International Student Work Permit Application Guide

外籍學生工作許可申請操作指南

Step 1. 至勞動部工作許可申辦網站提出申請 / Submit Your Application through the WDA Online Application System

請先登入勞動部勞動力發展署（WDA）「外國專業人員工作許可申辦網站」，依系統指示填寫申請資料、上傳相關文件並完成申請程序。完成後，請接續至本校校園入口網站提出校內審核申請。

First, log in to the Workforce Development Agency (WDA) online work permit application system. Follow the instructions to complete the required information, upload the necessary documents, and submit your application. Once completed, please proceed to the Student Information System(SIS) to submit your application for CMU's internal review.

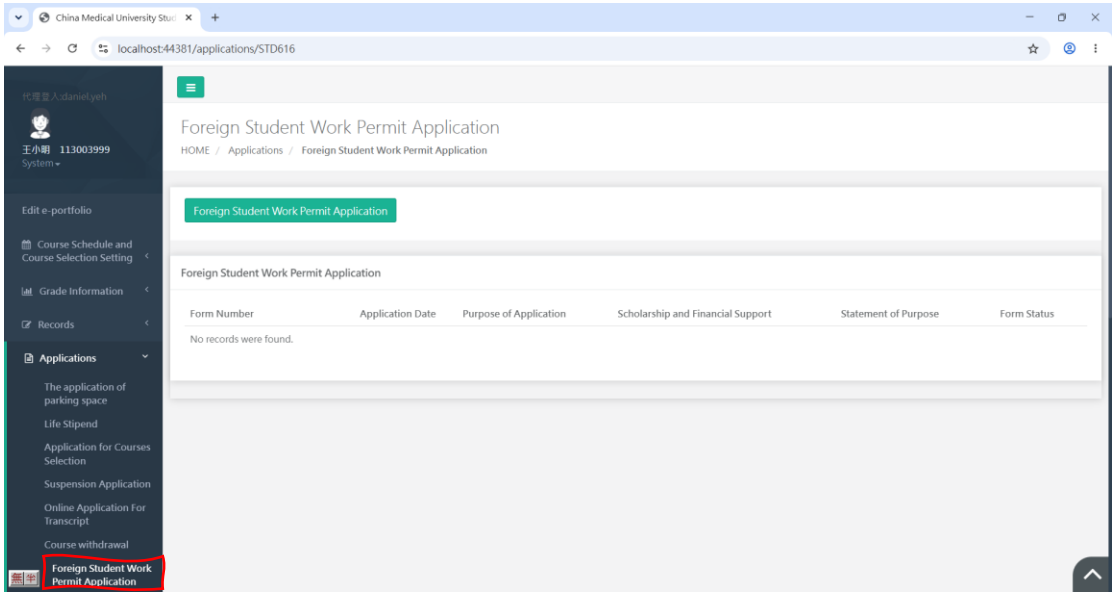
Link: 外國專業人員工作許可申辦網



Step 2. 登入校園入口網站 / Log in to the Student Information System(SIS)

使用學生帳號登入校園入口網站，於左側選單點選「申請作業」，並選擇「外籍學生工作許可申請」。

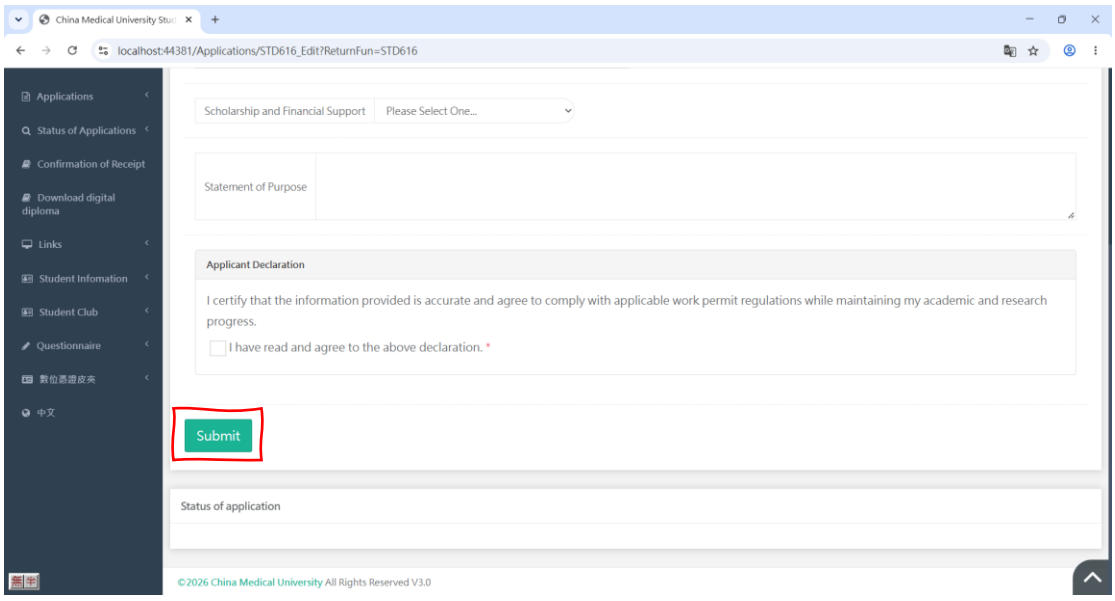
Log in to the Student Information System(SIS) using your student account. Select "Applications", click "Foreign Student Work Permit Application."



Step 3. 填寫並送出申請 / Complete and Submit Your Application

依實際情況填寫相關申請資料，確認資料正確無誤後，點選「送出」，以進行校內審核程序。

Complete the required information carefully after verifying that all information, click "Submit" for your application for CMU's internal review.



重要注意事項 / Important Notes

1. 工作許可申請須取得指導教授同意，國際事務處始得接續辦理勞動部送件作業。

   The advisor's consent must be obtained before the Office of Global Affairs (OGA) can proceed with submitting the application to the Workforce Development Agency (WDA).

2. 若所屬系所尚未上傳指導教授同意書，系統將無法取得指導教授資料，學生亦無法完成校內申請程序。若指導教授資料有缺漏或錯誤，請逕洽所屬系所協助處理，國際事務處無法代為新增或修改相關資料。

   If your department or institute has not uploaded your Advisor Consent Form, the system will be unable to retrieve your advisor's information, and you will not be able to complete your internal application. If your advisor's information is missing or incorrect, please contact your department or institute directly for assistance, as OGA is unable to add or modify such information.

Step 4. 查詢申請進度及審核結果 / Track Your Application Status and Review Results

申請送出後，可登入校園入口網站查詢申請進度及審核結果。校內審核完成後，系統將自動發送電子郵件通知。若申請已通過校內審核，國際事務處將接續協助辦理勞動部送件作業。

After submitting your application, you may log in to the Student Information System(SIS) to check your application status and review results. An automated email notification will be sent upon completion of CMU's internal review. If your application is approved, OGA will proceed with submitting your application to the WDA.

Step 5. 查詢勞動部審查進度及核發結果 / Check Your Work Permit Application Status and Results

校內審核通過並由國際事務處完成送件後，請自行登入勞動部「外國專業人員工作許可申辦網站」，查詢後續審查進度及工作許可核發結果。

Once your application has passed CMU's internal review and has been

submitted to the WDA by the OGA, please log in to the WDA online work permit application system to check your application status and work permit issuance results.
Link: 外國專業人員工作許可申辦網

提醒 Reminder：
校內審核通過並不代表已取得工作許可。外籍學生須依法取得有效之工作許可，始得於臺灣從事工作。
Approval following CMU's internal review does not constitute the issuance of a work permit. International students must obtain a valid work permit before engaging in employment in Taiwan.