

申請/廢止工作許可證 Application/Termination of Work Permit

■ **計畫專任人員工作許可證** / 承辦人員：楊小姐(分機 2069)

Full-time Project Personnel Work Permit / Contact Person: Ms. Yang (ext. 2069)

■ 文件請儲存 PDF 檔案均小於 1MB，1 個檔案 1 個檔名(檔名請以中文顯示)，並將檔案傳予人資室承辦人楊小姐分機 2069 / E-MAIL：irene@kmu.edu.tw

Please ensure each file is in PDF format under 1MB with one file per name (file names should be in Chinese). Then send the files to Ms. Yang of the HR Office via email: irene@kmu.edu.tw.

流程 Procedures	新聘 New Hire	提前解約 Early Termination
應備文件 Required Documents	(1) 聘僱外國專業人員工作許可申請書 Foreign Professional Personnel Employment Work Permit Application word 檔 (word) (2) 專任助理契約書(專任人員) Full-time Assistant Contract (for full-time personnel) 專任助理契約書 (博後) Postdoctoral Assistant Contract (雙方簽約後，紙本送交人資室承辦人) A paper copy must be submitted to HR after both parties sign) (3) 有效之居留證影本 PDF 檔 Copy of valid ARC (PDF) (4) 國科會(科技部)核定清單 PDF 檔 Approved item list from NSTC (PDF) (5) 審查費收據(劃撥帳戶) PDF 檔 Review fee receipt (postal transfer deposit account) (PDF) (6) 受聘僱外國人之護照影本 PDF 檔 Copy of passport of the employed foreigner (PDF) (7) 彩色相片 PDF 檔 Color photo (PDF) (8) 畢業證書 PDF 檔 Diploma (PDF) (9) 申請聘僱日前一年曾經核准受聘僱其他雇主，應檢附上一年度財政部國稅局核發之外僑綜合所得稅納稅證明書影本。(依法免納所得稅者免附) If the applicant was previously approved for employment by another employer within the past year before applying, please attach the Individual Income Tax Certificate for Foreigners issued by the National Taxation Bureau for the previous year. (Not required if exempt from income tax by law) 注意事項： ※如為國外學歷，應另附中文譯本(依原文對照逐句翻譯，含文件簽署單位、簽署人姓名與職稱、簽署日等內容；中譯本可由申請單位自行翻譯，無須再進行驗證及公證程序)	(1) 原工作許可函影本 PDF 檔 Copy of original work permit (PDF) (2) 解約同意書 1 份(紙本送交人資室承辦人) Termination Agreement (A paper copy must be submitted to HR) ※外國人須於解約同意書乙方處親簽。 The foreigner must sign the agreement under "Party B." (3) 有效之居留證影本 PDF 檔 Copy of valid ARC (PDF) 注意事項： ※解約同意書第 1 段(中文)解聘年份請填寫民國年，第 2 段(英文)解聘年份請填寫西元年。 Notes: ※ In the first paragraph (Chinese) of the termination agreement, please write the year in ROC (Minguo) calendar. In the second paragraph (English), please write the year in the Gregorian calendar.

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	※如申請時，因時間因素公司尚未完成申報作業，請檢附經國稅局驗證之薪資扣繳憑單或「綜合所得稅委託代理書」 Notes: ※ For foreign diplomas, a Chinese translation must be attached (translated line-by-line against the original, including the document issuer, signatory's name and title, and date. The translation may be done by the applicant's unit and does not require notarization or certification.) ※ If the company has not completed filing taxes due to time constraints, a verified salary withholding statement or "Income Tax Authorization Letter" issued by the National Taxation Bureau should be submitted.	
申請 Application	上述應備文件繳交人資室後，由人資承辦人至勞動部系統線上申請工作許可 (勞動部審理案件約需 20 個工作天) Upon submission of the required documents to the HR Office, the HR PIC will proceed to apply for the work permit through the Ministry of Labor's online system. (Review takes approximately 20 working days)	
ARC 辦理 ARC Application	外籍人士辦理 ARC 必備文件(中英) Required Documents for Applying for an Alien Resident Certificate (ARC)	