

境外生工作證申請與工讀輔導手冊

Handbook on Guidance of Work Permit Application & Work-Study for International Students

1. **前言** 歡迎閱讀本手冊，旨在幫助境外學生了解如何正確申請工作證，並依照相關規範合法在台工讀。本手冊詳細說明申請流程、回報機制及續發條件，請務必遵循，以確保您的權益。

1. Preface

Welcome to this handbook, which is designed to help international students understand how to apply for a work permit correctly and work legally in Taiwan under relevant regulations. This handbook outlines the application process, report mechanism, and renewal conditions. Please follow the guidelines carefully to protect your own rights.

2. 申請資格

1. 需持有有效學生簽證並在學修讀正式學位。
2. 學業表現符合學校規定，無重大違規紀錄。
3. 申請人須提供雇主資訊，確保工作內容符合法規。

2. Eligibility for Application

1. A Valid student visa and being enrolled in a formal degree program are essential.
 2. Must meet the university's academic performance standards and have no major disciplinary violations.
 3. Must provide employer information to ensure the job complies with legal regulations.
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3. 申請流程（第 5 點起為自行操作系統申請工作證流程）

1. 填寫申請表單

- 在國際處官網下載填寫「境外生申請工作許可證系所同意書」。
- 詳細填寫個人資料、就業原因、打工內容及雇主資訊。

2. 學系導師與學系辦公室審查
 - 提交申請表至學系導師及辦公室，學系將審查您的就業合理性。
 - 學系確認後轉交國際處審核。
3. 國際處核對工作證申請資料
 - 國際處收到申請後，核對資料並提交至勞動部進行審核。
 - 審核通過後，學生將獲得核發的工作證。
4. 職涯發展組提供就業指導
 - 取得工作證後，職涯發展組將聯繫學生，提供勞動法規指導及就業建議。
5. 使用「外國專業人員工作許可申辦網」
 - 以線上申辦方式辦理，網址：<https://ezwp.wda.gov.tw> 進入申辦網頁後，點選「僑外生工讀申請」。



6. 上傳應備文件
 - 中國文化大學外國學生申請工作許可證系所同意書（上傳至申請系統中「其他」資料夾）；

勞動部勞動力發展署 建檔人 B
外國專業人員工作許可
 Workforce Development Agency EZ Work

公告 Announcement 基本資料維護 Basic Information Maintenance 案件新增及管理 New Case Management

▶ 案件管理 Application Management > 250_學校案件管理 School Case Management

序號 Serial Number
 國籍 Nationality
 英文名 English Name

應備及相關文件注意事項(單一PDF檔案上傳大小限制：5Mb，上傳時如果超過，則提示警
 Notes on Documents required and supporting documents (Upload size limit for one single)

項目 Items	說明 Descriptions
應備及相關文件 Documents required and supporting documents :	
Passport (Documents required)	student ID card
	photocopy of the resident certificate
	Documentation of language courses' grades
教育部專案核准證明 Ratified certification of Ministry of Education	其他(含學校要求文件) Others (including school required documents)

- 蓋有當學期註冊章之學生證影本（或當學期之在學證明）；
 - 延畢證明（※僅延畢生才需上傳）（上傳至申請系統中「其他」資料夾）；
 - 有效居留證；
 - 有效護照。
7. 繳費：
- NTS 100 元：建議前往校內郵局完成繳費。
8. 送出審核

3. Process of Work Permit Application (From Step 5 onward, students must complete the online application themselves.)

1. Fill out the “CCU International Student Work Permit Pre-Application Form”

- Download the application form on the Office of International and Mainland China Affairs website, complete it, and submit it to academic advisor and department office.
- Provide detailed personal information, reasons for employment, job description, and employer details.

2. Departmental review Advisors

- Submit the application form to your academic advisor and department office.
- The department will review the reasonableness of employment.
- Once approved, the department will forward the application to the Office of International Affairs.

3. Collation for Work Permit Application by Office of International and Mainland China Affairs

- The Office of International and Mainland China Affairs verifies the documents and submits the application to the Ministry of Labor for final examination.
- Students will receive the issued work permit once they passed final round from Ministry of Labor.

4. Guidance by Section of Career Development from the Office of Student Affairs

- After receiving the work permit, the Section of Career Development from the Office of Student Affairs will contact the student to provide guidance on labor law and employment advice.

5. Online application via the "Foreign Professionals Work Permit Application Website (EZ Work Permit) "

- Apply online at: <https://ezwp.wda.gov.tw>



- Click on "Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students."

6. Attach required documents

- **CCU International Student Work Permit Pre-Application Form** (submit it into the document folder of "Others" from the system).



- **Front & Back photocopy of the student ID card with the current semester's registration stamp** (or certificate of enrollment (在學證明) for current semester).
- **Certificate of Graduation Delay** (only for extended study students; submit it into the document folder of "Others" from the system).
- **A valid Alien Resident Certificate (ARC).**
- **A valid passport.**

7. Payment

- Complete the payment of **NT\$100** application fee (**Payment at the on-campus post office is recommended**).

8. Submit for review.

4. 打工回報機制

1. 定期回報

- 請持有工作證的學生每學期須至少在學生專區回報一次。



工作證

依照政府法規，**僑外生必須持有效工作證方可工讀**且每學期應回報學校工讀情形。學期間每週工讀最多不得超過20小時，且請勿超過晚間10點。**非法工讀，將處新台幣3萬元以上罰款，情節嚴重者將被遣送出境！**請僑港澳外國學生 [回報工讀情形](#)。According to government regulations, **international and overseas Chinese students must hold a valid work permit to take on part-time jobs** and must report their work status to the school each semester. During the semester, the maximum working hours are 20 hours per week, and work should not past 10 PM. **Unauthorized employment may result in a minimum fine of NTD 30,000, and in severe cases, deportation!** Studetns must [fill out the form to report your work status](#).

- 填寫工作內容、雇主資訊及工作時數。

2. 轉職回報

- 若更換工作，應主動於「學生專區」更新新工作資訊。

3. 導師追蹤與輔導

- 回報資訊將自動導入導師輔導平台，導師將確認您的工作情形。
- 若有疑問，導師將提供相關法規指導。

4. Work Report

1. Regular Report System

- Students with a work permit must report at least once a semester.
- The report must include job details, employer information, and weekly working hours.

訊息 工作證

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2. Job Switch Report

- If students switch employers, they must update their new job details in the portal "MyCCU".

3. Advisor Tracking & Guidance

- Work reports will be automatically integrated into the advisor's monitoring system.
- Advisors will review students' work status and provide legal guidance if needed.

5. 續發條件

1. 學生需確保每學期按時完成工作回報。
2. 若未依規定回報，國際處將視情況影響續發資格。
3. 續發審查時，需提供最新工讀狀況及雇主資訊。

5. Work Permit Renewal Conditions

1. Students must report on time each semester.
2. Failure to report may affect work permit renewal eligibility.
3. During renewal, students must provide updated work details and employer information.

6. 常見問題與其他建議

Q1：工作證申請需要多久？

A1：約 2-4 週，視勞動部審核進度而定。

Q2：每週可以工讀多少小時？

A2：學期間每日工時不得超過 8 小時，每週不超過 20 小時，寒暑假無時數限制，下班時間不得超過晚上 10 點。校外實習課程及工讀活動，每週總時數不得逾 40 小時。每日實習及工讀總時數不得超過 8 小時，且結束時間不得超過晚上 10 點。

Q3：如果沒有回報會怎樣？

A3：可能影響下一年度的工作證續發資格，請務必按時回報。

6. FAQs & Contact Information

Q1: How long does the work permit application process take?

A1: About 2–4 weeks, depending on the process of final examination by Ministry of Labor.

Q2: How many hours can I work per week?

A2:

- During the semester:
 - 8 hours in maximum per day
 - 20 hours in maximum per week
 - Must get off before 10:00 PM
- During summer/winter breaks:
 - No restrictions on working hours
- For off-campus internships & work-study programs:
 - 40 hours in maximum per week
 - Daily work hours must not exceed 8 hours, and shifts must end before 10:00 PM

Q3: What happens if I not to submit the work report?

A3: Eligibility for Work permit renewal may be affected in the following academic year. Please make sure your timely report.

7. 聯繫資訊 如有進一步問題，請聯繫 國際處 / 職涯發展組 / 學系辦公室。

7. Contact Information

Please don't hesitate to reach out to following supports for further info.

- **Office of International Affairs and Mainland China Affairs**
- **Section of Career Development from Office of Student Affairs**
- **Department Office**