

境外生在台 工讀注意事項

Notes for International Students
Working Part-Time in Taiwan

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大綱 OVERVIEW

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工讀基本規定

Basic Regulations

- 我可以在台合法工讀嗎? Can I work legally in Taiwan?
 - 需持有有效居留證、工作證
 - Yes, but you need to have a valid ARC and work permit
- 我可以在台工讀多久呢? How long can I work in Taiwan?
 - 工作證須在效期內
 - Your work permit must be within the validity period
 - 學期間每週不得超過20小時，寒暑假則不受此限制
 - Students' working hours/week should not exceed more than 20 hours except for winter & summer vacations.





基本工資與工時

Minimum Wage & Working Hours

- 基本工資(2025年): 時薪190元/小時, 月薪28,590元/月
 - 雇主不得延遲給付工資
 - 工時規定: 每日工作不得超過8小時, 每週不得超過40小時
 - 加班: 超時工作需支付加班費
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- Minimum Wage of 2025: NT\$190/hr, NT\$28,590/month
 - Employers must not delay wage payments
 - Working hours: No more than 8 hrs/ day & 40 hrs/ week
 - Employers must pay overtime wages for extra hours worked





保險與勞動權益

Insurance & Labor Rights



- 雇主須為員工保健保，如果是不到3個月的工作，且未喪失原投保資格者，則可以原保險身分投保，不須移轉。
 - 公司員工達5人者須強制保勞保。
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- Employers must enroll part-time workers in National Health Insurance (NHI); if the job lasts less than 3 months and the worker has not lost previous NHI coverage, they may retain their original NHI status without transfer.
 - Companies with 5 or more employees are required to enroll workers in Labor Insurance.



休息時間 Rest

- 勞工連續工作4小時，應至少有30分鐘休息時間。
- 每7日中應有2日休息日
- Workers must be given at least a 30-minute break after 4 consecutive hours of work.
- Workers must be given 2 rest days within every 7-day period.





離職前預告 Notice Before Resignation



勞基法第15條第2項：「不定期契約，勞工終止契約時，應準用第十六條第一項規定期間預告雇主。」而第16條上的預告期間是這麼規定的：

繼續工作3個月以上1年未滿者，於10日前預告之。

繼續工作1年以上3年未滿者，於20日前預告之。

繼續工作3年以上者，於30日前預告之。

*工作未滿3個月者，仍建議提早告知雇主。

Based on Article 15 & 16 of the Labor Standard Act:

- 10 days' notice for employment of 3 months or more but less than 1 year
- 20 days' notice for employment of 1 year or more but less than 3 years
- 30 days' notice for employment of 3 years or more

*Even for employment under 3 months, early notice is still suggested.



在台求職之七不三要

7 Don'ts and 3 Dos when looking for jobs in Taiwan

不繳錢；不辦卡；不購買；證件不離身；不隨意簽約；不飲用；不非法工作
要陪同；要確定；要存疑



Don't:

Pay money, apply for credit card, purchase unnecessary items, leave your ID unattended, sign contracts carelessly, accepts drinks from strangers, work illegally.



Do:

Bring someone with you, verify all information, remain cautious when uncertain.





參考法令及資源 Relevant Regulations & Resources

- 勞動部 Ministry of Labor: <https://www.mol.gov.tw/>
- 勞動基準法 Labor Standard Act
- 外國人勞動權益網 Foreign National Labor Rights Portal:
<https://fw.wda.gov.tw/wda-employer/home>





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THANK YOU

For your attention

