

# 勞動部勞動力發展署

## Workforce Development Agency, Ministry of Labor

外國專業人員工作許可申辦網

Website of EZ Work Permit

僑外生

Foreign Students, Overseas Chinese  
Students and Ethnic Chinese Students

網站操作手冊

Website User Manual

## **目錄 Table of Contents**

1.	前言 INTRODUCTION .....	1
1.1.	手冊概述 USER MANUAL OVERVIEW .....	1
1.2.	作業系統基本需求 BASIC REQUIREMENTS FOR OPERATING SYSTEM .....	2
2.	網站功能說明 DESCRIPTION OF WEBSITE FUNCTIONS.....	3
2.1.	網站功能說明 DESCRIPTION OF WEBSITE FUNCTIONS .....	3
3.	網站操作說明-僑外生工讀申請 DESCRIPTION OF WEBSITE OPERATION- APPLICATION FOR FOREIGN STUDENTS, OVERSEAS CHINESE STUDENTS AND ETHNIC CHINESE STUDENTS.....	4
3.1.	僑外生帳號申請 STUDENT APPLICATION FOR ACCOUNT.....	4
3.2.	學生帳號/密碼登入 WEBSITE LOGIN.....	6
3.3.	學生案件新增 ADD STUDENTS' APPLICATIONS .....	7
3.4.	學生案件管理 STUDENT APPLICATION MANAGEMENT.....	10
3.5.	學生案件訂正 STUDENT APPLICATION REVISION .....	11
3.6.	學生案件補正 STUDENT APPLICATION CORRECTION .....	13
3.7.	學生忘記密碼 STUDENT FORGET THE PASSWORD .....	14
3.8.	登出網站 WEBSITE LOGOUT.....	15

## 1. 前言 Introduction

### 1.1. 手冊概述 User Manual Overview

這本手冊主要是在協助您更有效使用「外國專業人員工作許可申辦網」，以及解決您在操作時所遇到的問題。為了說明上的方便，在這本手冊中我們會將「外國專業人員工作許可申辦網」簡稱為申辦網、本網站或直接稱為網站。為了讓您對這本手冊有概括性的了解，我們將區分以下章節，每一章的主要內容簡略地描述如下：

This user manual aims to help you use “EZ Work Permit” more efficiently and solve operation-related problems. For your convenience, “Website of Application for Work Permits of Foreign Professionals” is hereinafter referred to as the website. For your general understanding of the user manual, we will divide the user manual into the following chapters:

1. 前言 Introduction :

概略的描述本手冊內容，並說明作業系統基本需求。

Outline the user manual and describe the basic operating system requirements.

2. 網站功能說明 Description of Website Functions :

條列簡述本網站功能。

Outline the website functions by bullet points.

3. 網站操作說明-僑外生帳號申請 Description of Website Operation-Application for Accounts of Foreign Students, Overseas Chinese Students and Ethnic Chinese Students :

將僑外生帳號申請做一流程式的操作說明。

Describe the application for accounts of foreign Students, overseas Chinese students and ethnic Chinese students via flow chart.

4. 網站操作說明-僑外生工讀申請 Description of Website Operation-Application for Foreign Students, Overseas Chinese Students and Ethnic

Chinese Students :

將僑外生的工讀申請做一流程式的操作說明。

Describe the application for work permits of foreign Students, overseas Chinese students and ethnic Chinese students via flow chart.

## 1.2. 作業系統基本需求 Basic Requirements for Operating System

本網站採用 web\_base 方式開發，所有程式及資料庫均設置於本網站所建置之軟、硬體設備內，各使用單位透過網際網路連線操作使用，以便有效管理及維護，使用單位環境介面規格建議如下：

The website is developed based on the web\_base method. All programs and databases are installed inside the software and hardware of the website. Each user entity uses the website via the internet to achieve effective management and maintenance. The recommended specifications of user interface are as follows:

A、最佳網站畫面解析度須為 1920\*1080

Best screen resolution shall be 1920\*1080

B、使用瀏覽器為 IE 9.0 以上版本

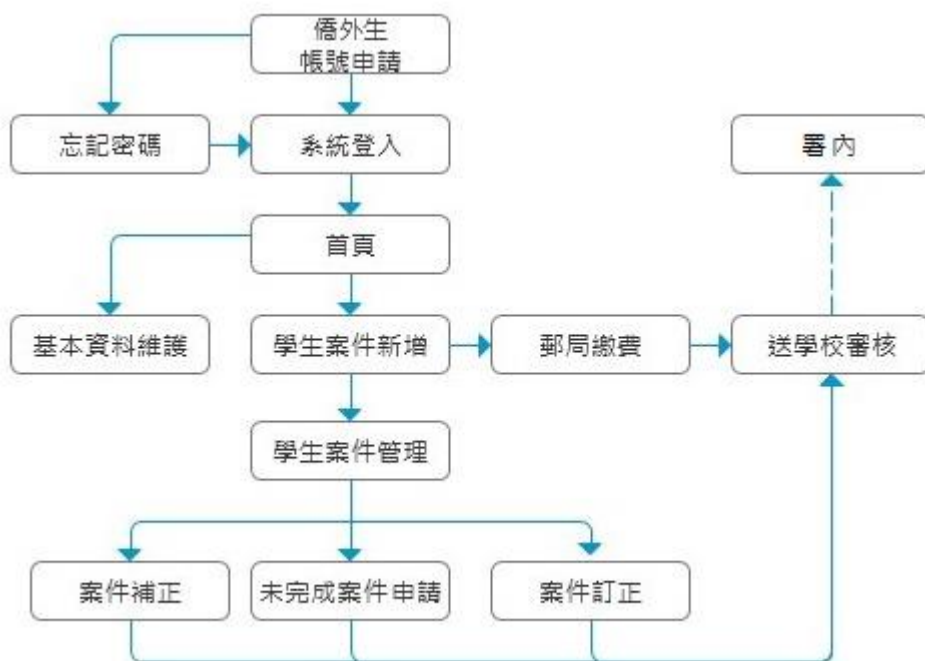
Browser shall be IE 9.0 or above

## 2. 網站功能說明 Description of Website Functions

### 2.1. 網站功能說明 Description of Website Functions

<b>外國專業人員工作許可申辦網-功能列表</b> <b>Website of EZ Work Permit-Function List</b>	
<b>功能名稱 Function</b>	<b>功能說明 Description</b>
僑外生帳號申請 Student Application for Account	僑外生(無自然人憑證)之帳號建立 Create the account for students without certificates.
學生帳號/密碼登入 Website Login	僑外生輸入帳號與密碼登入網站 Enter the account and password to login.
學生案件新增 Add Student Applications	新增學生申請案件 Add Students' Applications
學生案件管理 Student Application Management	學生查詢及維護申請之案件 Review and manage students' applications.
學生案件訂正 Student Application Revision	依本部承辦人員之審核意見，將須訂正之內容於期限內繕打於訂正說明欄位內及上傳檔案後，續送本部審核。 According to the opinion from the person responsible at the agency, applicants shall type the correction in the column of correction description, upload the file, and submit it to the agency for review.
學生案件補正 Student Application Correction	依本部所發補正函之審核意見，於期限內進行修正欄位資料及補傳檔案後，重新送審。 According to the opinion in the correction letter issued by the agency, applicants shall correct the information and upload the file and submit it to the agency for review.
學生忘記密碼 Student Forget the Password	輸入帳號內之電子郵件，以電子郵件進行確認 Enter the Email address of the account and confirm via email
登出網站 Website Logout	登出網站 Website logout

### 3. 網站操作說明-僑外生工讀申請 Description of Website Operation- Application for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students



#### 3.1. 僑外生帳號申請 Student Application for Account

功能名稱 Function	僑外生帳號申請 Student Application for Account
功能說明 Description	僑外生(無自然人憑證)之帳號建立 Create the account for students without certificates
操作步驟	操作畫面
連結申辦網網址 <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a>  Link to the application website: <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a>	

點擊「僑外生工讀申請」  
Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students”



導至學生帳號申請登入頁  
The website will guide you to the homepage for general users to login



點選【申請帳號】  
Click “Application for account”



導至申請帳號頁面，輸入個人基本資料，並輸入下方之驗證碼，再點選【確定】即可送出帳號申請

The website will guide you to the webpage of “Application for account” .

Enter all required columns (with a red asterisk \* shown in front), CAPTCHA and click “Confirm” to complete the application for an account.

**學生帳號申請 Applying for a Student Account**

請填明申請 Application of student account

\*帳號 Account number  (請輸入英文數字 Creating English letter and number)

\*密碼 Password  (密碼長度至少7位,並需符合英文+數字+特殊字元 Password is required to be at least 7 characters with letters, numbers and special symbols)

\*電子郵件 Email

\*申請人姓名(中文) School of applicant (Chinese)  (請與學卡欄位一致 shall be in accordance with your name on student ID)

\*申請人姓名(英文) School of applicant (English)

\*護照號碼 Passport number  (請輸入完整護照號碼, 請與臺灣護照號碼申請號碼一致, 並請於申請時將護照號碼及所屬之簽證號碼輸入, 若您持有舊護照, 請更新所屬的護照號碼. (If you had renewed your passport, please enter your old passport number here. Updated both of your new and old passports and we will return your passport numbers later on.))

\*性別 Gender  Male  Female

\*國籍 Nationality  (請選擇 Nationality search)

\*護照到期日期 Validity of passport  (請輸入 7777 304 64)

\*出生年月日 Date of birth  (請輸入 7777 304 64)

\*學校 School  (請輸入學校名稱, 請與學卡欄位一致, 若找不到學校, 請先與學校負責老師聯繫. Please contact the school office responsible if you can't find your school on the list.)

\*身分別 Identity  (請選擇 please select ==)

\*驗證碼 Verification Code

請輸入驗證碼 Input Verification Code

確定 Confirm 取消 Cancel

**學卡欄位「身分別」定義說明**

Definitions of different student identities:

一、 僑生：指符合「僑居國外國民教育法」之學法，在臺灣中、小學以上學校或大學、臺灣研習計畫學校或僑校之海外僑生。  
The overseas Chinese students, as defined in the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan, refers to those who study for a degree in high school or above and those who enrolled as Division of Preparatory Programs for Overseas Chinese Students in National Taiwan Normal University.


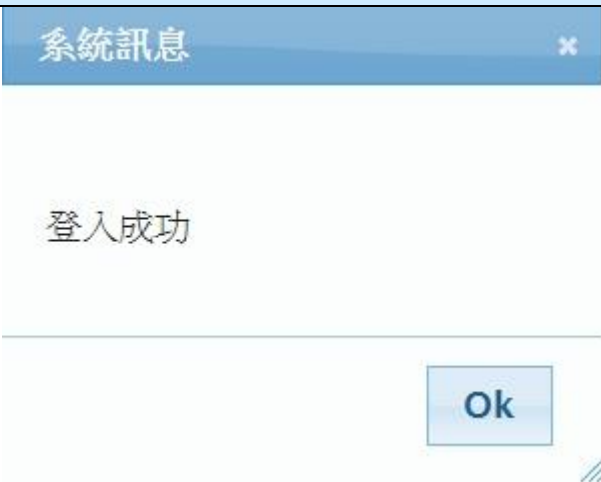
二、 華僑生：指符合「臺灣省立各級學校法」規定之學法，或「政府核准立案之私立學校法」規定之學法，在臺灣中、小學以上學校、僑校就學者。  
Ethnic Chinese students shall meet one of the following requirements:  
1. Degree seeking students from high school or above as stated in the Regulations Governing Study by Hong Kong and Macao Residents in the Republic of China.  
2. Students enrolled in a national training class conducted by the OCAAC.

三、 外籍生：指符合「外國學生來臺就學辦法」之學法，在臺灣中、小學以上學校、大學、僑校、外國學生來臺研習中心、交換學生。  
Foreign students as set forth in the regulations of International Students Undertaking Studies in Taiwan, including degree seeking students of college/university, those who study Chinese or language center of college/university in Taiwan and exchange students.

### 3.2. 學生帳號/密碼登入 Website Login

功能名稱 Function	學生帳號/密碼登入 Website Login
功能說明 Description	僑外生輸入帳號與密碼登入網站 Enter the account and password to login.
操作步驟 Step	操作畫面 Operation Screen
<p>連結網站網址，點擊「僑外生工讀申請」，頁面引導至學生帳號/密碼登入網頁</p> <p>Link to the application website: <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></p> <p>Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” .</p> <p>The website will guide you to the homepage for general users to login.</p>	



<p>輸入帳號、系統密碼，及驗證碼，然後點擊【登入】 Enter account password, and CAPTCHA, then click “Login” to login.</p>	
<p>網站顯示「登入成功」 The website will show “Login successful”</p>	

### 3.3. 學生案件新增 Add Students' Applications

功能名稱	學生案件新增
Function	Add Students' Applications
功能說明	新增學生申請案件
Description	Add Students' Applications
操作步驟 Step	操作畫面 Operation Screen

依「3.2 學生帳號/密碼登入」登入網站後，可透過「案件管理 > 學生案件管理」頁面進行案件之新增  
After logging in to the website according to the steps in “3.2 Website Login”. Click “Case Management > Add students’ applications”. The webpage for adding applications will appear.

**案件管理 Application Management > 260 學生案件管理 Student Application Management**

高中及大學應屆畢業生 (含延畢生) 許可期限至同年 6 月 30 日止。  
但有下列情事之一者，得延長許可期限至 9 月 30 日：  
(1) 應屆畢業生或延畢生有暑修或延畢之需要，由學校或 (系) 所出具相關證明。  
(2) 業外生若考取大學或研究所，且經由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university graduate with postpone graduation (included) is 30 June at the year.  
However, it can be extended to 30 September for one of the following events:  
(1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.  
(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

案件序號	功能連結	收文文號	申請日期	英文姓名 English	申請項目 application type	申請狀態	案件狀態
10700066209	補件	1070034567	2018-12-18	KUMARA	工作許可 work permit	補正 correction	新增(Create)
10700066072	訂正	1070034568	2018-12-17	KUMARA	工作許可 work permit	通知訂正 Already returned for amendment	新增(Create)

點擊【新增申請案件】會導至新增頁

Click “Add application”.  
The website will guide you to the webpage to add.

確認並選擇申請項目

1. 工作許可(申請新學期工作許可)
2. 補發許可(工作許可證遺失，申請補發原工作證)

確認後點擊【新增】會導至申請書資料填寫頁面。

**案件管理 Application Management > 260 學生案件管理 Student Application Management**

高中及大學應屆畢業生 (含延畢生) 許可期限至同年 6 月 30 日止。  
但有下列情事之一者，得延長許可期限至 9 月 30 日：  
(1) 應屆畢業生或延畢生有暑修或延畢之需要，由學校或 (系) 所出具相關證明。  
(2) 業外生若考取大學或研究所，且經由錄取學校出具該生已完成報到手續之證明文件。

The validity of permit for new graduate of high school and university graduate with postpone graduation (included) is 30 June at the year.  
However, it can be extended to 30 September for one of the following events:  
(1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.  
(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

新增申請案件 add application

案件序號	功能連結	收文文號	申請日期	英文姓名 English	申請項目 application type	申請狀態	案件狀態
10700066209	補件	1070034567	2018-12-18	KUMARA	工作許可 work permit	補正 correction	新增(Create)
10700066072	訂正	1070034568	2018-12-17	KUMARA	工作許可 work permit	通知訂正 Already returned for amendment	新增(Create)

**案件管理 Application Management > 260 學生案件管理 Student Application Management**

新增案件 add application

\*申請類別 application category  
僑生 overseas Chinese students 點申請類別錯誤請於(學生個人資料維護)身分別做更正，再重新新增案件  
If the application category is mistaken, please go to Student Personal Information Maintenance to change the Identity.

申請類別適用對象 applicable object of application category  
您須為依「僑生回國就學及輔導辦法」規定轉輸入學之僑生。  
You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of the Act, and shall conform to the student's status as set forth in the Regulations Relating to Home-coming Overseas Chinese Students' Education and Counsel.

\*申請項目 application type  
工作許可 work permit  
補發許可 permit re-issue

新增 add


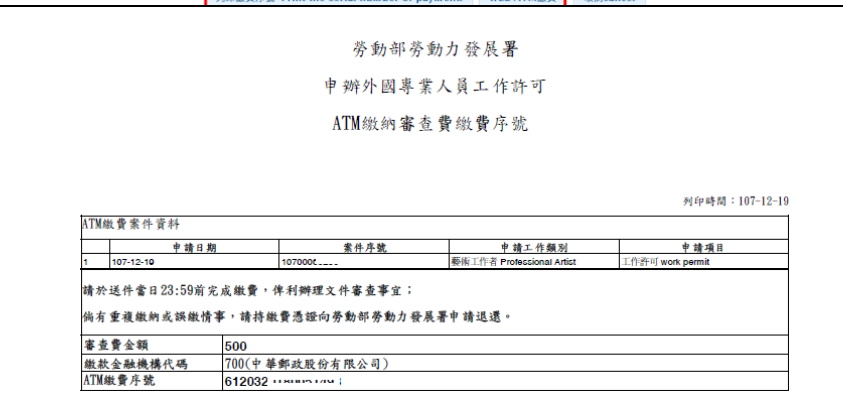


輸入相關申請書資料  
Complete the application form

點選「上傳檔案」頁籤，上傳相關應備文件檔案  
Click the tab “Upload the file” to upload related required documents.

> 郵局繳費 預先至郵局繳費後，將「交易日期」、「交易局號」及「郵政劃撥收據編號」輸入審查費相關欄位  
After pay fee via post office, enter revising “transaction date”, entering “office code” and “receipt number”.

點選【送學校審核】進行案件審核  
Click “Submit to school for examination” to check the application.



> 選擇【ATM 繳費】，點選【送學校審核並取得繳費序號】將申請案件送署內審核。  
For the payment via ATM post office, inserting the citizen certificate, click “Send the application to school and acquire the serial number of payment” to submit the application to the agency for review.

<p>點選【列印繳費序號】至實體 ATM 進行繳費，或點選【WEB ATM 繳費】進行線上 ATM 繳費</p>	
<p>※(1)使用【列印繳費序號】顯示 ATM 繳費序號表單列印，可至實體 ATM 進行【繳費】。</p>	
<p>※(2)使用中華郵政【WEB ATM 繳費】請先登入系統。</p>	
<p>點選【繳費(稅)】&gt;【一般繳費】，輸入「銷帳編號 (16 位)」和「繳費金額」後，點選【確定】。</p>	

### 3.4. 學生案件管理 Student Application Management

<p>功能名稱 Function</p>	<p>學生案件管理 Student Application Management</p>
--------------------------	--



<p>功能說明 Description</p>	<p>學生查詢及維護申請之案件 Review and manage students' applications.</p>
<p>操作步驟 Step</p> <p>依「3.2 學生帳號/密碼登入」登入網站後，可透過「案件管理 &gt; 學生案件管理」頁面進行案件之維護 After logging in to the website according to the steps in “3.2 Website Login”. Click “Case Management &gt; Student Application Management”.</p>	<p>操作畫面 Operation Screen</p> 
<p>點選查詢結果的案件序號或是後方的案件動作按鈕(如訂補正)，可進行案件的一般申請操作(如繼續未完成送出之案件)，或其他訂補正相關操作：</p> <ul style="list-style-type: none"> <li>● 訂正：參考 3.5 學生案件訂正</li> <li>● 補正：參考 3.6 學生案件補正</li> </ul> <p>Click the case number of the action button in the rear (such as Revise) to process the regular operation of the application (such as, continue with the unfinished application), or revise related operation:</p> <ul style="list-style-type: none"> <li>● Revision: Refer to 3.5 Application Revision</li> <li>● Correction: Refer to 3.6 Application Correction</li> </ul>	

### 3.5. 學生案件訂正 Student Application Revision

<p>功能名稱 Function</p>	<p>學生案件訂正 Student Application Revision</p>
<p>功能說明 Description</p>	<p>依本部承辦人員之審核意見，將須訂正之內容於期限內繕打於訂正說明欄位內及上傳檔案後，續送本部審核。 According to the opinion from the person responsible at the agency, applicants shall type the correction in the column of correction description, upload the file, and submit it to the agency for review.</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>

依「3.4 學生案件管理」查得待處理的訂正案件，點選【訂正】進行訂正作業  
After searching for the applications to be revised in accordance with “3.4 Application Management”, click the “Revise” to revise the application.

公告: Announcement 基本資料維護: Basic Information Maintenance 案件新增及管理: New Application and Management 檢測與下載: Certificate and Card/Reader Test 相關連結: Related Links

案件管理: Application Management > 260\_學生案件管理: Student Application Management

高中及大學應屆畢業生(含延畢生)許可期限至同年6月30日止 - 但有下列例外之一，得延長許可期限至9月30日：  
(1) 應屆畢業生或延畢生有暑修或延畢之證書，由學校或(含)派出所相關證明。  
(2) 僑外生於攻讀大學或研究所，加報由該校學務處出具該生已完或將完手續之證明文件。  
The validity of permit for new graduates of high school and university graduate with postpone graduation included is 30 June at the year. However, it can be extended to 30 September for one of the following events:  
(1) New graduate or graduate with postpone graduation requires summer courses or postpone graduation with relevant certificate issued by the school, department or institute.  
(2) Those overseas Chinese, ethnic Chinese and foreign students who were admitted to graduate school shall attach certificate relevant to registration by the school.

案件申請列表: list of application 新增申請案件: add application

案件序號	功能連結	收文文號	申請日期	英文姓名 English	申請項目 application type	申請狀態	案件狀態
10700066213			2018-12-18	KUMARA	工作許可 work permit	案件建立 New application	新增(Create)
10700066209	補件	1070034567	2018-12-18	KUMARA	工作許可 work permit	補正Correction	新增(Create)
10700066072	訂正	1070034568	2018-12-17	KUMARA	工作許可 work permit	通知訂正 Already returned for amendment	新增(Create)

確認案件資訊後，進行【訂正】案件的新增  
After confirming the information, Click “Revise” .

案件管理 > 260\_學生案件管理

\*申請類別 application category: 僑生 overseas Chinese students  
您須為依「僑生回國就學及輔導辦法」規定輔導入學之僑生 -  
申請類別適用對象 applicable object of application category: You are overseas Chinese student, as referred to in Subparagraph 2 of Article 50 of The Act, and shall Overseas Chinese Students' Education and Counsel.

\*申請項目 application type: 訂正 Revised

訂正補件新增 add new corrected application

署內的審核意見會顯示於「訂正說明」區塊，欲更正的資料則需輸入於「訂正內容」中  
The opinion from the agency will show in the “description of revision”. Enter the revision in the “Content of Revision”.

案件管理 > 260\_學生案件管理

申請書資料 information of application form 上傳檔案 upload file

應備文件注意事項 notice of document for application 「\*」 標記者為必須填寫的欄位 mark must not be empty

訂正 correction 說明 description

訂正 correction 期限 validity: 20170101

訂正 correction 期限 validity: 0000

\*訂正內容:

若需補上傳檔案，則可切換至「上傳檔案」頁面，依「3.3 學生案件新增」相關操作說明進行檔案上傳，惟已上傳之檔案不能刪除  
If users need to upload files, click the tab “Upload files” to upload files in accordance with the steps in “3.3 Add applications”. However, the uploaded files cannot be deleted.

案件管理 > 260\_學生案件管理

申請書資料 information of application form 上傳檔案 upload file

應備文件注意事項 notice of document for application 「\*」 標記者為必須填寫的欄位 mark must not be empty

申請類別 Categories of application : (Please check one) 外國留學生 foreign students

在訂正頁面的下方，有【修補案件暫存】與【送學校審核】可供操作  
“Save the application” and “Submit to school for examination” are available for operation at the bottom of the webpage.

修補案件暫存 save application 取消 cancel 送學校審核 Sent to school for review 列印申請單 Print application form

勞動部勞動力發展署 外國專業人員工作許可申辦網 Workforce Development Agency EZ Work Permit



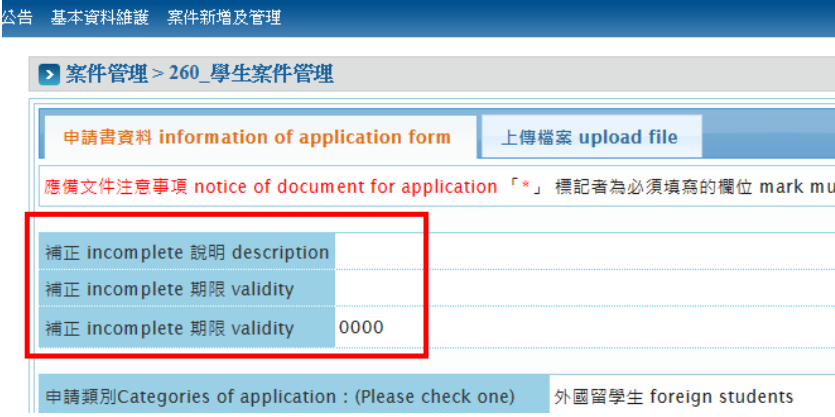
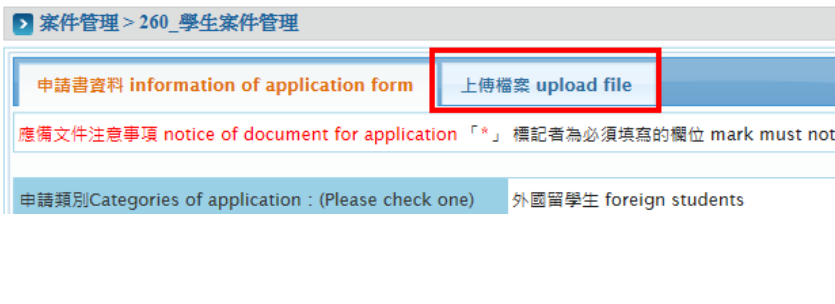
建議您用 Internet Explorer 9.0+ 請於每週一或週五上午 10:00-12:00 撥打熱線服務 - 請於週一至週五上午 10:00-12:00 撥打熱線服務 - 請於週一至週五上午 10:00-12:00 撥打熱線服務 - 請於週一至週五上午 10:00-12:00 撥打熱線服務 -

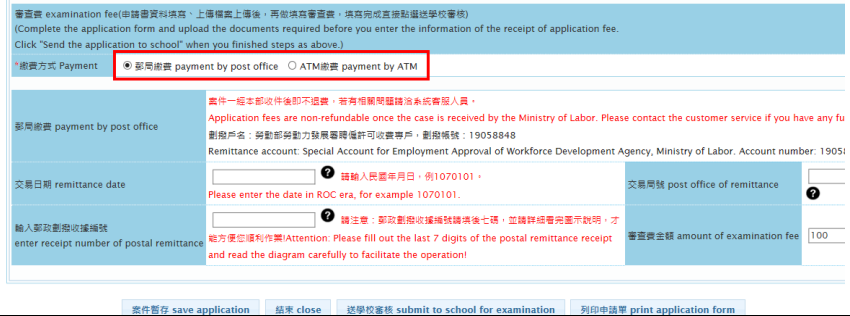
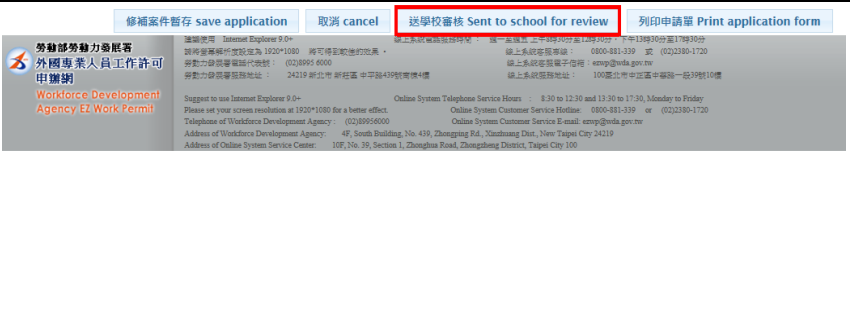
勞動部勞動力發展署地址: 102 8095 8000 勞動部勞動力發展署地址: 102 8095 8000 勞動部勞動力發展署地址: 102 8095 8000 勞動部勞動力發展署地址: 102 8095 8000

Online System Telephone Service Hours: 8:30 to 12:30 and 13:30 to 17:30, Monday to Friday. Please call our system resolution at 1224\*1030 for a better effect. Online System Customer Service Hotline: 0800-811-339 or (02)2380-1720


Address of Workforce Development Agency: 4F, South Building, No. 439, Zhonggang Rd., Xuzhuzang Dist., New Taipei City 24219. Address of Online System Service Center: 10F, No. 39, Section 1, Zhongxing Road, Zhongzheng District, Taipei City 100.

### 3.6. 學生案件補正 Student Application Correction


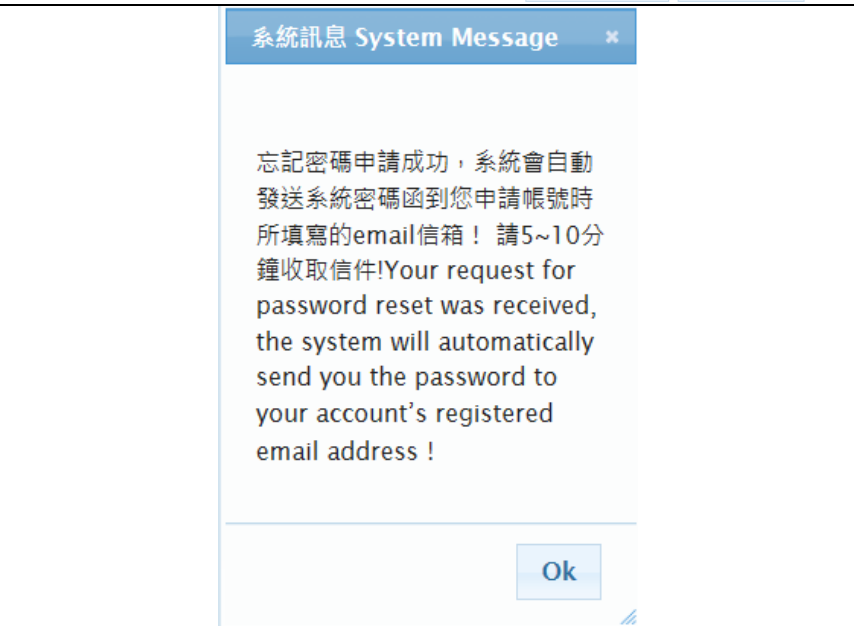
<p>功能名稱 Function</p>	<p>學生案件補正 Student Application Correction</p>
<p>功能說明 Description</p>	<p>依本部所發補正函之審核意見，於期限內進行修正欄位資料及補傳檔案後，重新送審。 According to the opinion in the correction letter issued by the agency, applicants shall correct the information and upload the file and submit it to the agency for review.</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>依「3.3 學生案件管理」查得待處理的補正案件，點選【補正】進行補正作業 After searching for the applications to be revised in accordance with “3.3 Application Management”, click the “Correct” to correct the application.</p>	
<p>確認案件資訊後，進行【補正】案件的新增 After confirming the information, Click “Correct” .</p>	
<p>署內的審核意見會顯示於「補正說明」區塊，「補正期限」也會同時顯示。 依「補正說明」進行直接進行申請書資料的修正。 The opinion from the agency will show in the “description of correction”, and the “deadline for correction” will show as well. Enter the correction in the “Content of Correction”.</p>	
<p>若需上傳檔案，則可切換至「上傳檔案」頁面，依「3.3 學生案件新增」相關操作說明進行檔案上傳，惟已上傳之檔案不能刪除 If users need to upload files, click the tab “Upload files” to upload files in accordance with the steps in “3.3 Add applications” . However,</p>	

<p>the uploaded files cannot be deleted.</p> <p>. 若審查費資料可修改，請確認「補正說明」是否需補審查費資料</p>	
<p>在補正頁面的下方，同樣有【修補案件暫存】與【送學校審核】可供操作</p> <p>“Save the application” and “Submit to school for examination” are available for operation at the bottom of the webpage.</p>	

### 3.7. 學生忘記密碼 Student Forget the Password

<p>功能名稱 Function</p>	<p>學生忘記密碼 Student Forget the Password</p>
<p>功能說明 Description</p>	<p>輸入帳號內之電子郵件，以電子郵件進行確認 Enter the Email address of the account and confirm via email</p>
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>
<p>連結申辦網網址，點擊「僑外生工讀申請」，導至學生帳號/密碼登入頁</p> <p>Link to the application website: <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></p> <p>Click “Work Permit for Foreign Students, Overseas Chinese Students and Ethnic Chinese Students” .</p> <p>The website will guide you to the homepage for general users to login.</p>	



<p>點選【忘記密碼或解鎖】，導至忘記密碼頁面 Click “Forgotten password or Unlock a user account” . The website will guide you to the webpage of “Forgotten password” .</p>	
<p>輸入 Email 信箱、居留證統一證號及驗證碼，點選【確定】，網站會提示成功訊息 After entering the Email address 、ARC ID number and CAPTCHA, click “Confirm”, and the website will show a message indicating a successful delivery of a new password.</p>	

### 3.8. 登出網站 Website Logout

<p>功能名稱 Function</p>	<p>登出網站 Website logout</p>								
<p>功能說明 Description</p>	<p>登出網站 Website logout</p>								
<p>操作步驟 Step</p>	<p>操作畫面 Operation Screen</p>								
<p>於各頁面上方點擊【登出】即可登出網站 Click “Logout” at the top of each webpage to logout of the website.</p>	 <table border="1" data-bbox="683 1809 1508 1973"> <thead> <tr> <th>發佈日期 Date</th> <th>標題 Subject</th> </tr> </thead> <tbody> <tr> <td>2016/04/12 16:57:45</td> <td>重要公告：「雇主申請聘僱第一類外國人其他應備文件」修正內容 Important Announc(s)”</td> </tr> <tr> <td>2016/01/28 14:51:09</td> <td>公告本部受理雇主聘僱外國人申請案審核天數及親自領件相關事項，並自中華民國105</td> </tr> <tr> <td>2015/10/01 11:43:53</td> <td>僑外生得免附居留證正反面影本</td> </tr> </tbody> </table>	發佈日期 Date	標題 Subject	2016/04/12 16:57:45	重要公告：「雇主申請聘僱第一類外國人其他應備文件」修正內容 Important Announc(s)”	2016/01/28 14:51:09	公告本部受理雇主聘僱外國人申請案審核天數及親自領件相關事項，並自中華民國105	2015/10/01 11:43:53	僑外生得免附居留證正反面影本
發佈日期 Date	標題 Subject								
2016/04/12 16:57:45	重要公告：「雇主申請聘僱第一類外國人其他應備文件」修正內容 Important Announc(s)”								
2016/01/28 14:51:09	公告本部受理雇主聘僱外國人申請案審核天數及親自領件相關事項，並自中華民國105								
2015/10/01 11:43:53	僑外生得免附居留證正反面影本								

網站提示「登出成功」  
The website will show a window  
indicating that “You have logged out  
successfully!”

