

外國人工作許可申辦網 網路操作手冊

Description of Website Operation- Application for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students

步驟 1、 申辦網址 https://ezwp.wda.gov.tw (建議使用 IE)。 Step 1: Application website https://ezwp.wda.gov.tw (Recommended Browser IE)	步驟 2、 點擊「僑外生工讀申請」。 Step 2: Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students”.
步驟 3、 點擊「申請帳號」。 Step 3: Click “Application for Account”.	步驟 4、 填寫個人基本資料，輸入下方驗證碼，點選「確定」即可。 Step 4: Fill up required columns, CAPTCHA and click “Confirm” to complete the account application.
* 請先至郵局繳新臺幣 100 元申請費，再來申請帳號。劃撥單可至國際處領取。 * Please pay the NTD 100 apply fee by post office before creating account. You may get the slip from OICA.	
	
步驟 5、 登入網站，透過「案件管理>學生案件管理」新增案件。 Step 5: After login the website, click “Case Management>Add Students' Application”. Then add new application.	步驟 6、 點擊「新增申請案件」，輸入相關申請書資料。將繳費後的「交易日期」、「交易局號」及「郵政劃撥收據編號」輸入審查費相關欄位。 Step 6: Click “Add” and complete the application. Enter revising “transaction date”, “office code” & “receipt number” as below. Please keep your receipt until the work permit is approved.
步驟 7、 點選「上傳檔案」，上傳相關應備文件，再點選「送學校審核」即可(資料上傳：護照、學生證正反面，須蓋註冊章及切結書(必上傳)。 Step 7: Click “Upload the file” to upload required documents and click “Send the application to”	步驟 8、 在找到工作後，至 https://forms.gle/DVMXdKhd1dJV8vt48 填寫問卷(每一份工作須填寫一份問卷，若更晚新的工作則須重新填寫問卷)。 Step 8: Submit survey at

school". Required Documents include passport, student ID. card both side with enroll seal and **affidavit (MUST UPLOAD)**.

<https://forms.gle/DVMXdKhd1dJV8vt48> once you get a job. (Every job submits 1 separate survey, if you changed a new job, please re-submit.)

Figure 1: Payment Slip

* 請確保你填寫的資料是正確的。

* Please ensure all your information is correct.

* 請確保你上傳的資料是正確的。

* Kindly ensure the documents you uploaded is correct.