

National Cheng Kung University Directions for the Recruitment of Foreign Teachers

Amended in
September 2021

Please report to the university (the Campus Security Report Center and Personnel Office) if any employed teachers is absent without authorization exceeding three days for notifying Labor Affairs Bureau of Tainan City Government, Ministry of the interior National Immigration Agency and the police within three days of notification to the Ministry of Education.

I. Application for a work permit for foreign workers

1. Article 43 of the Employment Service Act states that no foreign worker may engage in work within the Republic of China should his/her employer not yet have obtained a permit through an application. Foreigners who violate the aforementioned provision shall be ordered to depart immediately from the Republic of China, and a penalty shall be imposed on the employer. To prevent the school from violating the law and ensure the rights of employed foreign workers, the permit must be applied for at least 10 days before the start date of employment. If no required documents are missing, the process of applying to the Ministry of Education for a permit generally takes 7–10 business days.

2. Documents required to apply for a work permit for foreign teachers:

Foreign teachers must submit the following documents to apply for a work permit at least 10 days before their employment start date:

- (1) Photo (PDF file)
- (2) Valid passport (PDF file)
- (3) Proof of the highest level of education (PDF file)
- (4) A photocopy of both sides of the job offer (provided by the Personnel Office)
- (5) The school's Teacher Evaluation Committee meeting minutes (provided by the Personnel Office)
- (6) If an applicant has obtained a work permit issued by central competent authorities 1 year prior to the work permit application day, he or she must submit the following two extra documents:
 1. Certificate of employment termination
 2. Ex-employer's work permit

3. Documents required for extending a work permit for foreign teachers:

For the renewal of employment, foreign teachers must submit the following documents to apply for an extension to their work permit at least 60 days before their employment period expires:

- (1) Photo (PDF file)
- (2) Valid passport (PDF file)
- (3) Alien resident certificate (ARC) in PDF file
- (4) A photocopy of both sides of the job offer (provided by the Personnel Office)
- (5) Ex-employer's work permit (provided by the Personnel Office)

II. Application for a visa

1. Prior to entering Taiwan for work, the employed foreigner should submit his or her passport along with the work permit issued by the Ministry of Education to the Taipei Representative Office in their country to apply for a resident visa.

2. If the employed foreign teacher has already entered Taiwan without a resident visa, they should submit their passport and the abovementioned work permit to any office of the Bureau of Consular Affairs (BOCA) in exchange for a resident visa.

3. Visa-exempt entry to Taiwan permits a legal duration of stay of up to 30 or 90 days following the date of entry. Employed foreign teachers who enter Taiwan visa-free must complete applications for a resident visa and an ARC within the regulated period (i.e., 30 or 90 days). Those who fail to obtain the visa and certificate are neither granted an extension of their legal duration nor allowed a visitor visa or ARC. Employed foreign teachers who enter Taiwan with a visa on arrival are not allowed to apply for an ARC; they must return to their home country to apply for a visa to re-enter Taiwan.

4. Required documents for visa application (the processing of a resident visa application in the Republic of China takes 7 business days):

- (1) One visa application form on which two color passport-size photos of the applicant taken within the past 6 months are attached. The applicant must complete the visa application form using the online visa application system on the website of the BOCA, Ministry of Foreign Affairs. Once they have done so, they will receive a serial number for their application, which should be printed out after completion and signed by the applicant for confirmation.
- (2) Original and photocopy of passport (with a minimum validity of 6 months)
- (3) Original and photocopy of the work permit issued by the Ministry of Education (original copy shall be returned after verification)
- (4) Relevant proof of purpose of the applicant's visit (e.g., the university's job offer or verified official documents)

5. Contact information for the BOCA, Ministry of Foreign Affairs:

Website: <http://www.boca.gov.tw>

Bureau of Consular Affairs Taipei Headquarters

Address: 3-5 F, No. 2-2, Sec. 1, Jinan Rd., Zhongzheng District, Taipei City (Central United Office Building)

Phone number: (02) 2343-2888

Southern Taiwan Office

Address: 2F, No. 436, Cheng-Kung 1st Rd., Kaohsiung City

Phone number: (07) 211-0605

Central Taiwan Office

Address: 1F, No. 503, Li-Ming Rd., Sec. 2, Taichung City

Phone number: (04) 2251-0799

III. Application for an ARC and Re-entry Permit

1. Employed foreign teachers who enter Taiwan with a resident visa shall apply to the Tainan City First Service Center of National Immigration Agency for an ARC and Re-entry Permit within 15 days of their entry date. Those who apply for a resident visa in Taiwan after entry must apply to the Tainan City First Service Center for an ARC and Re-entry Permit within 15 days of having their resident visa issued.

2. Required documents:

- (1) One application form (available on the official website of the National Immigration Agency)
- (2) Two color passport-size photos [_____](#)
- (3) Original and photocopy of passport and resident visa (the original copy will be returned after verification)
- (4) Original and photocopy of work permit issued by the Ministry of Education (the original copy will be returned after verification)
- (5) Original and photocopy of certificate of employment (the original copy will be returned after verification)

3. Contact information for Tainan City First Service Center of National Immigration Agency:

Address: No.262, Sec. 1, Fuqian Rd., West Central Dist., Tainan City, Taiwan (R.O.C)

Phone number: (06) 293-7641

Website: <https://servicestation.immigration.gov.tw/3698/>

※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.