

## 中國文化大學境外生申請工作許可證系所同意書

### CCU International Student Work Permit Pre-Application Form

姓名 Name :	學號 Student ID Number :
系所 Department / Program :	連絡手機號碼 Mobile Number :
電子郵件信箱 E-mail Address :	
<p>該生申請工作證事由 Reasons for Application :</p> <p><input type="checkbox"/> 其財力無法繼續維持其學業及生活，並能提出具體證明。 It is proven by concrete evidence that the financial situation of the said foreign student is unable to continuously sustain his/her studies and cost of living.</p> <p><input type="checkbox"/> 就讀學校之教學研究單位須外國留學生協助參與工作。 The teaching or researching unit of the school where the said foreign student is enrolled needs his/her assistance and participation in teaching or researching work.</p> <p><input type="checkbox"/> 具語文專長，且有下列情形之一，並經教育部專案核准：(1)入學後於各大專校院附設語文中心或外國在華文教機構附設之語文中心兼任外國語文教師；(2)入學後協助各級學校語文專長相關教學活動。 Foreign students with exceptional specialty in a foreign language and the ad hoc approval by the Ministry of Education: (1) Foreign students with exceptional specialty in a foreign language, with the ad hoc approval by the Ministry of Education, after his/her enrollment in the school, to work on a part-time basis as a teacher in that language in a subsidiary language center affiliated with a University/College or with a foreign culture and education organization stationed in the Republic of China. (2) Foreign students with exceptional specialty in a foreign language, with ad hoc approval by the Ministry of Education, after his/her enrollment in the school, to assist language-related teaching activities.</p> <p><input type="checkbox"/> 就讀研究所，並經就讀學校同意從事與修習課業有關之研究工作。 Foreign students enrolled in a graduate institute and have been approved by the school where the said foreign students are enrolled to conduct relevant research work.</p>	

學生工作單位資料如下，依「專科以上學校維護外國學生受教權益應行注意事項」第六點應主動關懷外國學生工讀情形，並定期追蹤學生是否有違反就業服務法或其他相關法令情事，並告知違反規定之懲處事項，請惠允協助辦理工作證許可證。

Please complete the forms regarding the employer of yours. According to the sixth of "Notes for Colleges and Universities to Protect the Rights and Interests of Foreign Students in Receiving Education", they should take the initiative to care about the work-study situation of foreign students, and regularly track whether the students have violated the Employment Service Act or other relevant laws and regulations, and inform them of the penalties for violating the regulations. We look forward to your permission to assist in applying for work permits.

公司名稱 Company Name	
公司地址 Company Address	
主管姓名 Executive / Supervisor Name	
主管電話 Contact Number of the Executive / Supervisor	
每週工作總時數(上課期間每週不得超過 20 小時) Working Hours per Week (shall be no more than 20 hours)	
下班時間(每日工時不得超過 8 小時，下班時間不得超過夜間 10 點) Off-Duty Time (shall be no more than 8 hours a day and not be exceed 10 pm)	

摘錄自勞動部「雇主聘僱外國人許可及管理辦法」第51條、第54條與第55條，以及「新南向產學合作國際專班規範」第柒章第一款第四目增列學生每日實習及工讀總時數規範

Excerpt from article 51 and 54 of the *Regulations on the Permission and Administration of the Employment of Foreign Workers*, and Chapter 7, Paragraph 1, Item 4 of the *Regulations on New Southbound International Student Admission Brochure Industry-Academia Collaboration Program* about *total daily hours of intern and work-study for students*.

雇主聘僱外國人許可及管理辦法：

第 51 條

1. 前條外國留學生從事工作，應符合下列規定：

一、正式入學修習科、系、所課程，或學習語言課程六個月以上。

- 二、經就讀學校認定具下列事實之一者：
  - (一) 其財力無法繼續維持其學業及生活，並能提出具體證明。
  - (二) 就讀學校之教學研究單位須外國留學生協助參與工作。
2. 外國留學生符合下列資格之一者，不受前項規定之限制：
  - 一、具語文專長，且有下列情形之一，並經教育部專案核准：
    - (一) 入學後於各大專校院附設語文中心或外國在華文教機構附設之語文中心兼任外國語文教師。
    - (二) 入學後協助各級學校語文專長相關教學活動。
  - 二、就讀研究所，並經就讀學校同意從事與修習課業有關之研究工作。

#### Article 51

When foreign students in the Republic of China detailed in the previous Article work they must observe the following regulations:

1. Must be officially enrolled on a course at a junior college, university or graduate school, or have attended a language program for six months or longer.
2. The attended school is required to confirm the following:
  - (1) A student does not have the financial resources to continue his/her studies or cover living expenses and provide concrete evidence of the aforementioned.
  - (2) A teaching or research department at the attended school requires foreign student to undertake work.

The aforementioned regulations do not apply to foreign students with the following qualifications:

1. Students who specialize in languages and to whom one of the following conditions pertains, who receive approval from the Ministry of Education:
  - (1) Students who after enrolling work part time as foreign language teachers at a college affiliated language center or at a foreign cultural and educational foundation affiliated language center in Taiwan.
  - (2) Students who after enrolling assist with school-based language expertise related teaching activities.
2. Students who attend graduate school and with the agreement of the school engage in study-related research work.

#### 第 54 條

1. 第四類外國人之工作許可有效期間，最長為一年。
2. 前項許可工作之外國人，其工作時間除寒暑假外，每星期最長為二十小時。

#### Article 54

Work permits issued to type D foreign workers shall be valid for a maximum of one year.

Except during summer and winter vacations, a type D foreign worker with the aforementioned permission to work must not work more than 20 hours a week.

第 55 條 第四類外國人申請工作許可有下列情形之一者，中央主管機關應不予許可：

- 一、提供不實資料。
- 二、不符申請規定，經限期補正，屆期未補正。

#### Article 55

An application by a type D foreign worker for a work permit will be denied by the Central Competent Authority if any of the following situations pertain:

1. False information is found in the application.
2. The application is not made in conformity with the relevant requirements, and the applicant fails to provide the required supplementary material and/or corrections within the set time period.

依教育部函，外國學生參與校外實習及工讀應比照新南向產學合作國際專班規範：

柒、其他

**學生校外實習津貼及工讀薪資皆應直接匯入學生專屬帳戶，學生於同一廠商從事校外實習課程及工讀活動，每週總時數不得逾 40 小時。學生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。**

Working hours and clock-out time regulations will be acted accordingly based upon New Southbound International Student Admission Brochure Industry-Academia Collaboration Program:

#### Chapter 7 Additional Information

**Students' off-campus internship allowances and work-study wages should be directly remitted into the student's dedicated account and handled in accordance with total hours per week for students to engage in off-campus internship courses and work-study activities at the same manufacturer shall not be over 40 hours. The total internship and work-study hours for students should not be over 8 hours per day, and the end time should not exceed 10 pm.**

本人已詳閱上述法規及須知，充分了解內容，**保證每學期遵守規定需回報學校本人於工作單位之工作情形及時數。**

I acknowledge that I have read and understood all terms and provisions in the Student Work Permit Application, and in all regulations announced by the Ministry of Labor and that I will abide by all such terms and provisions, as they may be amended from time to time. **Every semester, it is mandatory for me to provide the school with an update on my current employment status in the workplace and the corresponding number of hours worked.**

學生簽名 Applicant's Signature :

日期 Date : \_\_\_/\_\_\_/\_\_\_(YYY/MM/DD)

導師/指導老師核章  
Adviser's/Professor's Stamp

系所核章  
Department/Program Stamp

日期 Date : \_\_\_/\_\_\_/\_\_\_(YYY/MM/DD)

日期 Date : \_\_\_/\_\_\_/\_\_\_(YYY/MM/DD)

國際暨兩岸事務處核章  
Stamp from Office of International and Mainland China Affairs

日期 Date : \_\_\_/\_\_\_/\_\_\_(YYY/MM/DD)

## 工作許可證申請重要事項 Important Notice for Work Permit Application

### 一、雇主聘僱外國人許可及管理辦法請詳閱[連結](#)

The Regulations on the Permission and Administration of the Employment of Foreign Workers



### 二、申請流程 Application Procedure

1. 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」。

Foreign students shall submit the work permit application through the online application system. (<https://ezwp.wda.gov.tw>) Please click option “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” once entering the homepage.



2. 上傳應備文件：包含有效護照、有效居留證、蓋有當學期註冊章之學生證影本以及
  - (1) 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）；
  - (2) 蓋有當學期註冊章之學生證影本（或當學期之學證明）；
  - (3) 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）；
  - (4) 有效居留證；
  - (5) 有效護照。

Upload the required documents:

- (1) CCU International Student Work Permit Pre-Application Form (should be submitted to the DOCUMENT FOLDER of "OTHERS" from the system)
  - (2) Copy of student ID card (should be stamped by Registration Section and marked current semester) or Certificate of Enrollment for current semester
  - (3) Certificate of Graduation Delay (Extended Graduates Only) (should be submitted to the DOCUMENT FOLDER of "OTHERS" from the system)
  - (4) Valid ARC
  - (5) Valid passport
3. 繳費：NT\$ 100元：建議前往校內郵局完成繳費  
Complete the payment for NT\$ 100. It's quite better to finish it from on-campus post office.
  4. 送出審核

Submit for review.