
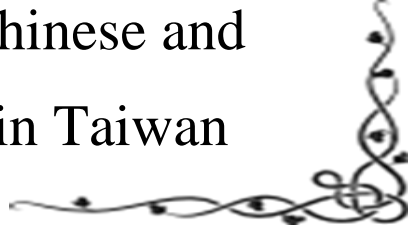


L-113-V01



Operational Manual for Reviewing Work Permit
Application of Foreign, Overseas Chinese and
Ethnic Chinese Students Studying in Taiwan



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Manual Instructions:

This operational manual was published to make information public and improve the transparency of reviewing operation. It is compiled in accordance with relevant Laws and Regulations, but the reviewing criteria are still subject to the recent Laws and Regulations. In order to flexibly response various categories of application, it will be continuously added and revised then announced for any incomplete issue.

Category L (Part-time job for overseas Chinese, ethnic Chinese and foreign students studying in Taiwan) – submitted by overseas Chinese, ethnic Chinese and foreign students

1. Items of student work permit (please check by actual circumstance):

- (1) Status of overseas Chinese student (code 01): overseas Chinese student enrolled in accordance with Regulations on Study and Counseling Assistance in Taiwan for Overseas Chinese Students.
- (2) Status of ethnic Chinese student (from Hong Kong or Macau or overseas youth vocational training school (code 02): 1. Ethnic Chinese student from Hong Kong or Macau enrolled in accordance with Regulations on Study in Taiwan for Residents from Hong Kong or Macau. 2. Students enrolled in vocational training courses organized by the competent authority in charge of foreign affairs or overseas affairs.
- (3) Status of foreign student (code 03): foreign student enrolled in the public or registered private colleges or universities (universities and two-year colleges) in accordance with Regulations on Study in Taiwan for International Students.

2. Qualifications

Serial No.	Item	Relevant Regulations	Examination Principles
1	Overseas Chinese student	<ol style="list-style-type: none"> 1. Overseas Chinese students enrolled in the public or registered private senior high schools or above according to Subparagraph 2, Article 50 of Employment Service Act. 2. According to Paragraph 1, Article 52 of Regulations on the Permission and Administration of the Employment of Foreign Workers, overseas Chinese students shall meet the student status regulated in the Regulations on Study and Counseling Assistance in Taiwan for Overseas Chinese Students. 	The overseas Chinese students include degree seeking students and those who are enrolled at Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University.
2	Ethnic Chinese student (from Hong Kong or Macau or overseas youth vocational training school)	<ol style="list-style-type: none"> 1. Ethnic Chinese students enrolled in the public or filed private senior high schools or above according to Subparagraph 2, Article 50 of Employment Service Act. 2. According to Paragraph 2, Article 52 of Regulations on the Permission and Administration of the Employment of Foreign Workers, overseas Chinese students 	The overseas Chinese students include degree seeking students and those who are enrolled at Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University and vocational training courses organized by the competent authority in charge of foreign affairs or overseas affairs.

Serial No.	Item	Relevant Regulations	Examination Principles
		<p>shall meet one of the following requirements: (1) students regulated by the Regulations on Study in Taiwan for Residents from Hong Kong or Macau. (2) Students enrolled in vocational training courses organized by the competent authority in charge of foreign affairs or overseas affairs.</p>	
3	Foreign student	<ol style="list-style-type: none"> 1. Foreign students enrolled in the public or registered private colleges or universities according to Subparagraph 1, Article 50 of Employment Service Act. 2. According to Article 50 of Regulations on the Permission and Administration of the Employment of Foreign Workers, foreign students shall meet the foreign student status regulated in the Regulations on Study in Taiwan for International Students. 3. According to Article 51 of Regulations on the Permission and Administration of the Employment of Foreign Workers, should a foreign student been officially enrolled in a school to take courses in a division, department or graduate thereof or to take language course(s) for six months or more , they must observe the following regulations: <ol style="list-style-type: none"> (1) Must be officially enrolled on a course at a junior college, university or graduate school, or have attended a language program for six months or longer. (2) The attended school is required to confirm the following: <ol style="list-style-type: none"> I. A student does not have the financial resources to continue his/her studies or cover living expenses and provide concrete evidence 	<ol style="list-style-type: none"> 1. Foreign students include degree seeking students, those who study Chinese at language center of college or university in Taiwan and exchange students (Limited to the learners who have studied in Taiwan for one year). 2. The college or university refers to universities and two-year colleges. Those foreign students at grade 4 or above in the five-year colleges shall submit employment application as students in the two-year colleges. 3. Those students who come to Taiwan for Chinese study at language center in universities or colleges shall take language courses more than six months to submit application. 4. Foreign students should apply for a work permit after getting the permission and recognition of the current school that he/she meets one fact of the 51st Article of Regulations on the Permission and Administration of the Employment of Foreign Workers.

		<p>of the aforementioned.</p> <p>II. A teaching or research department at the attended school requires foreign student to undertake work.</p> <p>4. The aforementioned regulations do not apply to foreign students with the following qualifications:</p> <p>(1) Students who specialize in languages and to whom one of the following conditions pertains, who receive approval from the Ministry of Education:</p> <p>I. Students who after enrolling work part time as foreign language teachers at a college affiliated language center or at a foreign cultural and educational foundation affiliated language center in Taiwan.</p> <p>II. Students who after enrolling assist with school-based language expertise related teaching activities.</p> <p>(2) Students who attend graduate school and with the agreement of the school engage in study-related research work.</p>	
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3. Documents for application

Serial No.	Documents	Review Principles	Notices
1	Original receipt of reviewing fee	<ol style="list-style-type: none"> 1. The receipt may be exempted. However, it shall be subject to the case and overseas Chinese and foreign students may be asked to attach it. (Announcement No. 1110523178 on 25 November 2022 by Ministry of Labor) 2. NT\$100 while applying or reissuing a work permit. 	<ol style="list-style-type: none"> 1. Those who withdraw application will not be refunded. 2. Those who overpay or underpay reviewing fee will be asked to repay it in accordance with regulations. 3. Refund method for overpaying (or mis-paying) exam fee: over-sea Chinese or foreign student should fill in the refund application and attach original receipts of overpayment (mis-payment), descriptions of the reason for refund, and so on to apply for a refund. 4. Those who apply for information change do not need to pay reviewing fee.
2	Application form	<ol style="list-style-type: none"> 1. The field in the application form such as application category, application type, name of applicant, gender, nationality, passport number, residence certificate number, birth date, contact phone number, enrolled school, department and grade, address, period of employment application are required to fill out. 2. Applicant shall sign and seal in person. 3. The seal of school counselling unit and officer shall be affixed (the counselling unit incudes 	<ol style="list-style-type: none"> 1. If there is any doubt about the student's identity, the school shall verify it according to its rights and responsibilities and attach relevant supporting documents. 2. The field of signature and seal of head of school counselling unit in the application form shall not be affixed on behalf of school clerk without authorization of unit head. "PP" shall be noted beside seal if this field was affixed by school clerk or staff.

Serial No.	Documents	Review Principles	Notices
		department, student counselling unit and administrative unit.	
3	Photocopy of passport	<ol style="list-style-type: none"> 1. The passport shall still be valid at the commencement date of employment application. 2. The information page and signature page shall be complete, clear and identifiable. 3. It is not admitted for the resident of mainland China to work in Taiwan except those from Hong Kong and Macau. 	In case of a passport renewal, the applicant should also provide both old and new passports so as to facilitate the check and changes.

4. Other Regulations

Serial No.	Item	Relevant Regulations and Description	Notice
1	Declaration of picking up in person	For those trying to get the form in person, please go on line to click the button of “Pick it Up in Person” on “Way of receiving the official document”; or, fill in a declaration of getting forms in person, and take it to the counter of the Ministry of Labor (MOL) personally; do not send it by registered mail.	For getting forms personally, the applicant himself/herself or agent should go to the MOL counter (10F, No. 39, Sect. 1, Zhonghua Road, Zhongzheng District, Taipei) to get the application form in person. The applicant should get the application form when providing the original receipt of picking it up in person.
2	Principle of affixing with seal	For the copied document attached in the application, the words of “in conformity with the original” shall be noted with the seal or signature of applicant.	
3	Discretion standard for validity of work permit	1. The part-time job of overseas Chinese ethnic Chinese and foreign student shall meet Paragraph 1, Article 54 of Regulations on the	<ol style="list-style-type: none"> 1. The work permits will be invalid if students quit, drop out, graduate, or language leaning or phased skill training program are over. 2. Applications applied between

		<p>Permission and Administration of the Employment of Foreign Workers that the validity of work permit(s) of type D foreign worker(s) shall not be longer than one year.</p> <p>2. Foreign students, overseas Chinese students and ethnic Chinese students apply work permit during October 1 of the applying year to September 30 of next year in the academic year, the duration of the permit cannot exceed September 30 of the next year. However, the said regulation which last day is September 30 can be exempted if copy of student ID with stamps of the school registration department or registration certificate for the first semester of the next academic year are attached. Meanwhile, foreign students leaning Chinese in Taiwan can only apply work permit with duration as long as the current registered semester. And the work permits will be invalid if students quit, drop out, graduate, or language leaning or phased skill training program are over.</p> <p>3. If application time is shorter than the academic year, work permit will be issued based on application time.</p> <p>4. The “registration period” on the back of student ID of language center shall be the basis of application period.</p>	<p>October 1 to September 30 of next year in the first semester of academic year, registration certificate can be waived if school reviews the application to be already registered. If the starting date of the issuing working period to be issuing day or specific day after issuing day, the last date of the work permit will be September 30 at most.(For example, application is applied on November 5, 2023, the last date of the work permit will be September 30 at most).</p> <p>3. If students already finish registered for the first semester of the next academic year, and registration certificate issued by the school is attached. The issuing duration can be 1 year at most according to the applying period. The period will not be limited to the last day as September 30. (For example, application is applied on June, 2024 of the 2023 academic year with applying duration from July 1, 2023 to June 30, 2024. If registration certificate for the first semester of the 2024 academic year is attached, the last issuing date of the working period can be June 30, 2025.)</p> <p>4. Oversea Chinese and Ethnic Chinese students studying in public or private high school should apply for a work permit after the semester begins. Their registration should be recognized based on the audit result examined by the school. According to Article 3 of “Regulations of school year, semester and holidays for students</p>
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			in various schools”, the first semester is from Aug. 1 of the following year, while the second semester is from Feb. 1 to July 31.
4	Weekly working hours	The part-time job of overseas Chinese, ethnic Chinese and foreign student shall meet Article 50 of Employment Service Act that with the exception of the winter and summer vacations, their sum of working hours shall not exceed 20 hours per week.	
5	Electronic service	Measures for delivering work permit letters by electronic service have been put into practice from Jan. 1, 2020. Oversea Chinese and foreign students should go on the website“EZ Work Permit” (https://ezwp.wda.gov.tw/) to “agree” to this kind of delivery. After permission by the MOL, the applicant should directly go to the applied website to receive the work permit letter.	<ol style="list-style-type: none"> 1. For those who “disagree”, the work permit letter will be sent by mail after the application is approved by the MOL. 2. After the MOL informs by email, Chinese youth and foreign students should go to the website“EZ Work Permit” to receive it in 8 days. Or, the system will close the function of “receiving electronic document”, and directly send the paper version to the school where the applicant studies. 3. After agreeing to receive electronic delivery, the applicant can further choose the function of “mobile review device”. When the device uploads, the screen will show a QR code to let the employer scan the verification to identify authenticity. When the device is laid horizontally, the screen will display information about work permits foremployers to check.