**Work permit Application Notes**

◥ Junior students could to apply for the work permit after you get your ARC.

◥ The work permit is only valid for six months, and you need to reapply every six months.

◥ Please make sure to comply with the relevant regulations of the Taiwan government regarding foreign nationals working in Taiwan.

**◥ Requried Document List：**

1. □ **Work permit Application form** **with mentor's sign, department stamp and registration department stamp. Then need to submit it to B103.**

**The following items need to be uploaded:**

2. □ **The photocopy of Passport**   
▲If your passport is about to expire and you have obtained a new passport with a renewed validity, please upload both the old and new passports together.

3. □ **The photocopy of ARC(Both sides)**  
▲If your ARC is about to expire within one month, please make sure to extend your ARC before submitting the online application. Otherwise, it will be rejected.

4. □ **The photocopy of Student ID (Front sides)**

5. □ **The certificate of enrollment**

▲The validity period of the student certificate is only one month. Please ensure the validity period before uploading it. If it has expired, please follow the procedure to reapply for a new one, otherwise it will be rejected.