**填表及書面送件須知 (A11-學術研究工作專用)**

**Guidance Notes**

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| **申請書 Application Form** | |
| 欄位 Field | 填寫方式及說明 Guidance |
| 單位(雇主)名稱  Entity Name | 請填寫單位中文全名。  Please enter full entity name in Chinese. |
| 申請項目  Application Type | 若係申請資料異動，請勾選「其他」，並填寫異動事由。  If you apply for changing information, please tick “other” and include the reason. |
| 繳費資訊  Application fee | 郵局局號Branch code  郵局收據編號 (8碼) Receipt No.(8 digits)  繳費日期Payment date |
| 交易序號transaction No.  郵局局號Branch code  繳費日期Payment date |
| 負責人  Owner | 請填寫單位負責人(代表人)之國民身分證號或外僑居留證號。  Please enter the ID number or ARC number of the owner. |
| 行業類別代碼  Industry  Category Code | 請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。  Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification. |
| **受聘僱外國人名冊 Employed Foreign Worker Name List** | |
| 欄位 Field | 填寫方式及說明 Guidance |
| 工作內容  Job Description | 請具體描述外國人所擔任職務之工作內容。  Please describe specifically the tasks or duties of the position. |
| 職業類別代碼  Occupation  Category Code | 請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。  Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification. |
| 每月薪資  Monthly Salary | 1.應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。  2.如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。  1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.  2. Employment less than one month, please enter the total payment amount. |
| 工作地址  Working Address | 請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。  Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate). |
| **其他注意事項 Others** | |
| 申請方式  Methods of application | 1.網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。  2.書面送件方式申請：  (1)由專人送至機關收件櫃台辦理。  (2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。  (3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。  3.可親自辦理或委託私立就業服務機構辦理。  1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: <https://ezwp.wda.gov.tw/>.  2. Application via written correspondences:  i. Personally delivered Application to Reception Counter No. 6 for processing.  ii Mail application via registered mail.  iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.  3. Application can be completed personally or entrusted to a private employment service agency. |
| 申辦作業時間  Application processing time | 1.網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。  2.書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。  1. Application submitted online  7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.  2. Application submitted in person  12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria |
| 審查費繳交  Examination  fee payment | （每案新臺幣500元）  1.利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848  2.至機關收件櫃台現場繳交。  （NT $500 per case）  1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).  2. Payment to the Reception Counter. |
| 應備文件  Documents required | 1.請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。  2.書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。  1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.  2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner. |
| 親自取件  In-person  Document Pickup | 1.如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。  2.於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。  1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.  2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail. |
| 申辦進度查詢  Application status | 請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。  You can check the status at the website of EZ Work Taiwan > Application Status. |
| 機關網站與聯繫  Officail Websites & Contact | 1.勞動部勞動力發展署 Workforce Development Agency, MOL  <https://www.wda.gov.tw>  2.外國人在臺工作服務網 EZ Work Taiwan  <https://ezworktaiwan.wda.gov.tw>  3.外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional  <https://ezwp.wda.gov.tw>  4.諮詢電話 Support Hotline：（02）89956000  5.機關收件櫃台：臺北市中正區中華路一段39號10樓  Reception Counter：No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City |