

# 工作證網路線上申請說明

網址：<https://ezwp.wda.gov.tw/wc/online/wSite/Control?function=IndexPage>

## 步驟 1-申請帳號

### (1)點選僑外生工讀申請



### (2)進入網頁後，點選畫面右側學生登入方框中的“申請帳號”



### (3)進入畫面後，再點選頁面下方的“同意”



(4)進入畫面後，請依照欄位上的指示填寫資料

**\*\*\*注意\*\*\* 下列項目依以下說明填寫!!!**

帳號：請輸入**學號(EX：B10040001)**

密碼：請輸入**@+小寫居留證號碼 (EX：@hd12345678)**

身分別：點選**僑生-學士(4 年制)**或**外國留學生-學士(4 年制)**

學生帳號申請 Applying for a Student Account

學生帳號申請 Application of student account

\*帳號 Account number  (請包含英文和數字 Containing English letter and number)

\*密碼 Password  (密碼長度至少7碼,並要符合英數+特殊符號 Password is required to be at least 7 characters with letters, numbers and special symbols)

\*電子信箱 Email

\*申請人姓名(中文) Name of applicant (Chinese)  (應與學生證相符 Shall be in accordance with your name on student ID)

\*申請人姓名(英文) Name of applicant (English)

\*護照號碼 Passport number  (請先確認護照過期,請先將舊護照回校申請報號,並於申請表44格將舊護照及到期照上繳留證資料用,申請時需附同一件更新過的護照號碼。)  
(If you had renewed your passport, please enter your old passport number here. Upload both of your new and old passports and we will cover your passport number later on.)

\*家庭住址 Home address

\*身分別 Student Category

\*性別 Gender  男 Male  女 Female

\*留證號碼 Validity of passport  選擇並核對 Validity check

\*出生年月日 Date of birth

\*電話號碼 Home phone number

輸入完資料確認無誤，於最下方輸入驗證碼後，點選**確定**送出

學生選擇「身分別」定義說明：

Definitions of different student identities:

一、 僑生：係符合「僑生回國就學及輔導辦法」之學生，包含高中以上學位生、臺灣師範大學僑生免修部學生。

The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, refers to those who study for a degree in high school or above and those who enrolled at Division of Preparatory Program for Overseas Chinese Students in National Taiwan Normal University.

二、 華裔學生：係符合「臺灣澳門居民來臺就學辦法」規定之學生，或「就讀國際主管機關舉辦之技術訓練班學生」，包含來自港澳地區之高中以上學位生、海青班學生。

Ethnic students shall meet one of the following requirements:

1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Hong Kong and Macao Residents in the Republic of China.

2. Students enrolled in a technical training class conducted by the OCAAC.

三、 外國留學生：係符合「外國學生來臺就學辦法」之學生，包含大專院校學位生、就讀大專院校附設語文中心、交換學生。

Foreign students as set forth in the regulations of International Students Undertaking Studies in Taiwan, including degree seeking students of college/university, those who study Chinese at language center of college/university in Taiwan and exchange students.

8171 重新產生驗證碼 Refresh Verification Code

## 步驟 2-重新登入系統填寫工作證申請相關資料

(1)輸入帳號、密碼及驗證碼後，點選“登入”

(2)進入畫面後，點選案件新增及管理-260\_學生案件管理

(3)進入畫面後，點選新增申請案件

(4)進入畫面後，點選申請項目中的工作許可後，再點選新增

(5)依照欄位上的指示，輸入申請資料並上傳所需資料

!!!!以下幾點注意!!!!

\*應屆畢業生（含延畢生）許可期限至同年 6 月 30 日止

\*年級欄位中的學期點選申請時的所屬學期

\*地址一律填寫學校地址

\*是否親自取件填“否”

\*繳費方式統一至郵局繳費後再線上送出申請單

\*審查費(申請書資料填寫、上傳檔案後，再填寫審查費，填寫完成直接點選送學校審核)

\*輸入完資料後，上傳所需資料如下：

1.護照影本

2.延畢證明(延畢生才需要並至 N107 註課組蓋章)

3.春季班證明(4 年級春季班學生才需要並至 N107 註課組蓋章)

The screenshot shows a web-based application form for foreign students. The form is titled "申請書資料 Information of application form" and includes a tab for "上傳檔案 upload file". Below the title, there is a red warning message: "重要中文注意事項 notice of document for application 「\*」 標記者為必須填寫的欄位 mark must not be empty".

The form fields are organized into two columns:

- Left Column:**
  - 申請類別(Categories of application : (Please check one))
  - 申請人姓名(中文) Name of applicant(Chinese)
  - 申請人姓名(英文) Name of applicant(English)
  - 護照號碼 Passport number
  - 出生年月日 Date of birth
  - 就讀學校 School attended
  - 系別 Faculty
  - 身分別 identity
  - 年級 year
  - 學校校區所在地 School Address
  - 申請許可期間 Application time
  - 緊急聯絡人姓名 Emergency contact person Name
  - 是否親自取件 Please Check if pickup in person
  - 是否指定取件人 Arrangements for recipients
  - 取件人護照號碼或居留證號 (請於本國人取件、請填寫身分證字號) Passport or Alien Resident Certificate Number of the Recipient (if the recipient is from the Republic of China, please fill out the person's personal ID number instead)
- Right Column:**
  - 申請類別 Type of application : (Please check one) 工作許可 work permit
  - 性別 Gender
  - 0333 報案
  - 原籍證統一編號 ARC ID number
  - 聯絡電話 Phone number
  - 日校或夜校 Day/Night: 日校制 Day School
  - 外僑學生-學士(四年制) foreign students
  - 選中 High school
  - 預計修業年限 expected study years
  - 年級 year
  - 縣市 區/市/縣
  - 西元 Yyyy/MM/dd 至 to 西元 Yyyy/MM/dd (許可期間最長六個月) (valid for six months maximum)
  - 緊急聯絡人電話 Emergency contact person Tel.
  - \* 否 NO ○ 是 YES
  - \* 不指定 Not to designate ○ 指定 To designate
  - 取件人姓名 Recipient Name

備註Memo :  
可輸入500個字，目前已輸入0個字，剩餘500個字可輸入。  
You may enter 500 characters. You already entered 0 characters and you may enter 500 more characters.

若為親自領件者，約定取件人應於印領自備件出領(申請書背面下方處)並黏貼約定取件人身分證(護照或居留證正、反面影本，於系統指定日期內至本部備件櫃位(臺北市中正區中環路一段37號10樓)取件，並於指定期間內親赴備件櫃，本部將以郵寄寄出。  
To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (10F, No.19, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail.

審查費 examination fee(申請書資料填寫、上傳檔案上傳後，再將填寫完整後，填寫完成直接郵寄回學校)  
(Complete the application form and upload the documents required before you enter the information of the receipt of application fee. Click "Send the application to school" when you finished steps as above.)

繳費方式 payment:  郵局匯票 payment by post office  ATM繳費 payment by ATM

郵局匯票 payment by post office  
案件一經本部收件後即不退費，若有相關問題請洽系統志願人員。  
Application fees are non-refundable once the case is received by the Ministry of Labor. Please contact the customer service if you have any further questions. 郵局戶名：勞動部勞動力發展署特種許可收費專戶，郵局帳號：19058848  
Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848

交易日期 remittance date  
請輸入民國年月日，例1070101。  
Please enter the date in ROC era, for example 1070101.

輸入郵局匯票號碼  
請注意：郵局郵局匯票號碼最後七碼，並請仔細看交易單說明，才能方便您順利作業。Attention: Please fill out the last 7 digits of the postal remittance receipt and read the diagram carefully to facilitate the operation!

審查費金額 amount of examination fee

案件暫存 save application   結束 close   送學校審核 submit to school for examination   列印申請單 print application form