

# National Cheng Kung University Directions for the Recruitment of Distinguished Foreign Scholars

Revised in  
November 2020

1. When registering, please bring your highest diploma and other identification documentation, such as the original copy of your passport or resident certificate, for verification.
2. When a faculty member resigns before the end of their tenure, the hiring unit shall submit a contract termination agreement form to the management unit (personnel hired through talent recruitment and project staffs are overseen by the Personnel Office, whereas personnel hired through Ministry of Science and Technology projects are overseen by the Office of Research and Development) 1 week prior to the resignation date. According to relevant laws and regulations, the hiring unit must also submit an employment termination form to the Ministry of Labor within 3 days before the resignation date.
3. When a foreign employee has been absent from work and has been uncontactable for 3 consecutive days, the hiring unit must immediately report to the management unit of the University (e.g., the Military Training Division, Personnel Office, Office of Research and Development). After receiving the report, the management unit shall send a documentary notification to the Tainan City Government Labor Affairs Bureau, Ministry of Interior National Immigration Agency, and police authorities, and send a duplicate notification to the Ministry of Labor and Ministry of Education.

## I. Application for a permit of recruiting foreign nationals

1. According to Article 43 of the Employment Service Act, no foreign worker may engage in work within the Republic of China should his/her employer have not yet obtained a permit via application therefore. Violation of this regulation shall result in the foreign national being immediately ordered to depart the Republic of China and the employer being punished. To prevent the University from violating the law and protect the rights of hired foreign faculty members and researchers, the application must be filed 10 days prior to the start of employment at the latest.

Assuming that all necessary documents have been collected, the formalities normally take 7–10 work days from when the University submits the application to the Workforce Development Agency of the Ministry of Labor.

2. Documents required to apply for a work permit: The Ministry of Labor has simplified the process of applying for a work permit and has offered online applications since October 1, 2015. Each document mentioned as follows must be a PDF file under 1MB; otherwise the file cannot be successfully submitted to the online system. The unit hiring the distinguished foreign scholar must ensure it collects all required documents before submission, or a second submission and review will be required.

Documents are to be sent to Ms. Hsuan-Ya Chou (extension: 50865) of the Personnel Office's Recruitment and Employment Division at [z10603009@email.ncku.edu.tw](mailto:z10603009@email.ncku.edu.tw).

The following documents should be converted into individual files instead of one composite file:

1. Photocopy of the hired scholar's passport
  2. Photocopy or duplicate print copy of the employment contract or appointment letter
  3. Photograph of the hired scholar
  4. Qualification documents of the hired scholar (diploma, professional certifications, and resume)
  5. Tax payment certificate of the hired scholar
  6. Letter of consent from the legal representative of the hired scholar (only required when said scholar is younger than 20 years of age)
  7. Certificate of employment transfer
  8. Provide a 200-word summary of the job description.
  9. Receipt of payment (NT\$ 500) 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.
3. Documents required to apply for a work permit extension: The Ministry of Labor has simplified the process of applying for work permit extensions, offering online applications since October 1, 2015. Each document mentioned as follows must be a PDF file under 1MB; otherwise the file cannot be successfully submitted to the online system. The unit hiring the distinguished foreign scholar must ensure it collects all required documents before submission, or a second submission and review will be required. Documents are to be sent to Ms. Hsuan-Ya Chou (extension: 50865) of the Personnel Office's Recruitment and Employment Division at [z10603009@email.ncku.edu.tw](mailto:z10603009@email.ncku.edu.tw).
1. Photocopy of the hired scholar's passport
  2. Photocopy or duplicate print copy of the employment contract or appointment letter
  3. Photograph of the hired scholar
  4. Tax payment certificate of the hired scholar
  5. Withholding tax statement of the hired scholar
  6. The original employment permit letter
  7. Provide a 200-word summary of the job description.
  8. Receipt of payment (NT\$ 500) 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.
4. If the employment contract of a distinguished foreign scholar is not to be extended, except for when said scholar has obtained permission from the Ministry of Labor Affairs to transfer to another employer and has not reached the expiry date of his/her work permit, the employer shall provide assistance with purchasing an airline ticket as well as relevant affairs for the scholar to depart the Republic of China at the end of his/her term of employment. In the event that said scholar is deported by the police, the travel expenses pertaining to the deportation as well as the costs incurred during the detention shall be paid by the employer.

## II. Visa application

1. The hired foreign national shall, before reporting for service in Taiwan, apply for visa in an embassy or consulate of the Republic of China (Taiwan) by presenting his/her passport and the work permit issued by

the Ministry of Labor. Labor contracts with a term of more than 6 months require a resident visa, whereas those with a term shorter than 6 months require a visitor visa.

2. If the hired foreign national has been in Taiwan prior to being hired by the University, he/she shall apply for a visa renewal at a local branch of the Bureau of Consular Affairs, Ministry of Foreign Affairs by presenting his/her passport and the work permit issued by the Ministry of Labor (a resident visa for a labor contract with a term of more than 6 months, and a visitor visa for that with a term shorter than 6 months).
3. According to regulations, a visa-exempt entry or visa on arrival has a duration of stay of 30 days starting on the day after entry, and cannot be extended or changed to a resident or visitor visa. Therefore, the hired foreign national shall be advised not to come to Taiwan in advance through visa-exempt entry or visa on arrival, lest he/she should fail to obtain the resident visa or visitor visa later and be forced to leave Taiwan to apply for a new visa.
4. Documents required for the visa application (the review of a resident visa application in the territory of Republic of China requires 7 working days):
  - (1) A visa application form with two passport-sized (2 × 2 inches) color photographs of the applicant taken within the past 6 months (the application form, which can be downloaded from the website of the University's Personnel Office or the Bureau of Consular Affairs, Ministry of Foreign Affairs, must be personally signed by the applicant).
  - (2) The applicant's passport and a photocopy of the passport (the passport must be valid for at least 6 months).
  - (3) The employment permit letter issued by the Ministry of Labor Affairs and a photocopy of the permit (the original permit shall be returned to the applicant after inspection).
  - (4) Other documents relevant to the trip to Taiwan, such as the certificate of appointment or a similar document issued by the University.
5. Contact information of the Bureau of Consular Affairs, Ministry of Foreign Affairs:  
Website: <http://www.boca.gov.tw>  
Taipei Headquarters:  
Address: 3-5F, 2-2, Sec.1, Jinan Rd., Zhongzheng Dist., Taipei City 10051, Taiwan (R.O.C.)  
Telephone: (+886) 2-2343-2888  
  
Southern Taiwan Office:  
Address: 3rd & 4th FL., No. 6, Zhengnan St., Kaohsiung, Taiwan (R.O.C.)  
Telephone: (+886) 7-715-6600  
  
Central Taiwan Office:  
Address: 1F, No. 503, Section 2, Liming Rd, Taichung City, Taiwan (R.O.C.)  
Telephone: (+886) 4-2251-0799

### III. Alien resident certificate (ARC) and re-entry permit application

1. Foreign nationals who are granted a labor contract with a term of more than 6 months and enter Taiwan with a resident visa shall, within 15 days of the day following entry, apply for an ARC and re-entry permit at the Tainan City First Service Center of the National Immigration Agency, Ministry of the Interior. Foreign nationals who enter Taiwan without a resident visa and are granted one after being hired by the University shall apply for an ARC and re-entry permit within 15 days of obtaining their resident visa.
2. Foreign nationals who are granted a labor contract with a term of less than 6 months and enter Taiwan with a visitor visa shall apply for a Record of ID No. in the Republic of China to the Tainan City First Service Center of the National Immigration Agency, Ministry of the Interior.
3. Documents required to apply for an ARC and re-entry permit:
  - (1) Application form (can be downloaded from the website of the University's

Personnel Office).

(2) Two passport-sized (2 × 2 inches) color photographs of the applicant.

(3) The applicant's passport and resident visa, and a photocopy of both documents (the originals shall be returned to the applicant after inspection).

(4) The employment permit letter issued by Ministry of Labor Affairs and a photocopy of the permit (the original permit shall be returned to the applicant after inspection).

(5) A photocopy of the lease agreement or accommodation application form of the applicant's residence.

IV. Contact information of the Tainan City First Service Center of the National Immigration Agency, Ministry of the Interior:

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

Address: No. 370, Sec. 2, Fuqian Rd., Tainan City, Taiwan (R.O.C.)

Telephone: (+886) 6-293-7641

※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