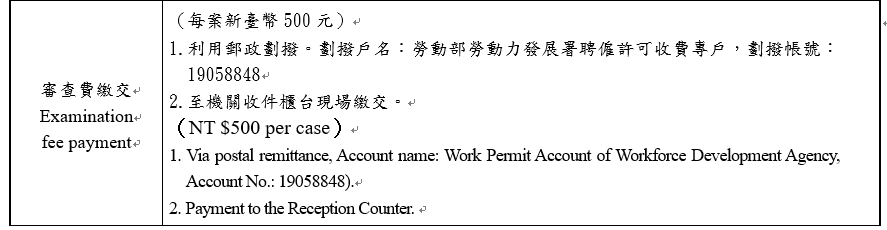
※審查費繳交方式：（每案新台幣伍佰元）

**利用郵政劃撥**



**聘僱外國專業人員工作許可申請書 (A11-學術研究工作專用)**

**Foreign Professional Personnel Employment Work Permit Application**

單位章

單位（雇主）名稱：高雄醫學大學 單位印章：

Entity（Employer）Name Entity Seal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **案件資訊 Application Information** | | | | | | | |
| 工作類別  Category | A.專門性或技術性之工作  Specialized or technical work | | | 申請項目  Application Type | | （單選 Choose One）  □ 新聘New Hire  □ 展延Extension  □ 補件Supplement  □ 提前解聘Early Dismissal  □ 其他Other： | |
| 工作項目  Job Item | 11.學術研究工作  Academic research | | |
| □ **本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。**  **Please check if this case is applying with “Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan”, and the Comment System Form is required.** | | | | | | | |
| 繳費資訊  Application fee | 繳費日  Payment date | | 年 月 日  （Y） （M） （D） | | | 郵局局號  Branch code |  |
| 劃撥收據號碼(8碼)或交易序號(9碼)  Receipt No.(8 digits) or transaction No.(9 digits) | | | |  | | |
| 本申請案回函  投遞地址 Application  Return Address |  | 高雄市(City) | | 三民區(District) | | | |
| 十全一路100號 | | | | | | |

|  |  |
| --- | --- |
| □ **本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。**  Please check if this application has been entrusted to a private employment services agency and please fill out the following information. | |
| 1.受委託私立就業服務機構名稱：  Name of commissioned private employment services agency  單位章  2.許可證字號License No.：  3.專業人員Specialist：  （須親自簽名must sign personally）  4.聯絡電話Contact Tel： | （單位圖記Chop）  負責人章 |

|  |
| --- |
| **□ 本申請案回函欲親自取件者請打「ˇ」並加附【親自領件聲明書】。**  **Check for in-person document pickup and attach【In-person Document Pickup Declaration】** |

|  |  |  |  |
| --- | --- | --- | --- |
| **收文專用區Document Reception Use Only** | | | |
| 收  文  章 |  | 收  文  號 |  |

**聘僱外國專業人員工作許可申請書 (A11-學術研究工作專用)**

**Foreign Professional Personnel Employment Work Permit Application**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **雇主資訊 Employer Information** | | | | | | | |
| 單位名稱  Entity Name | 高雄醫學大學 | | | | | | |
| 單位統一編號  Entity Tax ID No. | 76001900 | | | 單位章及負責人章 Seals of Entity and Owner  負責人章  單位章 | | | |
| 負責人  Owner | 楊俊毓 | | |
| 行業類別代碼  Industry Category Code |  | | |
| 雇主資格  Employer Qualification | ■ 專科以上學校  College or above.   * 經中央目的事業主管機關依法核准立案之學術研究機構   Academic research institution whose registration is approved by the central governing authorities pursuant to laws.  □ 經中央目的事業主管機關依法核准立案之教學醫院  Teaching hospital whose registration is approved by the central governing authorities pursuant to laws. | | | | | | |
| 連絡人  Contact | 姓名  Name |  | 電話  Tel | |  | 傳真  Fax |  |
| 姓名  Name |  | 電話  Tel | |  | 傳真  Fax |  |
| Email：new04270@nccu.edu.tw | | | | | | |
| 本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)：  Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension): | | | | | | | |

**受聘僱外國人名冊 (A11-學術研究工作專用)**

**Employed Foreign Worker Name List**

單位章

單位（雇主）名稱：高雄醫學大學 單位印章：

Entity（Employer）Name Entity Seal

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.1** | | | | | | | |
| 英文姓名  English Name | Surname  Given name | 性別  Gender |  | 國籍（或地區）  Nationality (or region） | | |  |
| 出生日期  Birthday | | **西元（A.D.）**  年（Y） 月（M） 日（D） | | | |
| 中文姓名  Chinese Name |  | 最高學歷  Highest Level of Education | | □ 博士Ph.D □ 碩士MA  □ 學士BA □ 專科Vocational  □ 高中(含)以下High School or less | | | |
| 護照號碼  Passport No. |  |
| 申請聘僱期間  Employment Period | **起From** **迄To**  年（Y） 月（M） 日（D）**～** 年（Y） 月（M） 日（D） | | | | | | |
| 職稱  Job Title |  | 職業類別代碼  Occupation Category Code | |  | 每月薪資  Monthly Salary | 新臺幣NT$ | |
| 工作內容  Job Description |  | 工作地址  Working Address | |  | | | |
| 備註Note |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.2** | | | | | | | |
| 英文姓名  English Name | Surname  Given name | 性別  Gender |  | 國籍（或地區）  Nationality (or region） | | |  |
| 出生日期  Birthday | | **西元（A.D.）**  年（Y） 月（M） 日（D） | | | |
| 中文姓名  Chinese Name |  | 最高學歷  Highest Level of Education | | □ 博士Ph.D □ 碩士MA  □ 學士BA □ 專科Vocational  □ 高中(含)以下High School or less | | | |
| 護照號碼  Passport No. |  |
| 申請聘僱期間  Employment Period | **起From** **迄To**  年（Y） 月（M） 日（D）**～** 年（Y） 月（M） 日（D） | | | | | | |
| 職稱  Job Title |  | 職業類別代碼  Occupation Category Code | |  | 每月薪資  Monthly Salary | 新臺幣NT$ | |
| 工作內容  Job Description |  | 工作地址  Working Address | |  | | | |
| 備註Note |  | | | | | | |

**聘僱在臺畢業僑外生工作評點表(AP0)**

**Overseas Chinese/Foreign Student Graduated in Taiwan Comment System Form**

單位章

單位（雇主）名稱： 高雄醫學大學 單位印章：

負責人章

Entity（Employer）Name Entity Seal

|  |  |
| --- | --- |
| **外國人姓名**  Foreigner Name | (請用正楷填寫)  (please write in block letters) |
| **外國人身分別**  Foreigner Identity | □ 僑生Overseas Chinese Student □ 華裔生Ethnic Chinese Student  □ 外國留學生Foreign Student |
| 第一次獲評點制許可文號： (初次申請免填)  NO. of comment system permit first obtained (not necessary for first application) | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 評點項目  Comment Item | | 內容及等級  Content and Rating | 配點  Pts | 自評  (Check by applicant) | 審核  (Confirmed by agency) |
| 1 | 學歷  Education | 博士學位 Doctoral Degree | 30 | □  □  □ | □  □  □ |
| 碩士學位 Master’s Degree | 20 |
| 學士學位 Bachelor’s Degree | 10 |
| 2 | 月平均薪資  Average monthly salary | NT$47,971及以上（and above） | 40 | □  □  □  □ | □  □  □  □ |
| NT$40,000~ NT$47,970 | 30 |
| NT$35,000~ NT$39,999 | 20 |
| NT$31,520~ NT$34,999 | 10 |
| 3 | 工作經驗  Work Experience | 2年及以上 （2 years and above） | 20 | □  □ | □  □ |
| 1年以上未滿2年（1 year less than 2） | 10 |
| 4 | 具擔任該職務資格  Qualified to serve in relevant capacity | 具有企業所需各該職務特殊專長能力者  Those possessing special expertise required by company for relevant position | 20 | □ | □ |
| 5 | 華語語文能力  Chinese language proficiency | 「流利」等級以上 （“Fluent” or higher） | 30 | □  □  □ | □  □  □ |
| 「高階」等級 （“Advanced” ） | 25 |
| 「進階」等級 （“Intermediate”） | 20 |
| 6 | 他國語言能力  Foreign language proficiency | 具有華語以外之2項及以上他國語言能力  2 foreign languages in addition to Chinese | 20 | □  □ | □  □ |
| 具有華語以外之1項他國語言能力  1 foreign languages in addition to Chinese | 10 |
| 7 | 他國成長經驗  Personal overseas development | 具有於他國連續居留6年以上之成長經歷  Those residing in foreign countries 6 or more years | 10 | □ | □ |
| 8 | 配合政府政策  Compliance with government policy | 配合政府產業發展相關政策企業受僱者  Companies or employees conforming to government policies related to industrial development | 20 | □ | □ |
| 合格點數（Qualifying Score）：70 合計Total | | | | Pts | Pts |

|  |
| --- |
| **填表須知 Guidance Notes** |
| 一、各評點項目至多只能勾選一個。  Check only one box in each comment item. |
| 二、各評點項目應檢附之文件，請參見下方「應備申請文件一覽表」。  Documentation should be attached for each comment item. Please reference the following “Required Application Documents List”. |
| 三、所附文件係外文者，應檢附中文譯本。  If attach document is not Chinese, it should be translated into Chinese. |
| 四、所附文件為影本者，請加蓋申請單位大小章，並註記「與正本相符」字樣。  If attached documents are copies, they should be marked with the words: “same as originals” and stamped with the seals applicant entity. |
| 五、前已獲評點制許可，後續展延許可或轉換雇主之申請，應檢附評點表且達規定點數，並檢核與前次評點各項評點點數，如有增加該項評點者，應檢附該項佐證資料，始得列計。(前次已獲評點制許可之申請案，各項評點項已檢附佐證文件者，於再次申請時，得免再檢附)  Those who have obtained a prior comment system permit, subsequently extended the permit, or are applying to change employers, should comment form, and qualification points, and confirm the points in each comment item of the previous comment. Those increasing comment points should attach supporting information for the relevant item for inclusion in the total. (Applications that have obtained prior comment system permits and had attached supporting information for each comment item are exempt from re-attachment of documents when re-applying.) |
| **機關網站與聯繫Officail Websites & Contact**  1.勞動部勞動力發展署 Workforce Development Agency, MOL  [https://www.wda.gov.tw](https://www.wda.gov.tw/)  2.外國人在臺工作服務網 EZ Work Taiwan  [https://ezworktaiwan.wda.gov.tw](https://ezworktaiwan.wda.gov.tw/)  3.外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional  [https://ezwp.wda.gov.tw](https://ezwp.wda.gov.tw/)  4.諮詢電話 Support Hotline：（02）89956000  5.機關收件櫃台：臺北市中正區中華路一段39號10樓  Reception Counter：No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City |

# 應備申請文件一覽表

| **評點項目** | **內容及等級** | **點數** | **應備文件及說明** |
| --- | --- | --- | --- |
| 一、  學歷 | 博士學位 | 三十 | 僑外生學位畢業證書影本。 |
| 碩士學位 | 二十 |
| 學士學位 | 十 |
| 二、  聘僱  薪資 | 每月平均新臺幣四萬七千九百七十一元以上 | 四十 | 雇主與僑外生簽妥之勞動契約書影本，契約內容應載明每月平均聘僱薪資(以新臺幣計)、雙方名稱、工作職稱、工作內容及聘僱期間等。 |
| 每月平均新臺幣四萬元以上未達四萬七千九百七十一元 | 三十 |
| 每月平均新臺幣三萬五千元以上未達四萬元 | 二十 |
| 每月平均新臺幣三萬一千五百二十元以上未達三萬五千元 | 十 |
| 三、  工作  經驗 | 二年以上 | 二十 | 僑外生國內外專職工作之經驗證明影本。 |
| 一年以上未達二年 | 十 |
| 四、  擔任職務資格 | 具有企業所需該職務特殊專長能力者 | 二十 | 僑外生具職務特殊專長能力之證明文件影本。(如擔任該職務所需之專業訓練、修習課程、技能檢定、創作著作比賽得獎專利等證明) |
| 五、  華語語文能力 | 經華語文能力檢定達 「流利」等級以上 | 三十 | 下列文件之一：   1. 僑外生華語文能力測驗「進階」以上等級之證明文件影本。 2. 僑外生曾學習華語文具有下列證明文件影本之一： 3. 在臺就學期間修習國文(中文)課程之成績證明： 4. 流利：八十分以上。 5. 高階：七十至七十九分。 6. 進階：六十至六十九分。 7. 學習華語(中文)時數證明文件： 8. 流利：在臺學習華語(中文)時數達九百六十小時以上，或其他地區學習一千九百二十小時以上。 9. 高階：在臺學習華語(中文)時數達四百八十小時以上，或其他地區學習九百六十小時以上。 10. 進階：在臺學習華語(中文)時數達三百六十小時以上，或其他地區學習七百二十小時以上。 |
| 經華語文能力檢定達「高階」等級 | 二十五 |
| 經華語文能力檢定達「進階」等級 | 二十 |
| 六、  他國語言能力 | 具有華語以外二項以上他國語文能力 | 二十 | 下列文件之一：   1. 僑外生他國語言能力檢定證明文件影本。 2. 僑外生修習他國語言達三百六十小時以上之證明文件影本。 3. 僑外生前一教育階段之畢業證書影本 4. 取得學位之學校或僑務委員會所出具僑生、港澳生或外國學生前一教育階段之畢業證明文件。   如：語言訓練測驗中心之外語能力測驗(FLPT)證明、托福、劍橋大學英語能力認證、英國文化協會國際英語能力證明、日本交流協會日本語能力測驗、法國文化協會法語鑑定(DELF)、歌德學院德語檢定考試、德國大學入學德語鑑定考試「德福」(TestDaF)、中國文化大學或國立政治大學辦理之俄文能力測驗等。 |
|  | 具有華語以外一項他國語文能力 | 十 |
| 七、  他國成長經驗 | 具有於他國連續居留六年以上之成長經驗 | 十 | 僑外生具他國成長經歷之下列任一證明文件影本，依身分別：  一、僑生   * 1. 海外聯招會或學校核發之僑生入學許可。   2. 海外聯招會當年分發入學之榜單。   3. 海外聯招會出具之錄取證明。   4. 取得學位之學校所出具僑生身分證明文件。   5. 僑務委員會出具之僑生身分證明或海外連續居留六年以上之證明文件。   6. 僑生於他國或港澳前一教育階段之畢業證書影本。   二、港澳生   * 1. 海外聯招會或學校核發之港澳生入學許可。   2. 海外聯招會當年分發入學之榜單。   3. 海外聯招會出具之錄取證明。   4. 取得學位之學校所出具港澳生身分證明文件。   5. 港澳生於前一教育階段之畢業證書影本。   三、外國學生   1. 取得學位之學校所核發外國學生入學許可。 2. 取得學位之學校所出具外國學生身分證明文件。 3. 外國學生於他國前一教育階段之畢業證書影本。 |
| 八、  配合政府政策 | 配合政府產業發展相關政策之企業受僱者 | 二十 | 中央目的事業主管機關核發雇主配合政府相關政策之證明文件影本。如：   1. 符合卓越中堅企業或潛力中堅企業之資格。 2. 在臺設立營運總部之企業(企業營運總部認定函)。 3. 在臺設立研發中心之企業(執行單位核定函) 4. 符合創業拔萃方案「具創新能力之新創事業認定原則」之事業單位。 5. 經中央目的事業主管機關核發配合產業發展相關政策之認定函或證明文件。 |
| 合格分數 |  | 七十 |  |

# Required Application Documents List

| Comment Item | Content and Rating | Points | **Required Documents and Description** |
| --- | --- | --- | --- |
| 1.Education | Doctoral Degree | 30 | Photocopy of overseas Chinese or foreign student diploma |
| Master’s Degree | 20 |
| Bachelor’s Degree | 10 |
| 2. Salary | Average monthly salary above NT$47,971 | 40 | Photocopy of employment contract signed by employer and overseas Chinese or foreign student. Contract should state average monthly salary (in NT$), names of both parties, job, title, job description, employment duration, etc. |
| Average monthly salary above NT$40,000 less than NT$47,971 | 30 |
| Average monthly salary above NT$35,000 less than NT$40,000 | 20 |
| Average monthly salary above NT$31,520 less than NT$35,000 | 10 |
| 3. Work Experience | 2years above | 20 | Photocopy of overseas Chinese or foreign student’s full-time work experience certification |
| Above 1 year less than 2 | 10 |
| 4. Qualified to serve in relevant capacity | Those possessing special expertise required by company for relevant position | 20 | Photocopy documentation certifying overseas Chinese or foreign student’s special expertise (i.e. professional training for the role, course attendance, skill certification, creative works competition awards, patents, etc.) |
| 5.Chinese | Chinese Language Proficiency Test Level  “Fluent” or higher | 30 | One of the following documents:   1. Photocopy of overseas Chinese or foreign student Chinese language proficiency test result of “Intermediate” or higher. 2. Photocopy of one of the following documents certifying overseas Chinese or foreign student’s Chinese language studies: 3. Chinese studies Coursework grading documentation while attending school in the R.O.C. 4. Fluent: 80 or higher 5. Advanced: 70 to 79 6. Intermediate: 60 to 69 7. Documentation of Chinese studies hours: 8. Fluent: hours studying Chinese in the R.O.C. totaling over 960 or over 1,920 hours in other regions. 9. Advanced: hours studying Chinese in the R.O.C. totaling over 480 or over 960 hours in other regions. 10. Intermediate: hours studying Chinese in the R.O.C. totaling over 360 or over 720 hours in other regions. |
| Chinese Language Proficiency Test Level “Advanced” | 25 |
| Chinese Language Proficiency Test Level “Intermediate” | 20 |
| 6. Multi-lingual Ability | Language skills in 2 foreign languages in addition to Chinese | 20 | One of the following documents:   1. Photocopy of overseas Chinese or foreign student’s foreign language ability certification. 2. Photocopy of document certifying overseas Chinese or foreign student’s foreign language study of over 360 hours. 3. Photocopy of overseas Chinese or foreign student’s diploma from previous stage of education.   i.e.: Foreign Language Proficiency Test (FLPT), TOEFL, Cambridge English Language Assessment, IELTS, Japanese Language Proficiency Test (JLPT), DELF, Goethe-Zertifikat, TestDaF, Russian Language Proficiency Tests held by Chinese Culture University or National Chengchi University, etc. |
|  | Language skills in 1 foreign languages in addition to Chinese | 10 |
| 7. Personal overseas development | Those residing in foreign countries 6 or more years | 10 | Photocopy of one of the following documents supporting overseas Chinese or foreign student’s personal overseas development, according to individual status:   1. Overseas Chinese Student    1. Overseas Chinese student admission issued by overseas joint admissions board or school.    2. Admissions list issued by overseas joint admissions board for the relevant year.    3. Admissions document issued by overseas joint admissions board.    4. Overseas Chinese student identity document issued by degree granting school.    5. Overseas Chinese student identification issued by the Overseas Community Affairs Council or proof of foreign residence greater than 6 years. 2. Hong Kong and Macau Students    1. Hong Kong and Macau student admission issued by overseas joint admissions board or school.    2. Admissions list issued by overseas joint admissions board for the relevant year.    3. Admissions document issued by overseas joint admissions board.    4. Hong Kong and Macau student identity document issued by degree granting school. 3. Foreign Student 4. Foreign student admission issued by degree granting school. 5. Foreign student identity document issued by degree granting school. |
| 8. Compliance with government policy | Companies or employees conforming to government policies related to industrial development | 20 | Copy of central competent authority issued employer compliance with government policy documentation, i.e.:   1. Conforms to excellent backbone business qualifications. 2. Businesses establishing operational headquarters in the R.O.C (corporate operations headquarters recognition letter). 3. Businesses establishing R & D centers in the R.O.C. (implementing unit approval letter) 4. Recognition letter or certification of conformation to industrial development policy issued by central competent authority. |
| Qualifying Score |  | 70 |  |



**填表及書面送件須知 (A11-學術研究工作專用)**

**Guidance Notes**

|  |  |
| --- | --- |
| **申請書 Application Form** | |
| 欄位 Field | 填寫方式及說明 Guidance |
| 單位(雇主)名稱  Entity Name | 請填寫單位中文全名。  Please enter full entity name in Chinese. |
| 申請項目  Application Type | 若係申請資料異動，請勾選「其他」，並填寫異動事由。  If you apply for changing information, please tick “other” and include the reason. |
| 繳費資訊  Application fee | 白  郵局局號Branch code  郵局收據編號 (8碼) Receipt No.(8 digits)  繳費日期Payment date |
| 交易序號transaction No.  郵局局號Branch code    繳費日期Payment date |
| 負責人  Owner | 請填寫單位負責人(代表人)之國民身分證號或外僑居留證號。  Please enter the ID number or ARC number of the owner. |
| 行業類別代碼  Industry  Category Code | 請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。  Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification. |
| **受聘僱外國人名冊 Employed Foreign Worker Name List** | |
| 欄位 Field | 填寫方式及說明 Guidance |
| 工作內容  Job Description | 請具體描述外國人所擔任職務之工作內容。  Please describe specifically the tasks or duties of the position. |
| 職業類別代碼  Occupation  Category Code | 請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。  Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification. |
| 每月薪資  Monthly Salary | 1.應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。  2.如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。  1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.  2. Employment less than one month, please enter the total payment amount. |
| 工作地址  Working Address | 請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。  Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate). |
| **其他注意事項 Others** | |
| 申請方式  Methods of application | 1.網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。  2.書面送件方式申請：  (1)由專人送至機關收件櫃台辦理。  (2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。  (3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。  3.可親自辦理或委託私立就業服務機構辦理。  1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: <https://ezwp.wda.gov.tw/>.  2. Application via written correspondences:  i. Personally delivered Application to Reception Counter No. 6 for processing.  ii Mail application via registered mail.  iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.  3. Application can be completed personally or entrusted to a private employment service agency. |
| 申辦作業時間  Application processing time | 1.網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。  2.書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。  1. Application submitted online  7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.  2. Application submitted in person  12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria |
| 審查費繳交  Examination  fee payment | （每案新臺幣500元）  1.利用郵政劃撥。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  2.至機關收件櫃台現場繳交。  （NT $500 per case）  1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).  2. Payment to the Reception Counter. |
| 應備文件  Documents required | 1.請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。  2.書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。  1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.  2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner. |
| 親自取件  In-person  Document Pickup | 1.如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。  2.於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。  1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.  2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail. |
| 申辦進度查詢  Application status | 請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。  You can check the status at the website of EZ Work Taiwan > Application Status. |
| 機關網站與聯繫  Officail Websites & Contact | 1.勞動部勞動力發展署 Workforce Development Agency, MOL  [https://www.wda.gov.tw](https://www.wda.gov.tw/)  2.外國人在臺工作服務網 EZ Work Taiwan  [https://ezworktaiwan.wda.gov.tw](https://ezworktaiwan.wda.gov.tw/)  3.外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional  [https://ezwp.wda.gov.tw](https://ezwp.wda.gov.tw/)  4.諮詢電話 Support Hotline：（02）89956000  5.機關收件櫃台：臺北市中正區中華路一段39號10樓  Reception Counter：No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City |