

# SOP of applications for hiring foreign professionals submitted online

Online Application

First-time User  
 1. Apply for an account and appoint an administrator  
 2. Other colleagues can be authorized to use the same account

Fill in application  
 1. By employer:  
 Administrator or the authorized employee fills in the application  
 2. By agent:  
 After the employer's administrator authorizes the agent, the agency fills in the application with the business certificate and citizen certificate

Enter information and upload required documents  
 1. User enters information and uploads required documents  
 2. User can save required documents before submitting the application. However, users must submit the application and pay the examination fee before the deadline.

Pay the examination fee and upload the application  
 1. Pay via post office: Enter the number of the examination fee receipt and send the application to the school (transaction fee exempted)  
 2. Payment through ATM: After submitting the application, please print out the payment certificate (with serial number) and make the payment at the ATM. Additional handling fee shall be borne by the applicant.  
 3. Payment via TaiwanPay: after submitting the application, scan the QRcode to complete the payment.

1. Apply with the business, entity, or organization certificate + Administrator's citizen certificate  
 2. Applicants who do not comply with the qualifications for certificate, please submit a written application  
 3. Administrator may add other account users

Save the application for seven days and edit it continuously

Applicants may print the screen showing that the application has been uploaded successfully

The official document is sent via E-mail

Satisfaction Survey

Satisfaction Survey

1. The issuance of permit is sent via E-mail  
 2. Applicants intending to obtain the permit in person shall print the application form, attach copies of front and back of the ID card, and bring the ID card

