

CTUST工作證申請懶人包

Work Permit Application for Dummies EZ chart

必需文件

Required documents

1. 護照 Passport
2. 居留證 ARC
3. 學生證 Student ID
4. 審查費收據 The receipt of examination fee

注意事項

Note

- ◆ 檔案須以PDF格式上傳
The documents have to be in PDF format.
- ◆ 證件雙面皆須上傳
Both sides of the documents are required.
- ◆ 拿到工作證前請妥善保存收據
Please keep the receipt properly before receiving your work permit.
- ◆ 申請後隨時檢查Email 是否有退件/補件通知
Check your email all the time in case of reject or make-up notice after submit your application.



申請網址 online



流程圖解
Detailed procedure

申請流程

Application procedure

- ① 至郵局繳交審查費\$100
Pay the examination fee at Post Office

郵政劃撥帳號：19058848
戶名：勞動部勞動力發展署
聘僱許可收費專戶

24小時後

After 24 hours

- ② 至勞動部專網線上申請
Please go to <https://ezwp.wda.gov.tw>

瀏覽器建議使用IE 9.0+
Internet Explorer 9.0+ is suggested.

- ③ 申請帳號(初次)
Apply for an account

建議使用學號為帳號，以免忘記
Set your **student number** as the account if you are forgetful.

- ④ 系統登入
Login your account

可善用「忘記密碼」功能
Click **"Forget your password?"** if unfortunately you do indeed.

- ⑤ 案件管理、新增申請案件
Student application management and add application

上學期可申請至**3月31日**
Until **31st Mar** in Fall Semester.
下學期可申請至**9月30日**
Until **30th Sep** in Spring Semester.

- ⑥ 輸入審查費收據等資料
Fill in the required information and receipt number of postal remittance.

審查費資料請參考系統提示填寫
Please refer to the instructions on the system about the receipt number.

- ⑦ 上傳檔案
Upload files

護照資料頁、居留證及審查費收據及其他文件(如有必要)
Passport, ARC, and Receipt and other document if necessary.

- ⑧ 案件暫存
Save application

請再次確認所有資料是否正確
Please check all of the information again.

- ⑨ 送學校審核
Submit to school for examination

毋須送交資料至招生及國際合作中心，工作證核可後會寄至本中心辦公室
No need to hand in any document to RIC office. Your work permit will be mailed to RIC after approval.

◎寄款人請注意背面說明

◎本收據由電腦印錄請勿填寫

郵政劃撥儲金存款收據

19058848

勞動部勞動力發展署聘僱許可收
費專戶

收款帳號戶名

\$100.00

存款金額

00001108 107/07/24 14:38:27

00/154 1A6 506201

他人不扣手續費

電腦紀錄

台中軍功郵局(54支)
儲匯憑險專用章
1002154-6
107. 07. 24
洪志耀

經辦局收款章戳

收據號碼(8碼) Receipt no.(8 di
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