

Work Permit

International students who wish to work / intern in Taiwan (either on campus or off campus) are required to apply for and obtain a work permit before starting work. Please note that if you hold a job without applying for a work permit, you may be fined between NT\$30,000 to NT\$150,000!

1. Required Documents:

- (1) Bureau of Employment and Vocational Training (BEVT) Application and Consent Form for Work Permit Application
- (2) One copy of student ID card (glue on application form)
- (3) Transcript for recent 1 semester (Academic grade average of at least 60)
- (4) One copy each of passport and ARC
- (5) One 2-inch photo (glue on application form)
- (6) The receipt of fee transfer from post office (NT\$100/ person). Applicants may transfer the application fee at a post office or pay at the counter of Bureau of Employment and Vocational Training (BEVT)

Account Name: 行政院勞工委員會職業訓練局聘僱許可收費專戶

Account Number: 19058848

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										電話 Telephone number							
										虛線內備機器印證用請勿填寫							

◎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
收款帳號戶名
存款金額
電腦記錄
經辦局收款戳

- (7) Proof Documents (one of the following documents is acceptable)
 - a. Verification by class advisor that the student is facing financial difficulty in supporting his or her living or studying.
 - b. Verification from the institution's academic office that the international student is needed for the work. The document should be issued by the professor and the department which requests the student's work and attached to the Consent Form for Work Permit Application.
 - c. Verification that the student's off-campus internship is required by the department

in relation to his/her studies. The document should be issued by the department and attached to the Consent Form for Work Permit Application.

2. Application Procedure

- (1) Students may pick up both [Bureau of Employment and Vocational Training BEVT Application](#) and Consent Form for Work Permit Application at the Office of International Student Service and prepare all the required documents.
- (2) Have the application form stamped by the student's department.
- (3) Request and obtain relevant documents to be provided by division office or department (see point 7 in Required Documents, above)
- (4) Please bring the application form together with all documents for application at the Office of International Student Service.
- (5) Take the application form and all documents, including your payment receipt to the Bureau of Employment and Vocational Training or mail them via registered post with recipient as 職業訓練局綜合規劃組 (application of foreign professionals).
(For the address and contact detail, please see point 4, below.)

3. Other Regulations

- (1) The status of international students in Taiwan should be in accordance with the regulations of the Ministry of Education.
- (2) According to "Regulations on the Permission and Administration of the Employment of Foreign Workers", the applicants can apply for the student work permit only if they have spent one semesters studying degree courses or a one-year language course in Taiwan.
- (3) The period validity of a work permit is six months at most.
- (4) For applications made in the first semester, the work permit is valid until March 30th of the following semester; for applications made in the second semester, the work permit is valid until September 30th of the same year.
- (5) The maximum work hours are 16 hours per week, except during summer and winter breaks.
- (6) Bureau of Employment and Vocational Training has the right to revoke the permit if an applicant does not follow the regulations.
- (7) According to Employment Services Act, foreigners who work without a work permit will be fined from NT 30,000 to NT150, 000.
- (8) Students should return the work permit (if valid) to the Office of International Student Service if they withdrawal or take leave from school.

4. For more details and regulations, please contact the Bureau of Employment and Vocational Training

Website: <http://www.evta.gov.tw/eng/home/index.asp>

Address: 1F, No.83, Sec. 2, Yenping N. Rd., Datong District, Taipei City 103, Taiwan

TEL: (02)8590-2567

E-mail: evta@evta.gov.tw

Office Hours: Monday to Friday, 8:30-12:30, 13:30-17:30