

聘僱外國專業人員作業流程(A-11 類學術研究工作) Procedures for Hiring Foreign Professionals (Category A-11 Academic Research Work)

★聘任單位辦理校內流程

Procedures to be handled by the hiring unit on campus

一、作業管理系統辦理聘任作業

1. Handle hiring procedures on the work management system

(一) 計畫經費核定清單。

(I) List of approved project funding.

(二) 受聘僱外國人之護照影本。

(II) Photocopy of the foreign employee's passport.

(三) 受聘僱外國人之學歷證書影本(正本於報到時備查)。

(III) Photocopies of the foreign employee's degree certificates (provide the originals for inspection upon registration).

● 非本國學經歷文件注意事項

Notes on supporting documents for overseas education and work experience

1. 經公告特定國家之文件需先送我國駐外館處驗證者，請先辦理驗證。

Please submit documents issued in specific countries that require authentication to the overseas representative office of the R.O.C. for authentication first.

2. 經驗證之文件請務必自行留正本或備份。

Please retain the original or backup copy of the authenticated documents.

3. 可參考外交部領事事務局國外文件驗證說明網址：

Please refer to the following website for instructions on the authentication of foreign documents by the Bureau of Consular Affairs, Ministry of Foreign Affairs:

<https://www.boca.gov.tw/np-45-1.html>

(四) 受聘僱外國人應符合下列資格條件之一：

(IV) Foreign employees must have one of the following qualifications:

1. 外國人取得專門職業及技術人員考試及格證書或執業資格證明文件影本。

Photocopy of the certificate for passing a professional and technical personnel examination or certificate of professional qualification obtained by the foreign national.

2. 外國人取得國內外大學相關系所之學士學位者並具有取得學士學位後2年以上相關工作經驗或取得碩士學位以上之證明文件影本。

Photocopy of the certificate obtained by the foreign national for obtaining a bachelor's degree from a relevant department in a domestic or overseas university

and 2 years or more of relevant work experience after obtaining the bachelor's degree, or certificate for obtaining a master's or higher level degree.

3. 外國人服務跨國企業滿 1 年以上經指派來我國任職之指派證明文件。

Certificate of assignment of a foreign national who has been assigned to work in Taiwan after working for a multinational corporation for 1 year or more.

4. 外國人經專業訓練證明文件：(1)5 年以上相關經驗證明文件(2)特殊表現及創見之相關證明文件。(2 項證明文件均須齊備)

Supporting documents of professional training received by the foreign national: (1) Supporting documents of 5 years or more of relevant experience (2) Supporting documents of special performance and originality. (Both supporting documents must be submitted)

(五) 工作契約書需載明受聘僱外國人姓名、國籍、工作職稱、工作內容、薪資報酬、聘僱期間及經雙方簽章乙式兩份。

(V) The employment contract must clearly state the name, nationality, job title, job description, salary, and employment period of the foreign employee, and be drawn out in duplicate copies signed and affixed with the seal of both parties.

二、校內部門工作證申請內容

II. Application for Work Permit by Departments of the University

(一) 申請工作證

(I) Apply for a work permit

(二) 經費來源

(II) Source of funds

(三) 專長、聘期

(III) Expertise, employment period

(四) 聘僱外國人工作許可申請書

(IV) Application Form for Work Permit to Employ Foreign Nationals

(五) 聘僱外國人名冊

(V) List of Foreign Employees

(六) 審查費收據正本（郵政劃撥收據，每一申請案新台幣 500 元整）。

(VI) Original receipt of review fee (postal remittance receipt, NT\$500 per application).

★校外流程

External procedures

一、由人事室至勞動部勞動力發展署外國專業人員工作許可申辦網線上申請工作證，可參考申請相關資訊、應備文件及申請表格下載。

<https://ezworktaiwan.wda.gov.tw/cp.aspx?n=E4F4CD1AB5233E6D>

I. The Personnel Office applies for a work permit online on the website “EZ Work Permit” of the Workforce Development Agency, Ministry of Labor, and may reference relevant application information, required documents, and download application forms.
<https://ezworktaiwan.wda.gov.tw/cp.aspx?n=E4F4CD1AB5233E6D>

二、線上申請工作天數為 7 日，經審查需補件則需延長工作天數。

II. Online applications will take 7 working days to process, and will take longer if additional documents are required after review.

三、若第一次申請來臺工作者，須於申請工作證後，通知受聘僱外國人持工作許可證至當地我國駐外辦事處辦理工作簽證，入境後再向內政部移民署辦理居留證。

III. For foreign nationals applying to work in Taiwan for the first time, after applying for a work permit, notify the foreign employee to bring the work permit to the local overseas representative office of the R.O.C. to apply for a work visa, and then apply for an alien resident certificate (ARC) at the National Immigration Agency, Ministry of the Interior.

四、持有就業金卡有效期限大於聘期者，免另申請工作證；若就業金卡小於聘期者，於到期前兩個月，需申請工作證展延。

IV. Foreign nationals holding a Taiwan Employment Gold Card with a validity period longer than the employment period are not required to apply for a work permit. If the validity period of the Taiwan Employment Gold Card expires before the employment period expires. The foreign national must apply for a work permit two months before the validity period expires.

五、應備文件如下所列

V. Required documents are listed below

	應備文件 Required documents	新聘 New employees	展延 Extension	注意事項 Notes
1	審查費收據正本 Original receipt of review fee	(V)	(V)	每一申請案新台幣 500 元整 NT\$500 per application
2	申請書 Application Form	V	V	
3	受聘僱外國人名冊 List of Foreign Employees	V	V	
4	受聘僱外國人之護照影本 或外僑居留證影本	V	V	於聘僱起始日時仍應有效。

	Photocopy of the foreign employee's passport or ARC			Must still be valid on the employment start date.
5	<p>受聘僱外國人符合下列資格條件之一文件影本： Photocopy of documents for one of the following qualifications of foreign employees:</p> <p>(1)外國人取得專門職業及技術人員考試及格證書或執業資格證明文件影本 (1) Photocopy of the certificate for passing a professional and technical personnel examination or certificate of professional qualification obtained by the foreign national</p> <p>(2)(一)外國人取得國內外大學相關系所之學士學位畢業證書影本及取得學士學位後2年以上相關工作經驗證明文件影本。(二)取得碩士學位以上之證明文件影本。 (2)(I) Photocopy of the bachelor's degree certificate obtained by the foreign national from a relevant department in a domestic or overseas university, and photocopy of supporting documents for 2 years or</p>	V		<p>5-(2) ※免附外國人2年工作經驗者，應符合以下條件之一： Foreign nationals exempted from the two-year work experience requirement must meet one of the following conditions:</p> <p>1. 受聘僱之外國人為自一百學年度起畢業於國內公立或已立案私立大學校院之外籍留學生、僑生及其他華裔學生者。 1. The foreign national must be a foreign student, overseas Chinese student, or other ethnic Chinese student who graduated from a public or registered private university in Taiwan in the 2011 academic year and after.</p> <p>2. 雇主有以下資格之一： 2. The employer has one of the following qualifications:</p> <p>a.取得經濟部核發之「企業營運總部範圍證明函」、「國內外企業在臺設立研發中心計畫核定函」、獲獎次日起一年內有效之「電子資訊國際夥伴績優廠商證明函」或屬「新興重要策略性產業屬於製造業及技術服務業部分獎勵辦法第五條第一項附表第十點所列十一項技術服務業之公司」，於獎勵辦法廢止前，已取得經濟部核發新興重要策略性產業核准函。</p>

<p>more of relevant work experience after obtaining the bachelor's degree. (II) Photocopy of the master's or higher level degree certificate.</p> <hr/> <p>(3)外國人服務跨國企業滿1年以上經指派來我國任職之指派證明文件影本 (3) Photocopy of the certificate of assignment of a foreign national who has been assigned to work in Taiwan after working for a multinational corporation for 1 year or more.</p> <hr/> <p>(4)外國人經專業訓練證明文件：(一)5年以上相關工作經驗證明文件影本(經中央主管機關會商中央目的事業主管機關專案同意屬具創新能力之新創事業者，外國人得不受5年以上相關經驗之限制)，(二)特殊表現及創見之相關證明文件影本。(2項證明文件均須齊備) (4) Supporting documents of professional training received by the foreign national: (I) Photocopy of supporting documents for 5 years or more of relevant work</p>			<p>a. Obtained a “Letter of Certification of the Scope of the Enterprise’s Operational Headquarters”, “Letter of Approval for the Plan of a Domestic or Foreign Enterprise to Establish an R&D Center in Taiwan”, or a “Letter of Certification of Excellent International Partner in Electronic Information”, which is valid for one year from the date of award, issued by the Ministry of Economic Affairs; or is categorized as a “company in one of the 11 technical service industries listed in Article 10 of the Attachment to Article 5, Paragraph 1 of the Regulations Governing Incentives for Emerging Important Strategic Industries Classified Under the Manufacturing and Technical Service Industries” and obtained a Letter of Approval for Emerging Important Strategic Industries issued by the Ministry of Economic Affairs before the regulations was abolished.</p> <p>b.科技部科學園區事業單位，且其聘僱之外國人從事之工作為生產產品或勞務所需之設計、提升產業技術或研究發展、經營管理及相關研究、國外特殊語言區域業務推展及市場分析調查等。</p> <p>b. Foreign nationals employed by science parks of the Ministry of Science and Technology to perform</p>
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<p>experience (the restriction on 5 years or more of relevant work experience may be lifted for foreign nationals employed by startups with innovative capabilities after obtaining special approval from the central competent authority in consultation with the central competent authority of the target industry); (II) Photocopies of supporting documents for special performance and originality. (Both supporting documents must be submitted)</p>			<p>work related to the design of products or services, the advancement of industrial technology, R&D, business management and related research, the expansion of business to overseas regions that speak special languages, and market analysis and survey.</p> <p>c. 「具創新能力之新創事業認定原則」之事業單位。</p> <p>c. Business entities that meet the “Directions of Recognition for Startups with Innovation Capability”.</p> <p>3.為因應產業環境變動，協助企業延攬專門性、技術性工作人員，經中央主管機關會商中央目的事業主管機關專案同意者。</p> <p>3. Obtained special approval from the central competent authority in consultation with the central competent authority of the target industry to assist enterprises with recruiting specialized and technical personnel to respond to changes in the industry environment.</p> <p>4.外國人取得教育部公告世界頂尖大學之學士以上學位。</p> <p>4. Foreign nationals who have obtained a bachelor’s degree or above from a world-class university announced by the Ministry of Education.</p>
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6	<p>聘僱契約書影本或副本</p> <p>Photocopy or duplicate of the employment contract</p>	V	V	<p>應載明受聘僱外國人姓名、國籍、工作職稱或工作內容（應足資確認外國人實際從事之工作範疇）、薪資報酬、聘僱期間及經雙方簽章</p> <p>Must clearly state the name, nationality, job title or job description (must be sufficient to verify the foreign employee's actual scope of work), salary, and employment period, and must be signed and affixed with the seal of both parties</p>
7	<p>申請單位負責人之國民身分證、護照影本或外僑居留證影本</p> <p>Photocopy of the national ID card, passport, or alien resident certificate of the applicant's person-in-charge</p>	V		<p>於申請日時仍應有效。</p> <p>Must still be valid on the date of application.</p>
8	<p>申請單位為專科以上學校、中央目的事業主管機關核准立案之學術研究機構或教學醫院之設立登記證明文件影本</p> <p>Photocopy of the registration certificate if the applicant is a junior college or higher level institution, or an academic research institution or teaching hospital registered with the approval of the central government authority of the target industry</p>	V	V	<p>※聘僱外國人從事專門性或技術性工作之雇主為財團法人、社團法人或非政府組織者，應檢附之文件如下：</p> <p>If the employer of a foreign national to perform specialized or technical work is a foundation, juridical association, or non-governmental organization, required documents are as follows:</p> <p>1.財團法人：設立未滿1年者，設立基金達新臺幣1000萬元以上；設立1年以上者，最近1年或前3年度平均業務支出費用達</p>

			<p>新臺幣 500 萬元以上。(最近一次納稅年度已檢附者或當年 1 月 1 日至 5 月 31 日之申請案件，免附)</p> <p>1. Foundations: Established for less than 1 year with a fund of NT\$10 million or more. Established for 1 year or above and average operating expenses in the past year or past three years reached NT\$5 million or above. (Not required if it has already been submitted for the most recent fiscal year, or for applications between January 1 and May 31 of the current year)</p> <p>2. 社團法人：社員人數達 50 人以上之證明文件影本。(該申請年度已檢附者，免附)</p> <p>2. Juridical associations: Photocopy of supporting document that the association has more than 50 members. (Not required if has already been submitted in the year of application)</p> <p>3. 行政法人：依法設置之行政法人證明文件影本。</p> <p>3. Administrative corporations: Photocopy of supporting document that the administrative corporation was established in accordance with the law.</p> <p>4. 國際非政府組織：經中央目的事業主管機關許可在臺設立之國際非政府組織證明文件影本。；</p> <p>4. International non-governmental</p>
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				organizations: Photocopy of supporting document that the international non-governmental organization has been approved by the central competent authority of the target industry for establishment in Taiwan.
9	<p>受聘僱外國人最近年度薪資扣繳憑單影本(含就源扣繳憑證影本)</p> <p>Photocopy of the most recent annual salary tax withholding statement for the foreign employee (including a photocopy of the tax withheld at source statement)</p>		(V)	<p>得免附，惟必要時本部仍得視個案情形，請雇主檢附。(依勞動部 111 年 11 月 25 日勞動發事字第 1110523178 號公告)</p> <p>May be exempted, but the Ministry may still require the employer to submit it depending on the situation. (In accordance with Announcement Lao-Dong-Fa-Shi-Zi No. 1110523178 issued by the Ministry of Labor on November 25, 2022)</p>
10	<p>原聘僱許可函影本</p> <p>Photocopy of original employment approval letter</p>		V	<p>於填寫聘僱許可函文號後，得免附。(依勞動部 111 年 11 月 25 日勞動發事字第 1110523178 號公告)</p> <p>May be exempted after filling in the employment approval letter number. (In accordance with Announcement Lao-Dong-Fa-Shi-Zi No. 1110523178 issued by the Ministry of Labor on November 25, 2022)</p>
11	受聘僱外國人未成年者，其法定代理人同意其聘僱	V		

之文件及法定代理人護照 影本 Photocopy of the legal representative's employment consent document and passport if the foreign employee is a minor			
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★辦理報到

Registration

一、由單位同仁以中英文翻譯陪同受聘外國人親自至人事室辦理報到，並攜帶印章、2 吋照片 2 張及應檢附表件項目八專任研究助理之檢附文件。

I. Foreign employees must be accompanied by a colleague from the same unit to translate between Chinese and English and personally go to the Personnel Office to handle registration procedures. Foreign employees must also bring their official seal, two 2-inch photos, and the required documents for full-time research assistants according to Item 8 in the List of Required Documents.

二、填寫服務證明申請表，持服務證明至移民署申請居留證，相關連結如下：

II. Fill out the Service Certificate Application Form and bring the service certificate to the National Immigration Agency to apply for an alien resident permit. The link is provided below:

<https://www.immigration.gov.tw/5385/7244/7250/7317/%E5%B1%85%E7%95%99/29996/>

- 第一次至我國工作者需持**服務證明及居住證明**(以簽呈方式會簽總務處事務組，並經校長同意)至移民署申請居留證。

Foreign nationals working in Taiwan for the first time must bring a **Service Certificate** and **Residence Certificate** (submit a request for approval to be countersigned by the Purchasing and Supply Section of the Office of General Affairs, and obtain the approval of the president) to the National Immigration Agency to apply for an alien resident certificate.

- 第一次至我國工作者報到當日則以護照號碼辦理勞保加保作業；申請居留證核發後，請繳至人事室辦理健保加保作業，以收件月份為加保起始日。

On the day of registration, foreign nationals working in Taiwan for the first time, must use their passport number to enroll in Labor Insurance. After the alien resident

certificate is issued, please submit it to the Personnel Office to enroll in National Health Insurance, and the coverage will start in the month that the application is received.

- 曾在我國念書工作持有效居留證者，報到當日則以居留證辦理勞健保加保作業。

If the foreign employee previously studied or worked in Taiwan and holds a valid alien resident certificate, the alien resident certificate will be used to enroll in Labor Insurance and National Health Insurance on the day of registration.

三、外國人體檢報告應於報到後 10 天(不含假日)內補繳至環境安全室，護理師檢核完成後，將體檢項目確認表繳至人事室。

III. Foreign employees must submit their physical examination report to the Office of Environmental Safety and Health within 10 days (excluding holidays) after registration, and then submit the physical examination confirmation form to the Personnel Office after the report is verified by the nurse.