

ĐĂNG KÝ TÀI KHOẢN TRÊN HỆ THỐNG LÀM GIẤY PHÉP LAO ĐỘNG

Bước 1: Đăng nhập trang web: copy link dưới đây dán vào trình duyệt chrome

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage>

The screenshot shows the 'Student Login' page of the Workforce Development Agency. It includes fields for Account, Password, and Verification Code. A red box highlights the 'Apply for an account' button, with a red arrow pointing to it and the text 'Bước 1' written in red. Below the login fields, there are links for 'Forgot Password or Unlock a user account' and a list of permit types: 'Work Permit for Professional Workers', 'Foreign Professional Artist Work Permit', and 'Foreign Professional Talent Work Permit'.

Bước 2: chọn apply

The screenshot shows the 'Personal Information Protection and Related Laws' page. It contains a table with columns for 'Scope', 'How information is collected and used', and 'Self-protection measures'. A red box highlights the 'I agree' button at the bottom of the page, with a red arrow pointing to it and the text 'Bước 2' written in red.

Scope	How information is collected and used	Self-protection measures
一、適用範圍 Scope	本聲明僅適用於本網站如何處理您使用網站服務時提供的個人識別資料。 本聲明不適用於本網站網頁提供其他非本署網站的服務連結，您必須參閱該連結網站中的隱私權聲明。 The statement only applies to how the website processes your personal identification information while you are using the Website. It does not apply to how the website provides other services on the Website, you must refer to the privacy policy of the website you are visiting.	請妥善保管您的密碼及個人資料，不要提供給任何人，在您完成個人化服務後，務必記得登出帳號，請勿與他人共用。 Please keep your password and personal information private and do not provide them to anyone. After using personalized services, please remember to log out of your account and do not share your account with others.
二、資料的蒐集與使用方式 How information is collected and used	當您參與本網站之相關服務時，您所提供之資料，本署會依據「個人資料保護法」及相關法令規定，不會將其運用在超出您的個人資料使用目的範圍之外，且由經過授權之人員才能接觸您的個人資料，相關處理人員簽署有保密合約如有違反，本署將依法追究。 When you are using related services on the Website, the Agency will follow the "Personal Information Protection Act" to protect your personal information. All related personnel have to sign a confidentiality contract. In case of breach of confidentiality contract, the Agency will investigate and take legal action.	本署將採取必要措施，以保護您的個人資料安全及相關權益。 The Agency will take necessary measures to protect your personal information and related interests.
三、資訊分享與使用 How information is shared and used	除了下列狀況外，本網站不會將您的個人資料提供予第三人或用於蒐集目的以外之其他用途： (一) 法律規定之要求。 (二) 配合公務機關執行法定職務必要範圍。 (三) 為防止他人權益之重大危害。 Except for the following conditions, the Website will not disclose your personal information to a third party or outside the purpose of collection: (1) Statutory regulations (2) Scope of statutory duties in accordance with public entities (3) To prevent others' interests from critical harm	本聲明將隨時修正，修正後之條款將刊登於本網站上，以維護您瀏覽網站的安全及相關權益。 The statement will be amended subject to needs. The amended provisions will be published on the Website to maintain your safety and related interests.
四、自我保護措施 Self-protection measures	本署將採取必要措施，以保護您的個人資料安全及相關權益。 The Agency will take necessary measures to protect your personal information and related interests.	本署將採取必要措施，以保護您的個人資料安全及相關權益。 The Agency will take necessary measures to protect your personal information and related interests.
五、聲明修正 Amendment to the statement	本署將採取必要措施，以保護您的個人資料安全及相關權益。 The Agency will take necessary measures to protect your personal information and related interests.	本署將採取必要措施，以保護您的個人資料安全及相關權益。 The Agency will take necessary measures to protect your personal information and related interests.
六、聲明之諮詢 Consultation on the statement	本署將採取必要措施，以保護您的個人資料安全及相關權益。 The Agency will take necessary measures to protect your personal information and related interests.	本署將採取必要措施，以保護您的個人資料安全及相關權益。 The Agency will take necessary measures to protect your personal information and related interests.

Bước 3: **Bắt buộc** cài đặt Tài khoản và Mật khẩu **theo mẫu trường** như sau:

帳號 Account/TK	Ydu 學號(mã SV)
密碼 Password/MK	Ydu 學號(mã SV)@168

Ví dụ: Account number (tài khoản) : Ydu111401001

Password (mật khẩu) : Ydu111401001@168 (**bắt buộc** gõ ở trên

line hoặc nơi khác để có thể nhìn thấy, kiểm tra kỹ rồi copy dán lên)

學生帳號申請 Applying for a Student Account

學生帳號申請 Application of student account

*帳號 Account number (需包含英文和數字 Containing English letter and number)

*密碼 Password (密碼長度至少8碼,並需符合英數+特殊符號 Password is required to be at least 8 characters long, and must contain letters, numbers and special symbols)

*電子信箱 Email

申請人姓名(中文) Name of applicant (Chinese) (應與學生證相同 Shall be in accordance with your student ID card)

*申請人姓名(英文) Name of applicant (English)

*護照號碼 Passport number (提示:若您更換過護照,請先使用舊護照號碼申請護照及新護照上傳至護照資料夾,本部將於審核時一併更新您的護照號碼。)(If you had renewed your old passport number here. Upload both of your new and old passports and we will renew your passport number.)

*統一證號 UI number (提示:請依居留證填寫統一證號,若您變更過統一證號,請先向移民署申請統一證號。Please fill in the UI number according to the ARC. If you have updated your UI number when reviewing. If you are studying in a language center in Taiwan and do not have a UI number, please apply for one first.)

*就讀學校 School attended 學校查詢 School search (提示:若清單中沒有學校,請輸入學校名稱) (If the school is not in the list, please enter the school name.)

*身分別 Identity 請選擇 please select

*連絡電話 Phone number

Re-enter password (copy lại Mật khẩu dán lên)

Email: gõ gmail điện thoại đang dùng có thể nhận được mail (**kiểm tra kỹ 2 lần**)

Name of applicant (Chinese): Tên tiếng Trung (**kiểm tra kỹ, không được gõ sai**)

Name of applicant (English): Tên tiếng Anh như hộ chiếu (viết in Hoa không dấu)

Passport number Số hộ chiếu bao gồm cả chữ cái đầu tiên viết Hoa

UI number: Số thẻ cư trú ví dụ K9000.....

School attended: chọn trường ấn vào school search chọn **001160 Yuda University**

LƯU TRÌNH XIN GIẤY PHÉP LAO ĐỘNG ONLINE

Giấy tờ cần chuẩn bị: (chuyển file PDF)

- Passport
- ARC vẫn còn hạn
- Giấy chứng nhận sinh viên của trường

Bước 1: Đăng nhập trang web:

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage>

1. Đăng nhập hệ thống làm giấy phép lao động, chọn **sign In**

帳號 Account/TK	Ydu 學號 (mã SV)
密碼 Password/MK	Ydu 學號(mã SV)@168

Ví dụ: Account (tài khoản) : Ydu111401001

Password (mật khẩu) : Ydu111401001@168

The image shows a screenshot of the online work permit application system. On the left, there is a menu with several options, including "龍申可證辦理12類專業職業" (Apply for 12 types of professional work permits), which is highlighted with a red box. On the right, there is a login page titled "學生登入 Student Login". The page has fields for "帳號 Account" (Account), "系統密碼 Password" (System Password), and "驗證碼 Verification Code" (Verification Code). The "帳號" field is labeled "Tài khoản" and the "系統密碼" field is labeled "Mật Khẩu". The "驗證碼" field is labeled "Mã xác nhận" and contains the value "3716". There is a "顯示密碼" (Show Password) checkbox and a "重新產生驗證碼 Refresh Verification Code" button. The "登入 Sign In" button is highlighted with a red box. Below the login fields, there are links for "忘記密碼或解鎖 Forgot Password or Unlock a user account" and "申請報號 Apply for an account". At the bottom, there are links for "外國專業人員工作許可申請 Work Permit for Professional Workers", "自由藝術工作許可申請 Foreign Professional Artist Work Permit", and "外國專業人才成年子女工作許可申請".

2. Chọn New application/ 260_student application



外國專業人員工作許可申辦網
Workforce Development Agency EZ Work Permit

公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

公告 Announcement > 005_最新訊息Latest News

系統公告/新聞	發佈日期 release	標題 title
系統公告system announcement	111-11-10	【通知】本署111年11月23日(三)晚上6時30分至11時30分進行windows例行性更新事宜，屆時系統將無法提供服務，不便之處，尚祈見諒。
系統公告system announcement	111-08-29	為強化資訊安全保護措施，自111年8月15日起禁止來自中國大陸、香港、澳門及俄羅斯等國家或地區之IP連接本部「外國專業人員工作許可申
系統公告system announcement	111-08-24	有關本部申辦網未能以MacOS作業系統操作申請工作許可一案，茲說明如下：

Records from 1 to 8 of 8

3. Chọn add application



公告Announcement 基本資料維護Basic Information Maintenance 案件新增及管理New Application and Management 相關連結Related Links

案件管理 Application Management > 260_學生案件管理 Student Application Management

高中及大學應屆畢業生（含延畢生）許可期限至同年 6 月 30 日止。
但有下列情事之一，得延長許可期限至 9 月 30 日：

- (1) 應屆畢業生或延畢生有重修或延畢之需要，由學校或（系）所出具相關證明。
- (2) 僑外生若考取大學或研究所，加附由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university (graduate with postpone graduation included) is 30 June at the year.
However, it can be extended to 30 September for one of the following events:

- (1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institution.
- (2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

請注意！撤回申請係指放棄本次申請案，撤回申請後審查費不予退還，如欲再次申請，須重新繳交審查費。若您想修改申請資料或重新上傳文件，請聯絡案件承辦人將案
Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examination fee again if you want to re-apply. Supposing you want to modify the application information or re-upload the file, please contact the case undertaker to return the case. Do not use this function.

案件申請列表 list of application 新增申請案件 add application 新增資料變更申請案 紙本申請案線上補件作業

4. chọn tiếp agree

Xác nhận toàn bộ thông tin trên trang (Họ tên tiếng Việt/tiếng Trung, giới tính, Số hộ chiếu, số thẻ cư trú, ngày tháng năm sinh, số điện thoại)

Nếu thông tin đúng hết, chọn next step



Information

個人基本資料 personal information

申請人姓名(中文) Name of applicant(Chinese)	[Redacted]	修改個人基本資料 Edit personal profile
申請人姓名(英文) Name of applicant(English)	[Redacted]	修改個人基本資料 Edit personal profile
性別 Gender	[Redacted]	修改個人基本資料 Edit personal profile
國籍(地區) Nationality (or region)	[Redacted]	
護照號碼 Passport number	[Redacted]	請使用舊護照號碼申請帳號，並於申請案件時將舊護照及新護照上傳至護照資料夾，本部將於審核時一併更新您的護照號碼。 here. Upload both of your new and old passports and we will renew your passport numbers later on.)
統一證號 UI number	[Redacted]	請上傳舊證號，於申請案件時備註並將舊證號及新證號上傳至證號資料夾，本部將於審核時一併更新您的證號。
出生年月日 Date of birth	[Redacted]	修改個人基本資料 Edit personal profile
聯絡電話 Phone number	[Redacted]	修改個人基本資料 Edit personal profile

資料暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step

5.

- Day/Night: chọn **Day school**

- Faculty: Nếu SV thuộc KHOA nào thì **gõ** tên khoa đó bằng tiếng Anh

Department of Hospitality Management (KHOA Nhà hàng khách sạn)

Department of Fashion Styling and Design (KHOA Thiết kế thời trang)

Department of Tourism and Leisure Management (KHOA Quản lý Du lịch và Giải trí)

Bachelor Degree Program of IOT Engineering and Applications (KHOA Kỹ thuật và Ứng dụng Internet vạn vật IoT) 1+4

- Identity: (Hệ VHVL) kiểm tra: **foreign students - 4-year universities**

(Hệ 1+4) kiểm tra: **foreign students - other**

- Year: (Hệ VHVL) chọn: **4-year university**

(Hệ 1+4) chọn: **other**

3 ô bên phải chọn: (Hệ VHVL) chọn: **2 / (上學期/HK1 hoặc 下學期/HK2) / 4**

(Hệ 1+4) chọn: **2 / (上學期/HK1 hoặc 下學期/HK2) / 5**

- Chọn địa chỉ trường: 苗栗縣 - 造橋鄉 - 談文村學府路 168 號

- chọn next step

學校就讀資料 school information	
* 標記為必須填寫的欄位 mark must not be empty	
就讀學校 School attended	育達科技大學 Yu Da University of Science and Technology 修改個人基本資料 Edit personal profile
* 日夜別 Day/Night	日間部 Day School
* 系別 Faculty	Department of Hospitality Management
身分別 identity	外僑留學生-學士(4年制) foreign students - 4-year universities 修改個人基本資料 Edit personal profile
* 年級 year	大學(4年制) 4-year university 1 年級 year 下學期 Second semester 預定修業年限 expected study years 年 year <small>預定修業年限欄位填寫說明：請依您所就讀系所學制詳實填列本欄位，例如學士4年制者，本欄位請填寫4，特殊學制如醫學系6年制者，則請填寫6。 請注意！本欄位之填寫將影響許可期間之核定，請務必確實填寫。 Attention! The filling of this field will affect the approval of the permit period. Please fill it in truthfully.</small>
* 學校校區所在地 School Address	361 苗栗縣 造橋鄉 談文村學府路168號
KHÔNG GỖ THEO DỮ LIỆU TRONG ẢNH NÀY	
案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step	

6.

- Application type: chọn **work permit**

- Application time: **HK1** chọn **2024/10/01 to 2025/03/31**

HK2 chọn **2025/04/01 to 2025/09/30**

- Way of receiving the official document: chọn **Delivery (to the school) (nhập ô ở giữa)**

- mobile phone number: điền **số điện thoại**

- chọn next step

KHÔNG GỖ THEO DỮ LIỆU TRONG ẢNH NÀY

個人資料維護[身分別做更正] 修改個人基

If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.

申請類別適用對象
applicable object of application category 您須為依「外國學生來臺就學辦法」且就讀於公立或已立案私立大專校院之外國留學生。
You are foreign student, as referred to in Subparagraph 1 of Article 50 of The Act, and shall conform to the qualifications as set forth in the Regulations on Foreign Students Enrolled in Schools.

*申請項目 application type
工作許可 work permit

*申請許可期間 Application time
2023/04/01 (西元yyyy/MM/dd) 至 2023/09/30 (西元yyyy/MM/dd)
(許可期間最長6個月) (valid for six months maximum)

*工作許可公文領取方式
Way of receiving the official document
 電子公文 Electronic official document 郵寄學校 Delivery (to the school) 親自領取 Pick up in person

備註 Memo

若為親自領件者，約定取件人應列印親自領件回條(申請書背面下方處)並黏貼約定取件人身分證(護照或居留證)正、反面影本，於系統指定日期內至本部領件櫃台(臺北市中正區中華路一段39號10樓)取件。倘於指定期限內未親自領取者，本部將以掛號寄出。
To those who intend to collect the document in person, the designated pick-up person shall pick up the document at the Ministry's pick-up desk (10F., No.39, Sec. 1, Zhonghua Rd., Zhongzheng Dist., Taipei City) with the pick-up receipt printed out from the online application system (at the bottom of application webpage) and attached with photocopies of the front and back sides of the pick-up person's identification card (or passport or resident card). The pick-up procedure shall be completed within the date designated by the system or the document will be sent by registered mail."

上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. **下一步 next step**

7. Chọn Please select file để tải file lên

chỉ tải 3 file đầu tiên lần lượt theo thứ tự

1. File hộ chiếu
 2. File giấy chứng nhận sinh viên (在學證明)-**KIỂM TRA CÓ ĐÚNG TÊN MÌNH KHÔNG**
 3. File thẻ cư trú cả **2 mặt trước và sau** (ARC)
- chọn next step

work permit information information

應備文件上傳 upload file

檔案格式 file format : PDF(單一PDF檔案上傳大小限制: 5Mb)
有關應備文件之檢附，請至外國人在臺工作服務網查詢(網址: https://ezworktaiwan.wda.gov.tw; 首頁>一般外國專業人士在臺工作)，或電洽客服人員(電話: (02)8995-6000)；至訂、補正費義，請逕洽訂、補正通知文件上傳後於送出前，得予刪除，惟前次送審時已上傳文件，不得刪除。After the file is uploaded, it may be deleted before it is sent. However, the file that has been uploaded during the previous submission cannot be deleted.

應備文件 documents for application	檔案 file
護照影本(此為應備文件) Photocopy of Passport/Documents required)	請選擇檔案 please select file
學生證影本 Photocopy of student ID card	請選擇檔案 please select file
居留證正反面影本 Front and back photocopy of the resident certificate	請選擇檔案 please select file
學習語言課程成績證明 Documentation of language courses' grades	請選擇檔案 please select file
教育部專業核准證明 Ratified certification of Ministry of Education	請選擇檔案 please select file
其他(含學校要求文件) Others (including school required documents)	請選擇檔案 please select file

1 tải file hộ chiếu
2 tải file giấy chứng nhận sv
3 tải file thẻ cư trú

上一步 previous 資料暫存 save application 離開(不儲存) Discard and leave the page. **下一步 next step**

- 8.**
- Ô **1** remittance date: điền 11***** (thay đổi tùy theo ngày mua phiếu 100 khoai)
 - Ô **2** post office of remittance: điền 0291** (thay đổi theo trên phiếu 100 khoai, mỗi bưu điện khác nhau số sẽ khác nhau)
 - Ô **3** enter receipt number of postal remittance: điền dãy số có nhiều số 0 phía trước (**bỏ số 0 đầu tiên, điền 7 số cuối**), **mỗi bạn mỗi số khác nhau, KHÔNG** được điền số của người khác
 - Chọn next step

Step1. 個人基本資料 personal information Step2. 就讀學校資料 school information Step3. 工作許可申請資料 application form of work permit information Step4. 上傳文件上傳 upload file Step5. 審查費資料 examination fee information Step6. 申請審核送審 Application review

審查費資料 examination fee

* 標記者為必須填寫的欄位 mark must not be empty

* 繳費方式 Payment 郵局繳費 payment by post office ATM繳費 payment by ATM 台灣Pay繳費 payment by Taiwan Pay

郵局繳費 payment by post office
 案件一經本部收件後即不退費，若有相關問題請洽系統客服人員。
 Application fees are non-refundable once the case is received by the Ministry of Labor. Please contact the customer service if you have any further questions.
 劃撥戶名：勞動部勞動力發展署特種許可收費專戶，劃撥帳號：19058848
 Remittance account: Special Account for Employment Approval of Workforce Development Agency, Ministry of Labor. Account number: 19058848

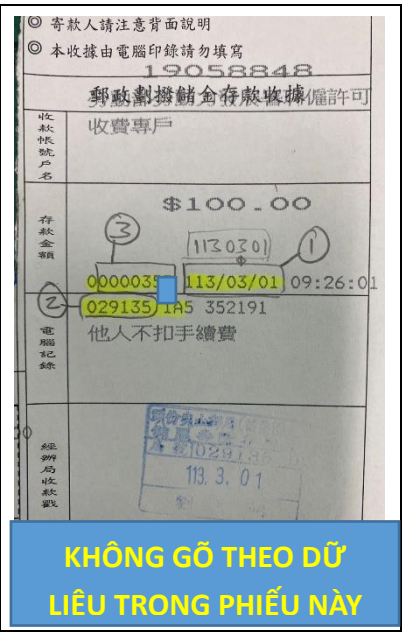
交易日期 remittance date 請輸入日期，格式為年/月/日，例：1090101。
 Please enter the date in ROC era for example 1090101.

交易局號 post office of remittance

輸入郵政劃撥收據號碼
 enter receipt number of postal remittance

審查費金額 amount of examination fee 100

上一步 previous 案件暫存 save application 離開(不儲存) Discard and leave the page. 下一步 next step



9. Kiểm tra lại toàn bộ thông tin cá nhân, nếu đúng hết Chọn submit to school for examination (NHỚ PHẢI NHẤP CHUỘT VÀO ĐÂY, NẾU KHÔNG ĐƠN SẼ KHÔNG ĐƯỢC GỬI ĐI)

審查費資料 examination fee

繳費方式 Payment 郵局繳費 payment by post office

交易日期 remittance date

交易局號 post office of remittance

郵政劃撥收據號碼 receipt number of postal remittance

審查費金額 amount of examination fee

應備文件 documents for application

護照影本(此為應備文件) Photocopy of Passport/Documents required 已上傳 Uploaded

學生證影本 Photocopy of student ID card 已上傳 Uploaded

居留證正反兩面影本 Front and back photocopy of the resident certificate 已上傳 Uploaded

學習語言課程成績證明 Documentation of language courses/ grades 無

教育部專業核準備證明 Ratified certification of Ministry of Education 無

其他(含學校要求文件) Others (including school required documents) 無

上一步 previous 離開 Leave 送學校審核 submit to school for examination

10. Đăng nhập lại hệ thống kiểm tra

Attention! Cancellation of the application refers to the abandonment of this application. The examination fee will not be refunded after the application is cancelled, and you must pay the examination fee once more if you want to apply. Supposing you want to modify the application information or re-upload the file, please contact the case undertaker to return the case. Do not use this function.

案件申請列表 list of application 新增申請案件 add application 新增資料變更申請案 試本申請案線上補件(陳述意見)作業

申請項目 application type	公文領取方式 Ways	申請狀態	案件狀態	建立日期	學校審核送出日期
工作許可 work permit		學校審核中 The school application is under examination	新增(Create)	2024-09-03	
工作許可 work permit	郵寄學校(已郵寄) Delivery(to the school)	已發文 An official letter has been sent(許可 Issued)	新增(Create) (01132612651)	2024-03-06	2024-03-06
工作許可 work permit	電子公文(已領取) Electronic official document	已發文 An official letter has been sent(許可 Issued)	新增(Create) (01122686485)	2023-11-19	20231120

Dang nhap lai he thong, thay mau xanh 學校審核種 nghi la dan da gui di thanh cong