

聘僱外國**特定**專業人才工作許可申請書 (HSP)

Foreign Special Professional Personnel Employment Work Permit Application



單位 (僱主) 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	H. 短期補習班具專門知識或技術教師 Professional Knowledge or Skills for Short-term Supplementary Learning Centers		(單選 Choose One)		
工作項目 Job Item	<input type="checkbox"/> 01 數位遊戲 Digital gaming <input type="checkbox"/> 02 電腦動畫動漫 Computer graphics and animation <input type="checkbox"/> 03 體感科技 Sensory technology <input type="checkbox"/> 99 其他數位內容 Other digital content		申請項目 Application Type	<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 補發 Re-issue <input type="checkbox"/> 其他 Other :	
繳費資訊 Application fee	繳費日 Payment date	年 (Y)	月 (M)	日 (D)	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		郵局局號 Branch code		
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.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)				

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) <table border="1"> <tr> <td style="text-align: center;">單 位 章</td> <td style="text-align: center;">負 責 人 章</td> </tr> </table>	單 位 章	負 責 人 章
單 位 章	負 責 人 章		

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	

聘僱外國**特定**專業人才工作許可申請書 (HSP)

Foreign Special Professional Personnel Employment Work Permit Application



雇主資訊 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		
負責人 Owner				<div style="border: 1px dashed black; padding: 5px; display: inline-block; margin-right: 20px;">單 位 章</div> <div style="border: 1px dashed black; padding: 5px; display: inline-block;">負 責 人 章</div>		
行業類別代碼 Industry Category Code	859 其他教育業					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
<p>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):</p> <p>Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):</p>						

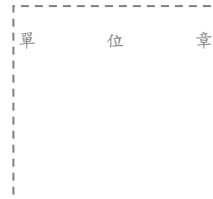
受聘僱外國人名冊 (HSP)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal



No.1			
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less
護照號碼 Passport No.			
申請聘僱期間 Employment Period	起 From 年 (Y) 月 (M) 日 (D) ~ 迄 To 年 (Y) 月 (M) 日 (D)		
職業類別代碼 Occupation Category Code	239	工作內容 Job Description	<input type="checkbox"/> 技術創作教學 Technical creation teaching <input type="checkbox"/> 實際技術教學 Technical teaching
每月薪資 Monthly Salary	新臺幣 NT\$	工作地址 Working Address	

具備外國特定專業人才資格 Foreign specialist personnel with special expertise

請單選 Choose one	<input type="checkbox"/> 科技領域 (符合科技部公告第____點資格) Meet the requirement of Science & Technology expertise announced by Ministry of Science
	<input type="checkbox"/> 經濟領域 (符合經濟部公告第____點資格) Meet the requirement of Economic expertise announced by Ministry of Economic Affairs
	<input type="checkbox"/> 教育領域 (符合教育部公告第____點資格) Meet the requirement of Education expertise announced by Ministry of Education
	<input type="checkbox"/> 文化、藝術領域 (符合文化部公告第____點第____項資格) Meet the requirement of Culture & Arts expertise announced by Ministry of Culture
	<input type="checkbox"/> 體育領域 (符合教育部公告第____點第____項資格) Meet the requirement of Sport expertise announced by Ministry of Education
	<input type="checkbox"/> 金融領域 (符合金管會公告第____點) Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域 (符合法務部公告全部資格) Meet all the requirement of Law expertise announced by Ministry of Justice
	<input type="checkbox"/> 建築設計領域 (符合內政部公告全部資格) Meet all the requirement of Architecture expertise announced by Ministry of the Interior

備註 Note

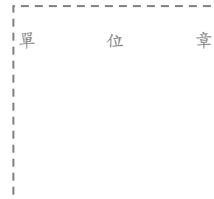
受聘僱外國人名冊 (HSP)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal



No.2			
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less
護照號碼 Passport No.			
申請聘僱期間 Employment Period	起 From 年 (Y) 月 (M) 日 (D) ~ 迄 To 年 (Y) 月 (M) 日 (D)		
職業類別代碼 Occupation Category Code	239	工作內容 Job Description	<input type="checkbox"/> 技術創作教學 Technical creation teaching <input type="checkbox"/> 實際技術教學 Technical teaching
每月薪資 Monthly Salary	新臺幣 NT\$	工作地址 Working Address	

具備外國特定專業人才資格 Foreign specialist personnel with special expertise


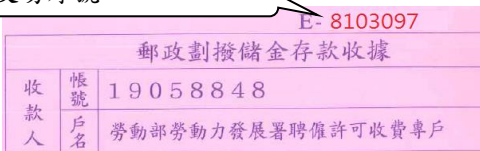

請單選 Choose one	<input type="checkbox"/> 科技領域 (符合科技部公告第____點資格) Meet the requirement of Science & Technology expertise announced by Ministry of Science
	<input type="checkbox"/> 經濟領域 (符合經濟部公告第____點資格) Meet the requirement of Economic expertise announced by Ministry of Economic Affairs
	<input type="checkbox"/> 教育領域 (符合教育部公告第____點資格) Meet the requirement of Education expertise announced by Ministry of Education
	<input type="checkbox"/> 文化、藝術領域 (符合文化部公告第____點第____項資格) Meet the requirement of Culture & Arts expertise announced by Ministry of Culture
	<input type="checkbox"/> 體育領域 (符合教育部公告第____點第____項資格) Meet the requirement of Sport expertise announced by Ministry of Education
	<input type="checkbox"/> 金融領域 (符合金管會公告第____點) Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域 (符合法務部公告全部資格) Meet all the requirement of Law expertise announced by Ministry of Justice
	<input type="checkbox"/> 建築設計領域 (符合內政部公告全部資格) Meet all the requirement of Architecture expertise announced by Ministry of the Interior

備註 Note

填表及書面送件須知 (HSP)

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	請填寫公司中文全名。 Please enter full company 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;"> 繳費日期 Payment date </div> </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 No. E- 8103097 </div> <div style="border: 1px solid black; padding: 5px;"> 郵局局號 Branch code </div> </div>  
單位統一編號 Entity Tax ID No.	請填寫公司之統一編號。 Please enter the company's tax ID No.
負責人 Owner	請填寫單位負責人(代表人)之國民身分證號或外僑居留證號。 Please enter the ID number or ARC number of the owner.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
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 Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. 2. Employment less than one month, please enter the total payment amount.
工作地址 Working Address	請填寫外國人在臺主要之工作地點，該地址應與短期補習班設立登記地址相同。 Please enter the main working address in Taiwan. The address should match the registered address of the short-term supplementary learning center.
具備外國特定專業人才資格 Foreign specialist personnel with special expertise	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。 To check the requirement announced by Ministrysts, look it up at the website of "Act for the Recruitment and Employment of Foreign Professionals" 網址(website) : https://foreigntalentact.ndc.gov.tw

其他注意事項 Others

申請方式 Methods of application	<p>1. 網路傳輸方式申請：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. 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」>「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: https://ezwp.wda.gov.tw/.</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 > 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>
申辦作業時間 Application processing time	<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 7 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>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>
審查費繳交 Examination fee payment	<p>(每案新臺幣 500 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>(NT \$500 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>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「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 > 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>
親自取件 In-person	<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</p>

<p>Document Pickup</p>	<p>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> <ol style="list-style-type: none"> 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. 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>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。 You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 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