

Some students probably get extra subsidy from your department or advisor for some research project.

According to the bureau of employment, **before the labor relationship happens**, student must apply for work permit.

Thus, please remember to apply for the work permit. Before application, please read the regulations and the rules attached in the application form.

Foreign graduate student of first year may apply for it but under certain conditions regulated in the [Regulations on the Permission and Administration of the Employment of Foreign Workers](#).

<http://law.moj.gov.tw/Eng/LawClass/LawAll.aspx?PCode=N0090027>

IA office suggests you to apply for work permit in each beginning of semester, but you are allowed to apply anytime, however, it should be before the labor relationship happens.

## Required Documents

### 1. Application Form

(Please fill in, get your stamp from the department/office/company, and don't forget to sign after you read the rules and promise to obey the rules.)

### 2. Copy of Student ID Card (stick on the form)

### 3. Transcript

### 4. Payment (NTS100).

### 5. Copy of Passport, ARC (front and back side)

### 6. One of the following letter ( )

(1) Letter of Insufficient Finance to survive and study

**(2) The participation of foreign student is needed for the research/office.**

(3) Off school internship is related to his/her study

## **Work Permit Application For Foreign Student**

### Required Documents

#### 1. Application Form

- a. Fill in.
- b. Get your stamp from the department/office/company
- c. Sign after you read the rules and promise to obey the rules.

#### 2. Copy of Student ID Card (stick on the form)

#### 3. Original Transcript

#### 4. Payment (NTS100).

Transfer NTS100 by post office.

To: 職訓局綜合規劃組（申請聘僱外國專業人員）收

Address: 103 台北市大同區延平北路二段八十三號一樓

#### 5. Copy of Passport, ARC (front and back side)

#### 6. One of the following letter

(1) It is proved by concrete evidence that the financial situation of the Foreign Student is unable to continuously sustain his/her studies and living.

(2) The teaching or researching unit of the school in which the Foreign Worker is enrolled is in need of his/her assistance and participation in teaching and researching work.

(3) The Foreign Student has to engage in off-campus practical training related to the course(s) he/she takes.