

National Cheng Kung University Application Process for the Recruitment of Distinguished Foreign Scholars

延攬單位提出延攬外國籍優秀人才申請案（請於聘期開始前 45 天提出申請）

A unit applies for the employment of a distinguished foreign scholar (application must be made at least 45 days prior to the labor contract entering into effect)

約需時 3 星期

Approximately 3 weeks

延攬外國籍優秀人才申請案簽奉核准，綜合業務組核發核定公文

Application approved; the General Affairs Division completes the relevant paperwork

約需時 2 個工作天

Approximately 2 workdays

人事室製發英文聘書

The Personnel Office issues a certificate of appointment (written in English)

延攬單位備齊申請聘僱工作許可相關資料送人事室

The applying unit submits documents required for the employment permit application to the Personnel Office

約需時 2 個工作天

Approximately 2 workdays

人事室至外國專業人員工作許可申辦網申請聘僱工作許可

The Personnel Office applies for employment permit on the EZ Work Permit website.

約需時 7-10 個工作天

Approximately 7-10 workdays

行政院勞動部核發聘僱工作許可後，通知延聘單位領回並轉交受聘外國人

The applying unit collects the work permit after receiving a notification from the Ministry of Labor and sends it to the foreign scholar.

* 簽證注意事項

請注意提醒受聘外國人不得以免簽證或持落地簽證先行入國，以免因無法改發停留簽證或居留簽證，而必須先離境始得重新申請簽證後再入境。

* Tip for visa application

The distinguished foreign scholar is advised not to come to Taiwan in advance through visa-exempt entry or visa on arrival, lest he or she fail to obtain the resident or visitor visa later and be forced to leave Taiwan to apply for a new one.

* 申請聘僱工作許可應備文件：

1. 受聘僱外國人照片
2. 有效護照影本
3. 學歷證書影本
4. 工作經驗證明影本
5. 聘書正反面影本及已簽名之應聘書
6. 審查費收據正本（每案新台幣 500 元，郵政劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶、劃撥帳號：19058848）
7. 申請人申請聘僱日前一年，如曾為中央目的事業主管機關核發聘僱許可之外國人，尚須繳交：

a 離職證明

b 原聘僱許可函

c 最近年度之薪資扣憑單影本

d 財政部國稅局核發之外僑綜合所得稅納稅證明書影本

* Documents required for the employment permit application

1. Photographs of the scholar
2. Photocopy of valid passport
3. Photocopy of diploma(s)

4. Certificates of work experience
5. Photocopy of certificate of appointment (both sides) and signed acceptance of appointment
6. Receipt of payment of the review fee (NT\$ 500 per case) by postal transfer (Account name: 勞動部勞動力發展署聘僱許可收費專戶; account number: 19058848)
7. If the scholar was granted a work permit by a central competent authority within the year before this labor contract comes into effect, the following documents should also be submitted:
 - a. Employment separation certificate
 - b. Employment permit letter from the former employment
 - c. Photocopy of the latest withholding tax statement
 - d. Photocopy of individual income tax statement issued by the competent National Taxation Bureau, Ministry of Finance

受聘外國人在國內

The distinguished foreign scholar is currently in Taiwan.

受聘外國人持聘僱工作許可公文及護照至 外交部領事事務局換發簽證（聘期為 6 個月以上者須換發居留簽證，聘期為 6 個月 以下則換發停留簽證）

The distinguished foreign scholar can apply for visa renewal at the Bureau of Consular Affairs, Ministry of Foreign Affairs by presenting his/her passport and the work permit letter (resident visa for a labor contract with a term of more than 6 months, and visitor visa for that with a term shorter than 6 months).

受聘外國人在國外

The distinguished foreign scholar is currently not in Taiwan.

受聘外國人持聘僱工作許可公文及護照至我國駐外代表處申辦簽證（聘期為 6 個月以上者須申辦居留簽證，聘期為 6 個月 以下則申辦停留簽證）

The distinguished foreign scholar applies for a visa in an embassy or consulate of the Republic of China (resident visa for a labor contract with a term longer than 6 months, and a visitor visa for that with a term shorter than 6 months).

持居留簽證者

Holder of a resident visa

持居留簽證之受聘外國人應在入境次日或居留簽證簽發日起 15 天內，向內政部入出國及移民署服務事務大隊臺南市第一服務站申請外僑居留證及重入國許可

A distinguished foreign scholar holding a resident visa shall apply for an alien resident certificate and re-entry permit at the Tainan City First Service Center of the National Immigration Agency, Ministry of the Interior the next day following entry or within 15 days from the day following the issuance of a resident visa.

約需時 3-7 個工作天

Approximately 3-7 workdays

居留證影本繳交人事室

Submit a photocopy of the alien resident certificate to the University's Personnel Office

持停留簽證者

Holder of a visitor visa

持停留簽證之受聘外國人應向內政部入出國及移民署服務事務大隊臺南市第一服務站申請統一證號基資表，不須辦理外僑居留證

A distinguished foreign scholar holding a visitor visa shall apply for a Record of ID No. in the Republic of China at the Tainan City First Service Center of the National Immigration Agency, Ministry of the Interior. He/she is not required to apply for an alien resident certificate.

繳交報到資料，完成報到手續

Submit documents required for reporting for service and complete formalities.

※The English translation thereof is for reference only and the Chinese version shall always prevail in case of any inconsistency between the Chinese version and the English translation thereof.