TAIWAN TECH
NATIONAL TAIWAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Online Work Permit Application: Overview

Go to *EZ work permit* and apply for an account

After opening an account, please login and check/ fill in "personal and school information"

Fill out the application form and upload required documents

Go to NTUST post office and pay a fee of NT$100.

Then fill in "transaction date", "office code" and "receipt number" in your account

Send the application to the NTUST Office of International Affairs where all documents will be checked

Your application will be sent to the Workforce Development Agency for approval. Please wait for the result.

Online Applying for Work Permit: Guideline

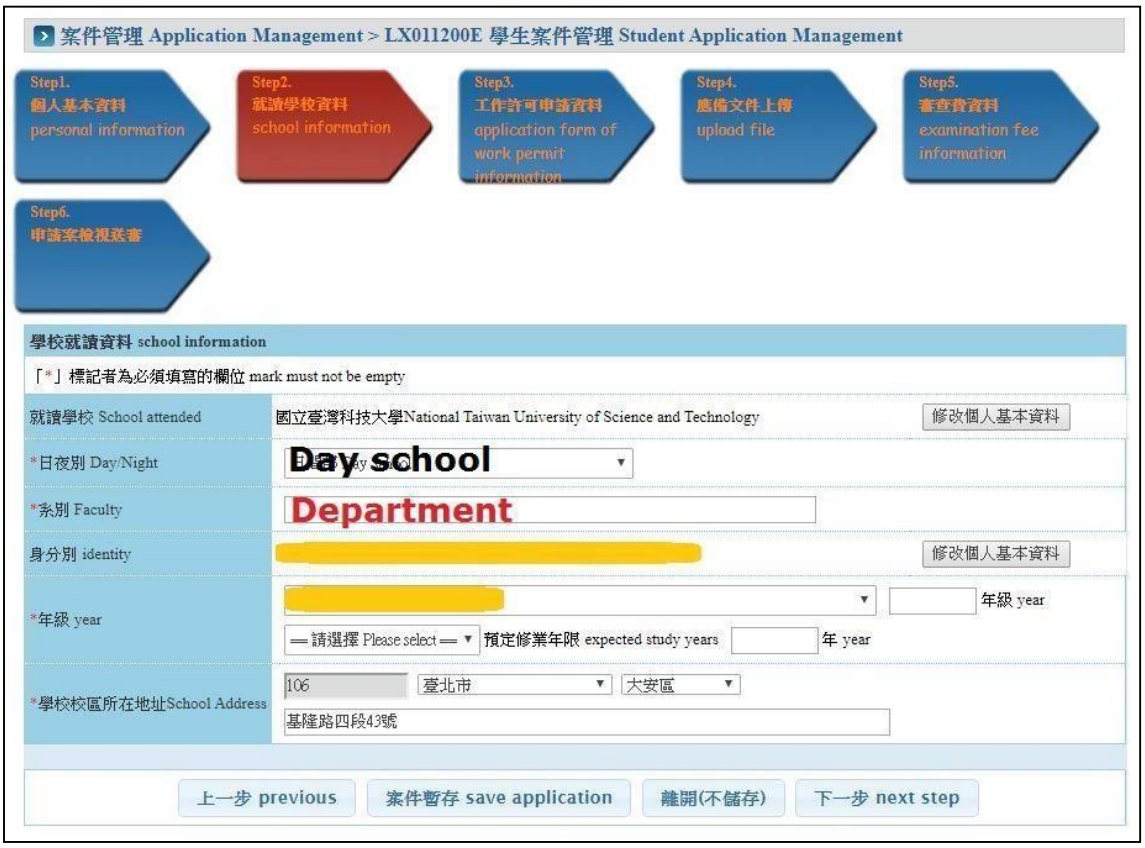
Step 1. Go to ***EZ work permit*** website and apply for an account.

Step2. Login and select "**案件新增及管理 =** *New application and Management***)**" > click "Student Application Management > click **Add** ".

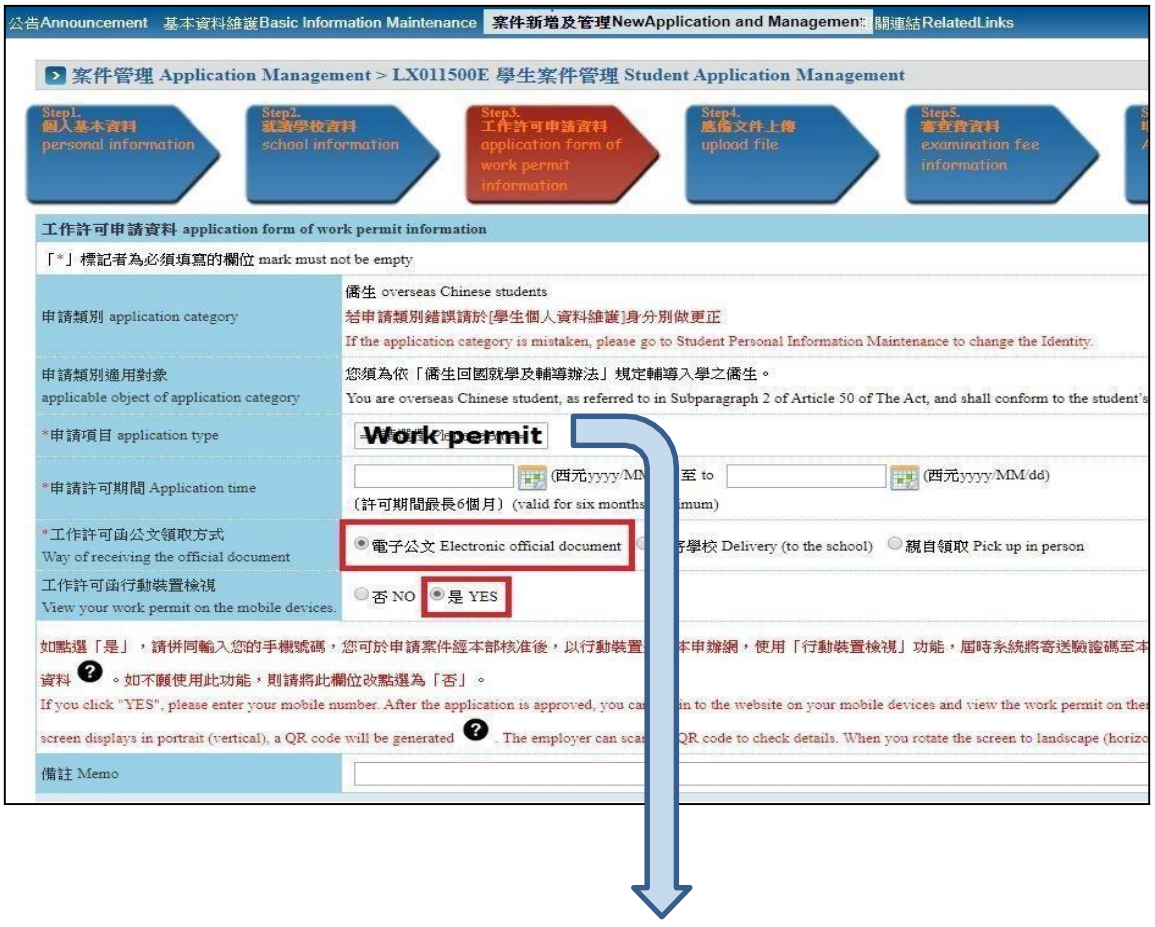
Please choose "agree" that you agree to accept the Electronic Service

For detailed information on the electronic service, please refer to the Q&A for Electronic Service.

Step3. Please check your personal information that shows on the web page, and fill out the "school information", providing details about your enrollment at NTUST.



Step4. Please fill out the application form



- *Application Type:*

1. If your work permit is going to expire and you wish to apply for a new one, please choose "**work permit**" as category of application.
2. If you lost your valid work permit and you want to have it reissued, please select **"Permit re-issue"** .

- *Application time:*

1. For applications made in the fall semester, the work permit is valid until March 31th of the next semester.
2. For applications made in the spring semester, the work permit is valid until September 30th of the same year.

- *Way of receiving the official document:*

1. Electronic official document: After the Workforce Development Agency issues the work permit, you will receive the notice email with a link. Please use the link to download your work permit within 8 days. This will save you time, as you don't need to wait for delivery by postal services.

Step 5. After having filled in all fields, please upload the required documents to the respective folders

Required documents:

(1) Scanned Certificate of study for the current semester (NOT your student ID card)

(2) Scanned copy of valid passport

(3) Scanned copy of valid ARC (Both sides)

(4) Consent Form for Work Permit Application for Taiwan Tech International Students (Please do get all stamps, before uploading this form.)

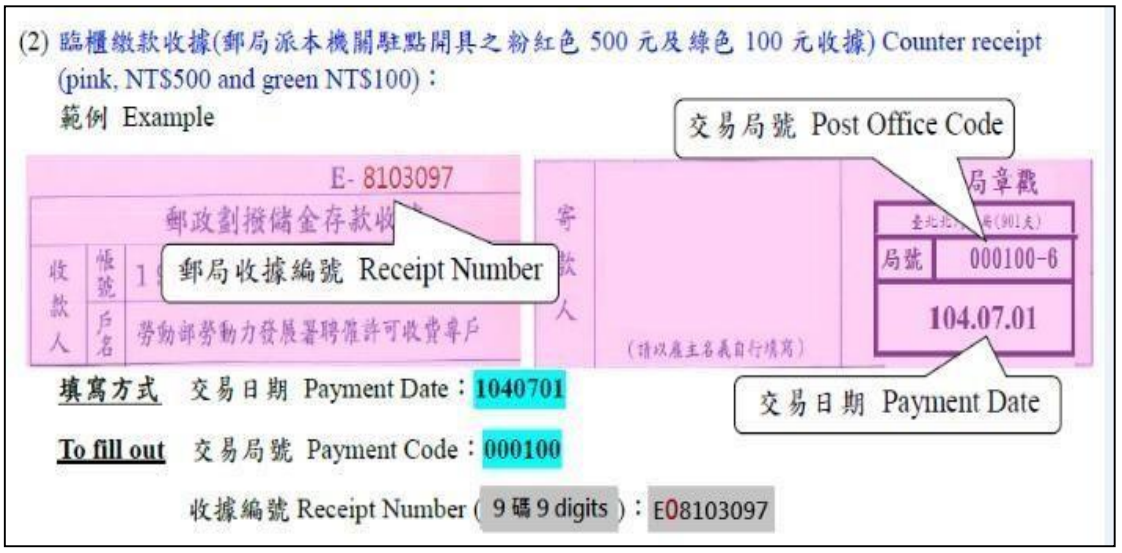
(5) Scanned copy of post office receipt

Step 6. A handling fee of NT$100 has to be paid via a post office. We recommend you to go to the NTUST post office whose staff is familiar with work permit application procedures. There are two ways of fee transferal, (1) the computerized version where post office staff enters your information into the computer (2) the paper-and pencil version where you have to fill out a form.

Once you receive the receipt, please fill "**transaction date**", "**post office code**" and "**receipt number**" into the respective fields of your online application.

(1) Example for post office receipt: Computerized version

(2) Example for post office receipt: Paper & pencil version



Step 7. Click the button "Submit to school for examination" and send the email to OIA, Ms. Issabel Tai

— Email: issabel422@mail.ntust.edu.tw

Step 8. After all documents are checked by OIA staff, they will be submitted to the Workforce Development Agency for approval. This may take up to 7 working days. The Workforce Development Agency will inform you by email, if your work permit was issued or not. You can download the work permit from the email within 8 days. Please check your email regularly!

If you have any inquiry related to the work permit application, please feel free to contact Ms. Tai.

Contact information:

Tel: 886-2-2737-6179

Email: issabel422@mail.ntust.edu.tw