must be reapplied. Please confirm that the ARC has been extended before applying online.

申請狀態 Application status

- 審核時間7個工作天(不含假日) 7 Processing days
- 系統將以電子郵件通知申請狀態，送件後請定時檢視電子信箱
Application system will send notice to your registered email, please check your email regularly upon receiving confirmation

領件方式 pick up

- 郵寄學校：待學校通知領件
Delivery to school: wait for CLC email notice



中華民國居留證
RESIDENT CERTIFICATE
REPUBLIC OF CHINA (TAIWAN)

姓名 Name: 高偉立
性別 Sex: 男 Male
性別 Female
出生日期 Date of Birth: 1956-01-03
護照 Nationality: 中華民國(或旅行證件號碼) Passport No. 112401250054

許可種類別 Permit Type: 外國居留證 ARC
發證日期 Date of Issue: 23 May 2023
外國有效期限 Date of Expiry: 04 Sep 2023

目的 Purpose of Residence: 留學
居留地址 Residence Address: 112401250054

公證註記 Official Notes:
持證人須於本證有效期限內，持本證及有效證明文件向居留地之移民署換領居留證上申請系統，申請換領居留證晶片卡及辦理居留延期。若證屆期及居留證晶片卡，持證人應於證屆期前，持本證及有效證明文件向居留地之移民署換領居留證晶片卡及辦理居留延期。The certificate holder should exchange the expired Alien Resident Certificate (ARC card) for a new one and extend the holder's residency by applying at the NIA Service Center or via the NIA Online Application System within the certificate's validity. Please submit this certificate and the expired Alien Resident Certificate (ARC card) along with the related documents to the NIA Service Center in the holder's residential country/region.

留學學校: 國立臺灣師範大學國際教育中心
可多次入出境
The holder of this certificate may have multiple entry 950 R.O.C. (Taiwan).

注意事項 Notice:
本居留證有效期間逾期居留，包括在逾期前2,000元以上10,000元以下罰鍰，並須強制驅逐出境。According to regulations, a holder who failed to extend his/her residency and thereby becomes an illegal alien shall be fined NT\$2,000 to NT\$10,000, and may be subjected to deportation.
本居留證有效期間逾期居留，包括在逾期前2,000元以上10,000元以下罰鍰，並須強制驅逐出境。The NIA may or shall annul or revoke a residence permit and cancel an ARC whenever it is expressly required by law.
學生在學期間不得兼職打工及從事與以外之活動
Student shall not work illegally or involve in activities or employment that is different from the purposes of his or her entry.

國立臺灣師範大學
Chinese Language Center
National Taichung University of Education

403 臺中市西區民生路 140 號
140, Minsheng Rd., Taichung City 403, Taiwan, R.O.C.
Tel: +886-4-2218-3283 Fax: +886-4-2218-3450 <http://clc.ntnu.edu.tw>

在學證明書暨出席紀錄表

茲證明
高偉立 WILLIAM GAO(護照號碼: ABCD1234)於本校華語文中心修讀華語文課程，就讀期間自 2011/9/1 至 2012/05/31、2012/09/03-2012/09/30 止。出席紀錄暨學期成績如下：

課程名稱與期間	每週上課時數	總時數	缺課時數	實際出席時數	學期成績
2011 秋季班 2011/09/01-2011/11/25	15	180	15	165	B+
2011 冬季班 2011/12/01-2012/03/02	15	180	9	171	B+
2012 春季班 2012/03/05-2012/05/31	15	180	16	164	B
2012 秋季班 2012/09/03-2012/09/30	15	60	0	39 (截至 9 月 19 日)	課程尚未結束

應備文件 Required documents (upload)

- 1. 護照 Passport
- 2. 學生證 Student card
- 3. 居留證 ARC
- 4. 在學證明書 Certificate of enrollment
- 5. 學生學習成績記錄單 Attendance record
- 6. 郵局劃撥收據 Post office payment receipt

繳費(郵局或ATM)

pay processing fee (at Post office or ATM)

郵局劃撥繳費

(戶名：勞動部勞動力發展署聘僱許可收費專戶，帳號：19058848)

- 1) 填寫郵局劃撥單，取得收據
- 2) 填寫審查費收據資料

ATM繳費

- 1) 選擇ATM繳費，點選送學校審核，取得繳費序號。
- 2) 請於送件當日23:59分前完成繳費。

Pay at the POST Office

- 1) Use a postal remittance form and get a receipt
- 2) Fill in the receipt information on the application form

Pay at ATM

- 1) Select pay at ATM and submit to school and acquire the serial number of payment
- 2) Pay before 23:59 on the same day