Step 1:

Please login the Official Website of The Workforce Development Agency.

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

Step 2:

Please click “僑外生工讀申請 Work Permit for Foreign Students, Overseas Chinese Students and Ethic Chinese Students”.

Step 3:

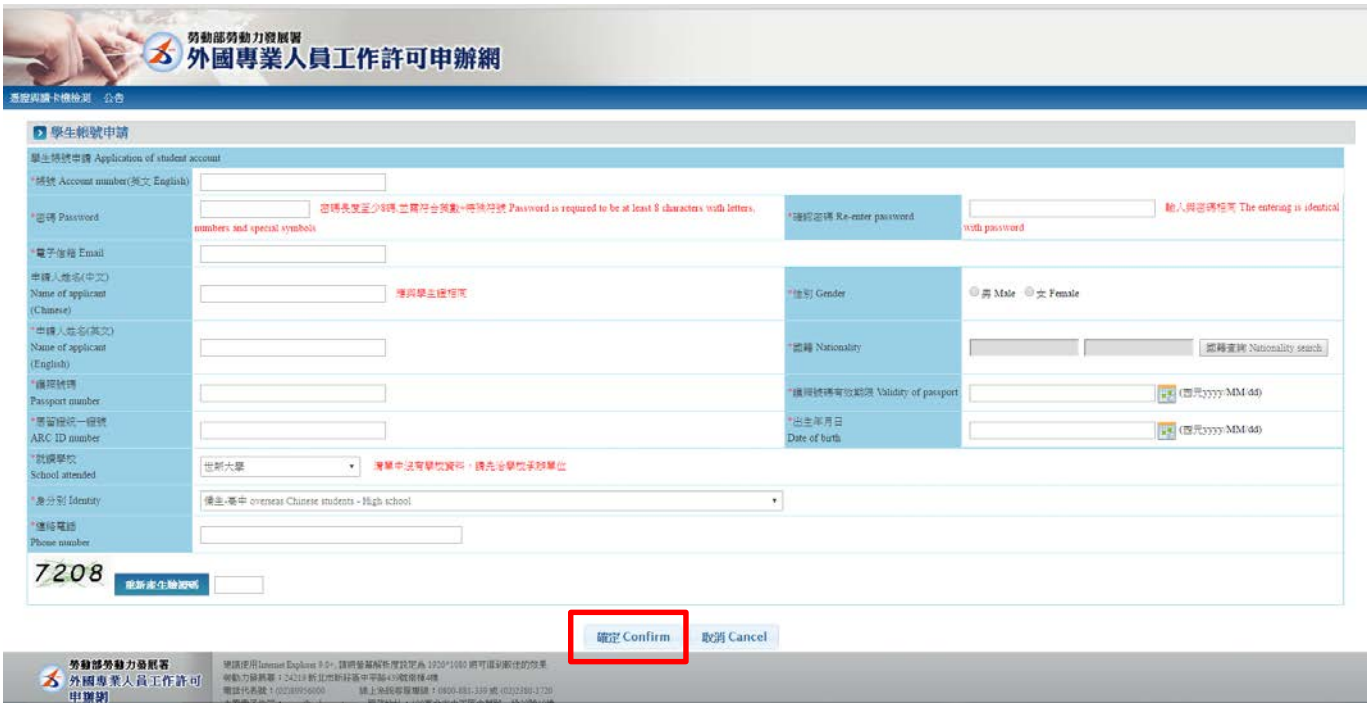
Please click “申請帳號” to apply for an account.

Step 4:

Please read The Personal Information Protection Act and related regulations carefully. When you understand please click “同意 Apply”. 同意 apply

Step 5:

Please fill in the blanks, and then click “確定 Confirm”



Completion Instructions:

帳號 Account number(英文 English)：Please fill in the account name you like, it is required to include English characters and numbers. E**x:** haha87

密碼 Password：Please fill in the password you want. It is required to be at least 8 English characters, numbers and special symbols. Ex: haha-8787

確認密碼 Re-enter password：The entering is identical with the password. Ex: haha-8787

電子信箱 Email：Please fill in your Email Address.

申請人姓名(中文) Name of applicant (Chinese)：Please fill in your Chinese name. It must be identical with the Chinese name in your Student ID card.

性別 Gender：Please fill in your gender.

申請人姓名(英文) Name of applicant (English)：Please fill in your English name. It must be identical with the English name in your Passport.

國籍 Nationality：Click “國籍查詢 Nationality Search”, and choose your Nationality. *(You must search for the Chinese name of your country fist)*

護照號碼 Passport number：Please fill in your Passport number.

護照號碼有效期限 Validity of passport：Please fill in the Validity of your passport. Form: YYYY / MM / DD

居留證統一證號 ARC ID number：Please fill in your ARC ID Number

出生年月日 Date of birth：Please fill in your Date of birth. Form: YYYY / MM / DD

就讀學校 School attended ：Please select “國立中正大學” (National Chung Cheng University)

身分別 Identity：Please select “Foreign students - ……”, choose it depends on your personal situation.

連絡電話 Phone number：Please fill in your phone number

最後一欄：Please fill in the number showed on the picture. Ex: 3570

Step 6:

Please click “OK”, and confirm your Personal Information, and then click “確定 Confirm”

After apply for an account, you must go to the post office and pay for the Application fees

When you finish the payment, in the next day please follow the following steps to accomplish the Application.

Step 1:

Please login the Official Website of The Workforce Development Agency.

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

Step 2:

Please click “僑外生工讀申請 Work Permit for Foreign Students, Overseas Chinese Students and Ethic Chinese Students”.

Step 3:

Please fill in your Account / Password / Verification Code, and then click “登入” to login.

Step 4:

Please click “OK”

Step 5:

Please select “案件新增及管理” – “260_學生案件管理”

Step 6:

Please click “新增申請案件 add application”

Step 7:

Please“新增 add”

Step 8:

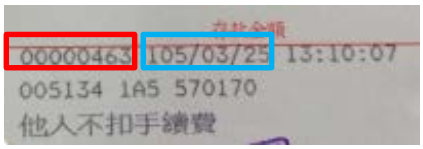
Please fill in the Information

Precautions:

申請許可期間 Application time：Please fill in the day after you finish the payment of Application fees. Form: YYYY / MM / DD. For examples：2015/12/31 you finish the payment, so the permission time will start from 2016/01/01 and end at 2016/06/30, because the longest permit period is six months.

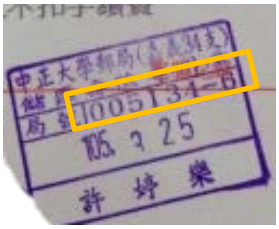
審查費 Examination fee：Please fill in the Examination fee according to the receipt of the post office. Completion Instructions

交易日期 Payment at post office：Please fill in the date that you finish the payment, like the date shown on the receipt. (As the example 105/03/25)



輸入郵政劃撥收據編號 Enter receipt number of postal remittance：Please fill in the last 7 numbers shown before the date (As the example 0000463)

交易局號 Post office of remittance：Please fill in the bureau number of the post office (As the example 005134-6)



Step 9:

Please click “案件暫存 save application”

And then click “送學校審核 submit to school for examination”

Step 10:

Please click “上傳檔案 upload file”, and then upload the scan file of the font and back of your ARC ID Card, Student ID Card, Passport and the Recommendation Letter (If any).