

# How to apply the work permit

1. Please refer to the website:

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

**Please read the Laws and regulations, User manual, and User videos before applying.**



2. Online application Required Doc: \_

**\*Only need to upload the “✓” parts**

**Please upload your certificate of enrollment in this file folder**

應備文件 documents for application	
✓	護照影本(此為應備文件) Photocopy of Passport(Documents required)
✓	學生證影本 Photocopy of student ID card
✓	居留證正反面影本 Front and back photocopy of the resident certificate
✗	學習語言課程成績證明 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)

3. Fill out the NTUNHS work permit application form, **finished the stamp and sign**, and take it to B103.

#### 4. Notice:

1. The notification of the work permit will be informed via email, or the student could check online.
2. There will have a deadline if the Ministry of Labor asks you to upload an application correction, please remember to review your application cases online.
3. After your work permit was issued, there will only have 7 days to download your work permit online.
4. If you choose to pay the examination fee at the post office, please follow the instruction to type in the receipt number to the system and attach the receipt to the required documents. (**Students could come to B103 to take the postal remittance sheet**)
5. remember to select the way to collect the work permit in the

“Electronic official document”. The Electronic official document will need to download in the online work permit application system in 7 days. Please pay attention to the application system status.