

# 聘僱外國特定專業人才工作許可申請書 (ASP-外國特定專業人才從事專門性或技術性工作專用)

## Foreign Special Professional Personnel Employment Work Permit Application

單位 (雇主) 名稱:

Entity (Employer) Name

單位印章:

Entity Seal

單位章

### 案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension; 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue; 許可文號 permit No. _____ <input type="checkbox"/> 其他 Other:

本案若申請適用「在臺畢業僑外生評點新制」, 請勾選並加附工作評點表。  
 Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理, 請勾選, 並填寫以下欄位資料。  
 Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱: Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。  
 Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

### 收文專用區 Document Reception Use Only

收 文 章	收 文 號
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**聘僱外國特定專業人才工作許可申請書** (ASP-外國特定專業人才從事專門性或技術性工作專用)

**Foreign Special Professional Personnel Employment Work Permit Application**

僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed gray; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed gray; width: 80px; height: 80px; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>			
負責人 Owner						
行業類別代碼 Industry Category Code						
勞保證號 Labor Insurance Certificate Number						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):  						
補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issue) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.						





- 國防領域(符合國防部公告第\_\_\_\_\_點資格)  
Meet the requirement of National Defense expertise announced by Ministry of National Defense.
- 數位領域(符合數位發展部公告第\_\_\_\_\_點資格)  
Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.

備註 Note

## 填表及書面送件須知 (ASP-外國特定專業人才從事專門性或技術性工作專用)

### Guidance Notes



申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(僱主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">           郵局收據編號 (8碼) Receipt No.(8 digits)         </div> <div style="border: 1px solid black; padding: 5px;">           郵局局號 Branch code         </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           繳費日期 Payment date         </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">           交易序號 transaction E- 8103097         </div> <div style="border: 1px solid black; padding: 5px;">           郵局局號 Branch code         </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           繳費日期 Payment         </div>
單位統一編號 Entity Tax ID No.	若以建築師資格提出申請，請填寫建築師之國民身分證號或外僑居留證號。 In the case where the employer is an architect, enter the ID no. or ARC no. of the architect.
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容， Please describe specifically the tasks or duties of the position.
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
每月薪資 Monthly Salary	1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and

	<p>Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.</p> <p>2. Employment less than one month, please enter the total payment amount.</p>
<p>工作地址 Working Address</p>	<p>請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。</p> <p>Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).</p>
<p>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</p>	<p>請至「外國專業人才延攬及僱用法資訊專頁」查詢各部會公告資格。</p> <p>To check the requirement announced by Ministries, look it up at the website of “Act for the Recruitment and Employment of Foreign Professionals”</p> <p>網址(website) : <a href="https://foreigntalentact.ndc.gov.tw">https://foreigntalentact.ndc.gov.tw</a></p>
<p><b>其他注意事項 Others</b></p>	
<p>申請方式 Methods of application</p>	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</p> <p>(1) 由專人送至機關收件櫃台辦理。</p> <p>(2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3) 相關申請書表可至「外國人在臺工作服務網」&gt;「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii. Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan &gt; Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(新聘及展延每案新臺幣500元；補發每案新臺幣100元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p>

	<p>( New hire and Extension NT \$500 per case ; Re-issue NT \$100 per case )</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」&gt;「外國專業人才延攬及僱用法」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan &gt; Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; Application Status.</p>
<p>機關網站與聯繫 Officail Websites &amp; Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>