

如何申請工作證
How to apply the work permit

Website Link:

https://ezwp.wda.gov.tw

點擊「僑外生工讀申請」

Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students”



第一次申請，請先註冊帳號

For the first-time application, please register an account first.

學生帳號/密碼登入

Website login



登入後，可透過「案件新增管理→學生案件管理」頁面進行案件之新增

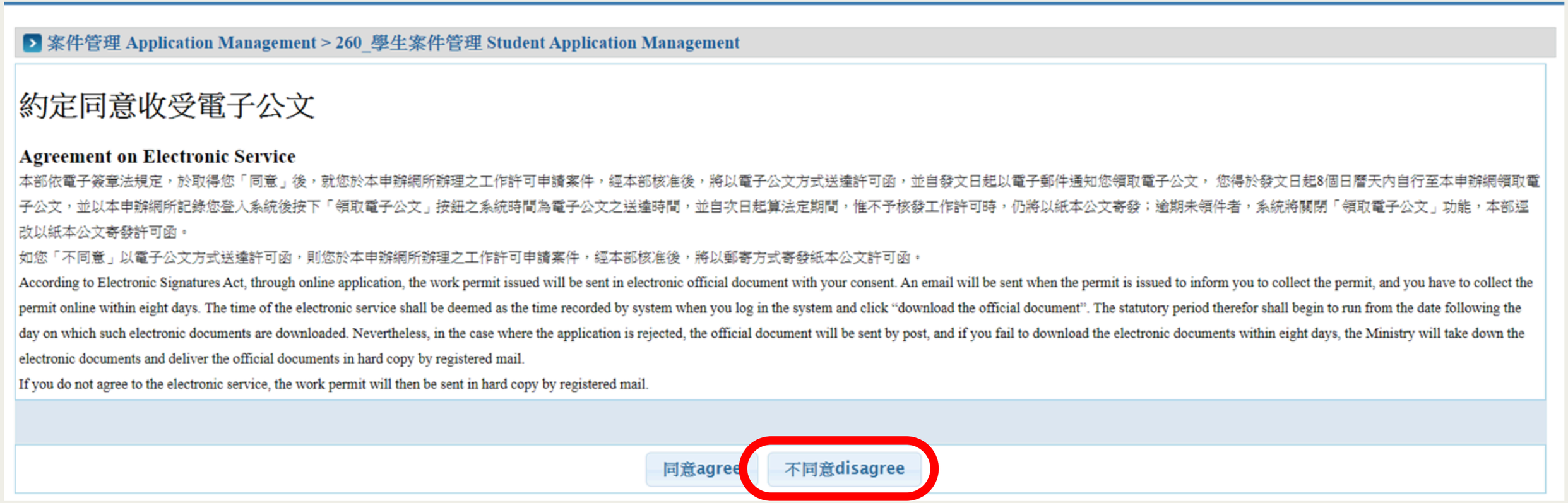
After logging in to the website. Click “New Application and Management → Student Application Management”. The webpage for adding applications will appear.



點擊【新增申請案件】會導至新增頁

Click “Add”. The website will guide you to the webpage to add.

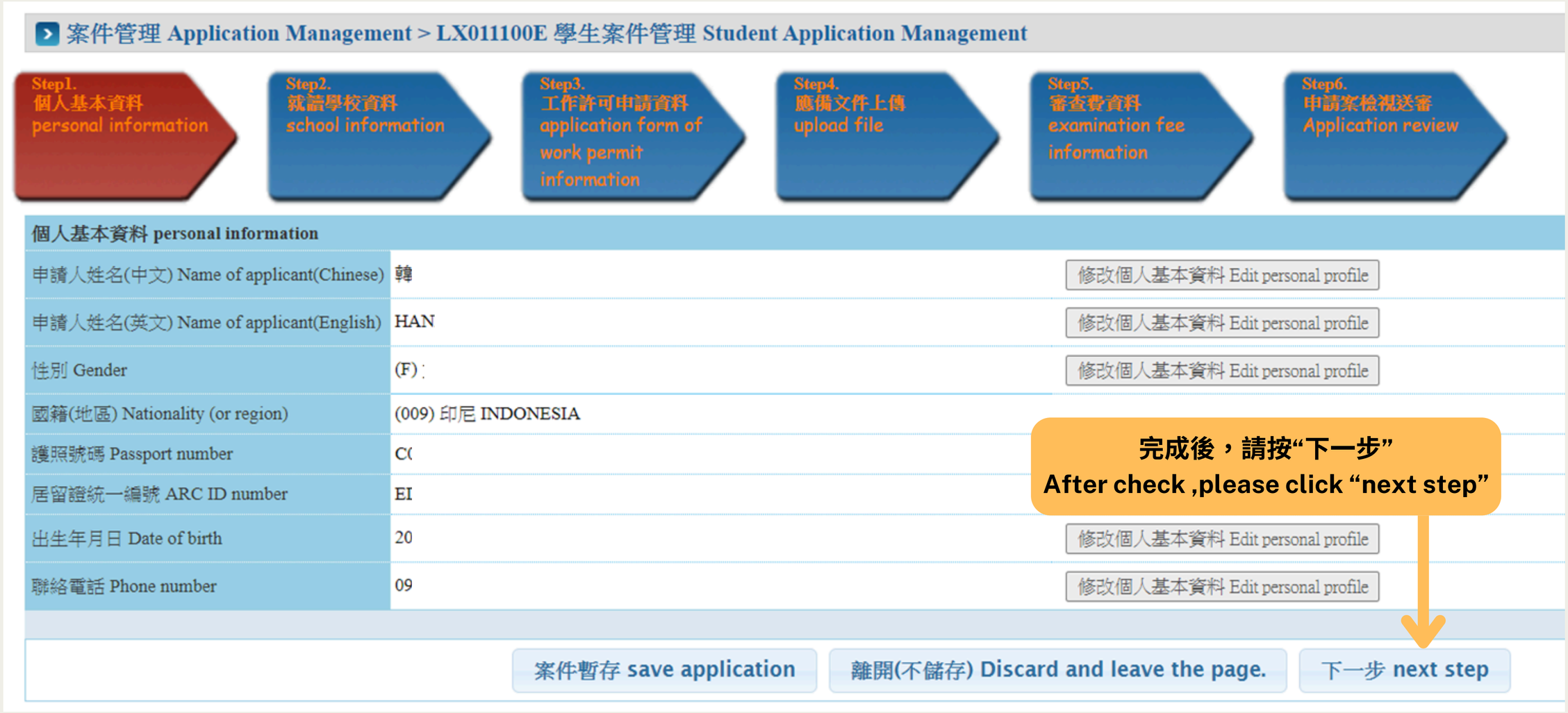




請選擇“不同意”

Please choose “ disagree”

輸入相關申請書資料
Complete the application form



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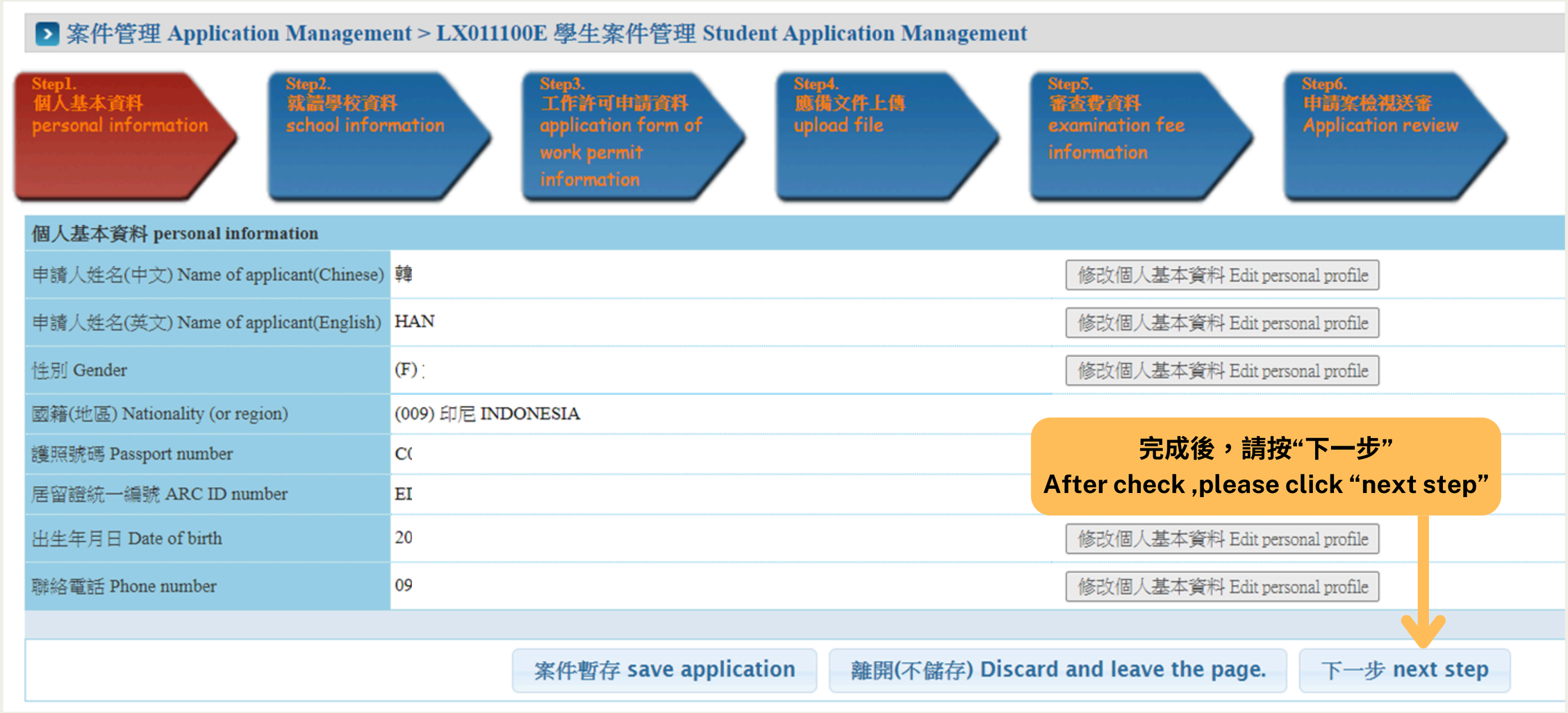


就讀學校資料
School Information

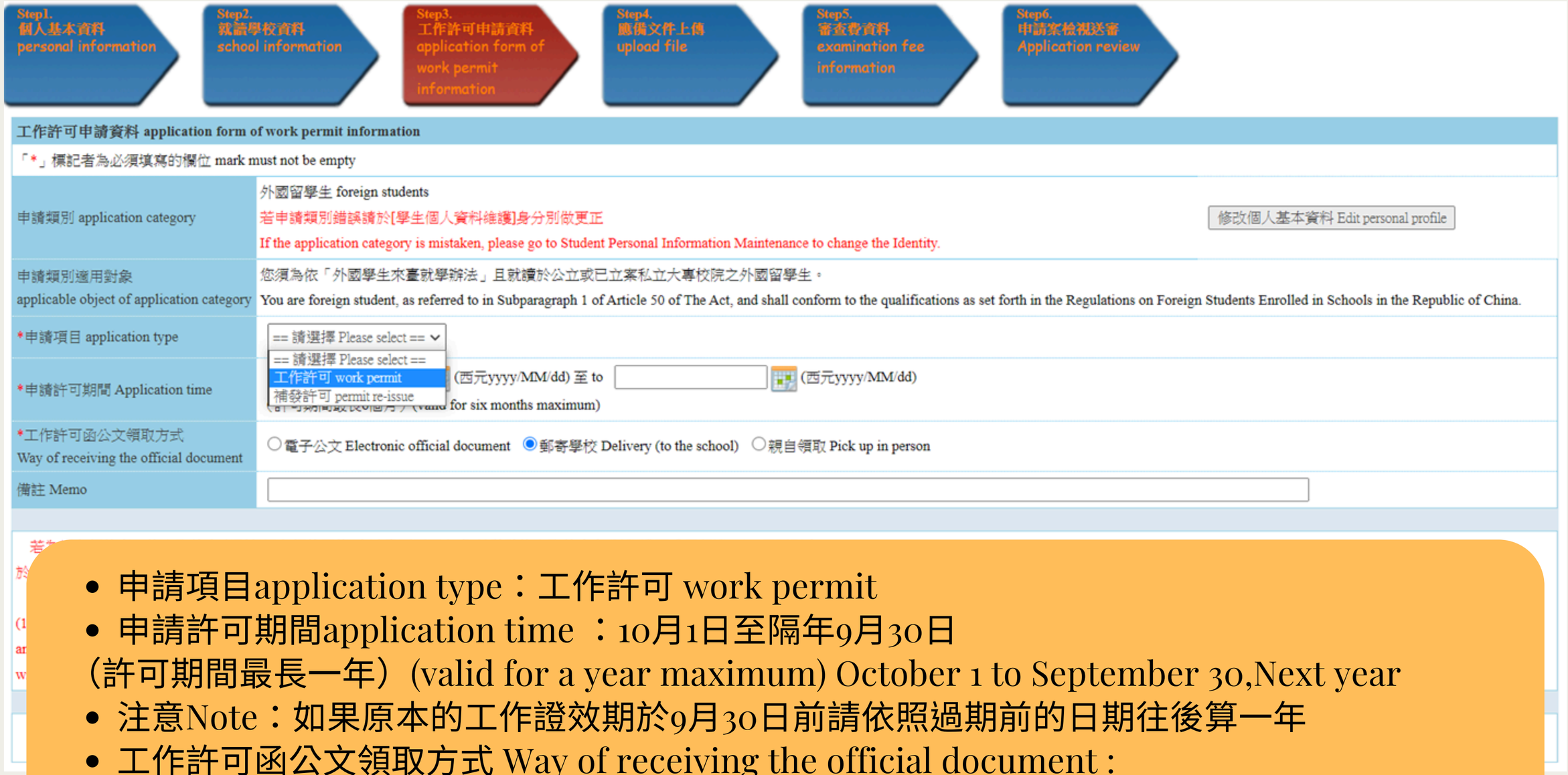


*學校校區所在地址School Adress：833 高雄市 鳥松區 澄清路840號(國務處)

工作證許可申請資料

Application form of work permit information





- 申請項目application type：工作許可 work permit
- 申請許可期間application time ：10月1日至隔年9月30日

（許可期間最長一年）(valid for a year maximum) October 1 to September 30,Next year

- 注意Note：如果原本的工作證效期於9月30日前請依照過期前的日期往後算一年
- 工作許可函公文領取方式 Way of receiving the official document :

“郵寄學校 Delivery (to the school)”

應備文件上傳 Upload file



審查費資料examination fee information

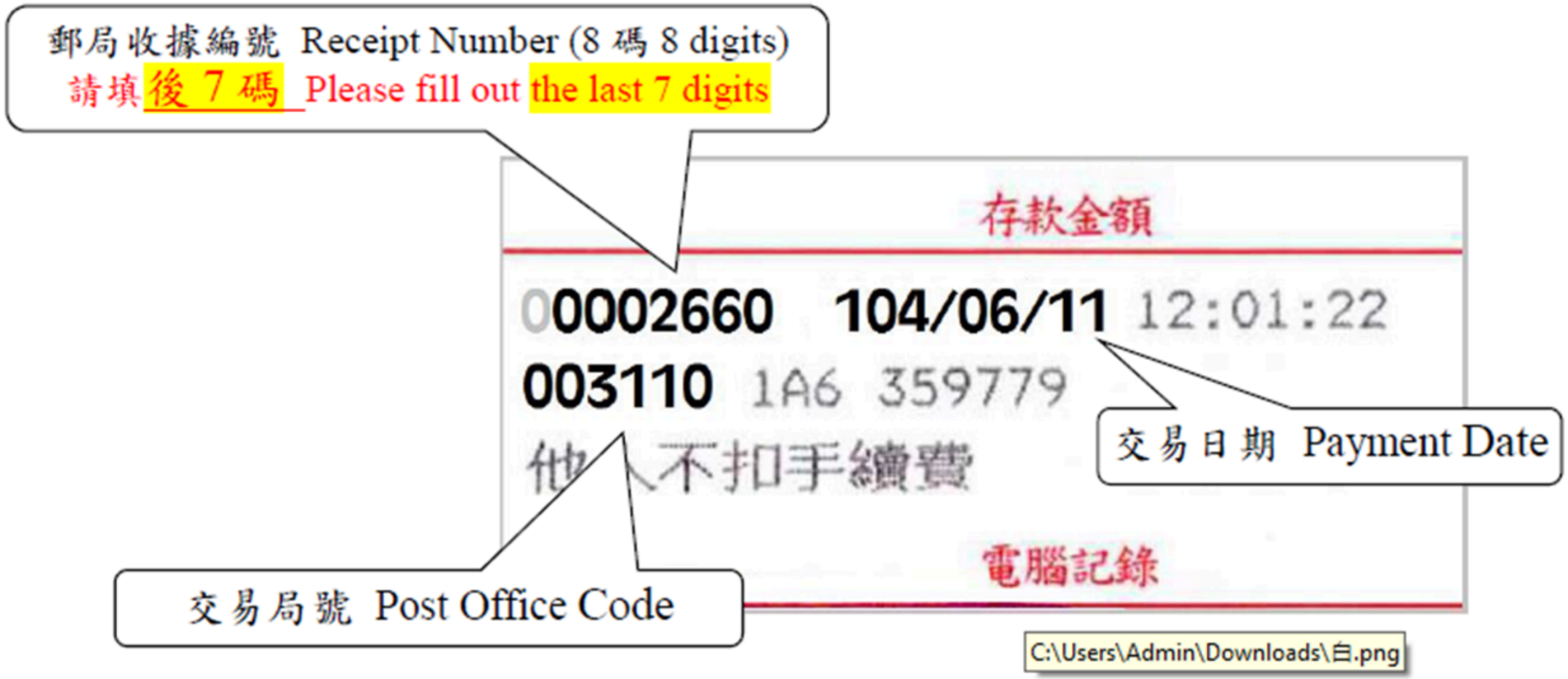


預先至郵局繳費後，將「交易日期」、「交易局號」及「郵政劃撥收據編號」輸入審查費相關欄位

After pay fee via post office, enter revising “transaction date”, entering “office code” and “receipt number”.

(1) 電腦收據(各郵局開具之白色收據) Computer receipt (white receipt issued by post offices)：

範例 Example



填寫方式 交易日期 Payment Date：**1040611**

To fill out 交易局號 Payment Code：**003110**

劃撥收據號碼 Receipt Number (後 7 碼 the last 7 digits)：**0002660**



*注意，要按”送學校審核“

*NOTICE ,need to click “submit to school examination”

Thank you!