

What Foreign Teachers Need to Know for Working in Taiwan

外籍教師在台工作須知

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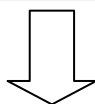
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關權益與注意事項

1. Application for Working in Taiwan 在台工作申辦流程

Step1 : Issuance of Employment Letter
取得聘僱證書



Letter of Employment is issued; the new teacher must sign Contract Acceptance and return it to the ISU Office of Human Resources.

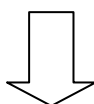
學校發給新任教師聘書並請教師交回應聘書的部份。

Notices:

Diploma verification must be done by the TECO (Taiwan Economic and Cultural Office) in the jurisdiction of the university from which you graduated. You can check related information on the website of BOCA and MOFA (Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (Taiwan)) www.boca.gov.tw. Details about document verification, locating and contacting TECO offices are found under the "AUTHENTICATION" and "ROC (Taiwan) Embassies" link.

提醒:外籍教師的最高學歷畢業證書需經駐外單位查證，詳情請上“中華民國外交部領事事務局”網站查詢。

Step2 : Application for Work Permit
辦理工作許可證



Documents required for Work Permit Application (ISU Office of Human Resources submits Work Permit Application to Council of Labor Affairs, At least 7-10 working days for the process):

各系所聘僱外籍專任教師工作許可應備文件(由學校人力資源處函送行政院勞委會申請聘僱工作許可，約需 7~10 個工作天)：

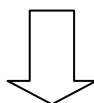
(1) The Application form.

工作許可證申請書

- (2) Roster of the employed foreigner.
受聘僱外國人之名冊
- (3) One passport-size photo
二吋相片一張
- (4) Photocopy of the valid passport of the employed foreigner. (pages with entry/exit stamps from Taiwan immigration within past one year)
有效期間護照影本(附照片內頁及最近一年入出境戳記)
- (5) A copy of Diploma for highest degree earned with verification (foreign teachers without ROC Teaching Licenses must have these verified by the ROC Embassy, Consulate, or Trade Office abroad).
最高學歷證書影本(無教師證書者需查證)
- (6) A copy of the ROC Teaching License (if any)
教師證書影本(如已擁有)
- (7) When changing employer, the new employer shall submit an application form and document for transfer, photocopy of the ex-employer's work permit and photocopy of the latest years' income tax proof-of-payment documents.
若受聘僱日前一年曾於國內機關任職者，須加附：
離職證明文件、原聘僱許可函影本、上一年度之已納稅回條影本或納稅證明影本

Step3 : Apply for VISA

辦理簽證



- (1) If you were approved to issue a work permit by the Council of Labor Affairs (CLA), you need to apply for a visa through Taiwan's representative office in your country;
- (2) Or if you are already in Taiwan, you need to apply for a status change of visa through Bureau of Consular Affairs.
- (3) At least 7 working days for the process. Please check related information at the website www.boca.gov.tw.

若您已經獲得勞工委員會核發聘僱許可，應於入國工作前至我國駐外單位辦理簽證；若您已先行入國，應向外交部各地領事事務局辦事處換發簽證，約需 7 個工作天，詳情請見“中華民國外交部領事事務局”網站。

Notices:

The duration of stay of Visa-Exempt Entries and Landing Visa for Foreigners is 30 days. The duration of stay starts from the next day of arrival and is not extendable. Visa-Exempt Entries and Landing Visas cannot be transferred into Visitor Visas or Resident Visa within ROC. The best suggestion is that you apply for Visitor Visa (short term visa within 180 days) or Resident Visa (long term visa above 180 days) at first.

提醒：外國人免簽證及落地簽證停留期限為 30 天，自抵達翌日起算期滿不得延期及改發停留簽證或居留簽證。建議一開始就申請停留簽證(短期簽證，在台停留時間在 180 天以內)或是居留簽證(長期簽證，在台停留時間在 180 天以上)。

*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。

Documents requested:

應備證件：

(1) Application Form

簽證申請表

(2) Two passport-size photos

2 吋彩色照片 2 張

(3) Passport (make copies of photo page and pages with ROC immigration stamps)

護照正本 (自行備齊附照片內頁及入境臺灣戳記內頁影本各一份)

(4) Work Permit from Labor Affairs Council (original and photocopy)

中央主管機關之聘僱許可函正本及影本

(5) Application Fee (Please check related information at the website of BOCA, Ministry of Foreign Affairs. www.boca.gov.tw)

居留簽證費及停留簽證申請費用請上外交部領事事務局資訊網站查詢

● BOCA, Ministry of Foreign Affairs

外交部領事事務局

Website address: www.boca.gov.tw

Phone No. :(02)2343-2888

Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC

臺北市濟南路一段 2 之 2 號中央聯合辦公大樓 3 樓

●Kaohsiung Office 高雄辦事處

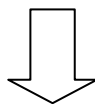
Phone No. : (07) 211- 0605

Address: 2 Fl., 436 Cheng Gung 1st Rd., Kaohsiung City, Taiwan, ROC

高雄市成功一路 436 號 2 樓

Step4 : Report for Duty at ISU

到本校辦理報到



The new employee shall hand in the required documents to the Office of Human Resources when reporting for duty at ISU. (Please check the related information on the website of ISU's Office of Human Resources, and click "INFORMATION ABOUT REPORT FOR DUTY (ISU NEW FOREIGN TEACHER)")
報到當日填繳人事資料(請上本校人力資源處網頁，點選“外籍新進教師到職須知”)

- Office of Human Resources 人力資源處
 - (1) Teaching & Administrative Staff Application
教職員工履歷表一份
 - (2) National Health Insurance Application
全民健康保險轉入申請表
 - (3) Taxpayer Exemption Declaration
薪資所得受領人免稅額申報表
 - (4) The Verification Documents of Teaching Qualification
教師資格送審相關資料
 - (5) Detail List of Teaching Experience
教師年資調查表
 - (6) Deposit Account Copy for salary (Land Bank of Taiwan)
辦理土地銀行帳戶
 - (7) Family Dependants List
眷屬調查表
 - (8) Physical Examination Report
健康檢查紀錄表

※ Requested documents 須繳證件

- (1) Passport & ARC Copy
護照影本及居留證影本一份
- (2) Highest Educational Diploma Copy (Original is necessary for verification)
最高學歷證件影本 (請檢附正本核對)
- (3) Leave Application (Original is necessary for verification)
前單位離職證明影本一份。(請檢附正本核對)
- (4) The copy of Exam Pass Certificate, License, and Training

Certificate (if any)

考試及格證書、證照及訓練證件影本。(無者免附)

(5) The Teaching License copy (if any, original is necessary for verification)

各類教師證書影本一份(無者免付，證書請檢附正本核對)

(6) Two passport-size photo

二吋半身照片 二張

(7) The Seal

個人私章

(8) Items required for health certificate: Liver function test(GOP、GPT), Renal function test , Chest X-Ray, Electrocardiogram, Hepatitis B, Blood Examination

健康檢查請至健保醫學中心或區域醫院。(需做肝功能 GOP、GPT、腎功能、胸部 X 光、心電圖、B 型肝炎、血液等檢驗)

● General Affairs Office 總務處

(1) Parking Permit Application

汽機車通行證

※Requested documents: Car license and Driver's License Copy

須繳證件:本人駕駛執照、行車執照影本各乙份

(2) Staff Dorm Application

教職員宿舍

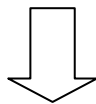
● Office of Library and Information Services 圖書資訊處

(1) E-Mail Address Application

申請 E-mail 帳號

Step5 : Apply for ARC

辦理外僑居留證



The appointed foreign teacher must hold visas which are valid for more than 60 days and which do not bear "No extension will be granted" or "No conversion to Alien Resident Certificate" to apply for the Alien Resident Certificate (ARC) within 15 days upon arrival.

外籍教師務必持停留期限在 60 日以上，且未加註「不得延期」或「不得在台改辦居留」之有效簽證入境，於入國 15 日內，向入出國及移民署各縣(市)服務站申請外僑居留證，勿以落地簽證或免簽入境。

Application Fee 規費：1 year term 1,000 NTD 1,000 元/1 年期

(Fee may differ, as announced by the National Immigration Agency.)

(正確金額依移民署公告為主)

Application processing time 申請所需天數：10 working days (約需 10 天)

Documents requested 請自行備妥：(Original is necessary for application 需備正本文件)

(1) Application Form (Form can be obtained from the website of ISU Office of Human Resources or NIA)

申請表一份 (可至學校人力資源處網頁或移民署網站下載
www.immigration.gov.tw)

(2) Two passport-size photos

兩張 2 吋彩色大頭照

(3) VISA (Visitor or Resident)

簽證正本(居留簽證或停留簽證)

(4) Passport (make copies of photo page and pages with ROC immigration stamps)

護照正本 (自行備齊附照片內頁及入境臺灣戳記內頁影本各一份)

(5) Work Permit from Labor Affairs Council (original and photocopy)

勞委會核發之工作許可函正本及一份影本

(6) Employment Letter

聘僱證書正本

●National Immigration Agency, Kaohsiung County Office

內政部入出國及移民署高雄市服務站

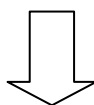
Address: No. 115, Gangshan Rd., Gangshan District Kaohsiung City

地址：高雄市岡山區岡山路115號

Phone No.: 07-6212143 Fax No. : 07-6236334

Step6 : Submit a copy of ARC to Office of Human
Resources

居留證影本繳交本校人力資源處



Please submit a copy of ARC to the Office of Human Resources after receiving ARC.

取得外僑居留證後，居留證正反面影本一份送交人力資源處備查。

2. Your Rights and Notes while Working in Taiwan 在台工作

期間相關權益與注意事項

(1) Taxable Income, Tax Deduction and Tax Refund 薪資所得與扣稅、退稅

Your income from working in Taiwan is required to file income tax by laws. If you worked in Taiwan for less than 183 days in one fiscal year (January 1 to December 31) then you shall be paying the tax as a non-resident, which is equivalent to 20% of the taxable income. If you entered Taiwan for more than 183 days (or if you entered Taiwan before July 1 and did not leave the country anytime within the year), of if you

have stayed in Taiwan for 183 days in the preceding year and are continuing your residence, then you shall be considered as a "resident" and shall be taxed 6% to 40% of your taxable income.

您在台工作之薪資所得，應依法規定繳納所得稅。您如於同一課稅年度（1月1日至12月31日）內在台合法工作居留未滿183天者，係以「非居住者」身分課稅，應繳所得稅金額為您薪資所得的20%；如您於同一課稅年度內在台工作居留滿183天（例如於當年度7月1日以前入境，中途未離境者）、或於上一年度在華居住已滿183天，繼續居住至次年度者，係以「居住者」身分課稅，應繳交所得稅為您薪資所得的6%-40%。

For income tax filing and tax related questions, please contact district offices of Kaohsiung County Branch, National Tax Administration of Southern Taiwan Province, Ministry of Finance. Service hotline:

07-7404001. The website:

http://www.ntas.gov.tw/county/kaohsiunghsien_b/english/index.jsp

有關所得申報及稅務疑問可洽財政部台灣省南區國稅局 高雄市分局。服務專線：07-7404001。

網址：http://www.ntas.gov.tw/county/kaohsiunghsien_b/english/index.jsp

(2) Health insurance 健康保險

All foreign workers who carry alien residence Certificate are required to carry health insurance and apply for National Health Insurance IC Card. As to health insurance questions, please check related information at the website <http://www.nhitb.gov.tw>; TEL: (02)2191-2006.

所有領有外僑居留證的外籍工作人員，都要參加全民健康保險及辦理全民健保IC卡申請。有關全民健康保險問題可至中央健康保險局網站查詢，網址：<http://www.nhitb.gov.tw>；電話：(02)2191-2006。

(3) Government Employees' and School Staffs' Insurance 公教人員保險

You are insured under employer, or group hired, or organization affiliated; It is the "Government Employees' and School Staffs' Insurance" (GESSI). For information, please check with website at <http://www.bot.com.tw/English/EGESSI/default.htm>;

TEL: 02-2701-3411.

您應以雇主或所屬團體或所屬機構為投保單位，參加公教人員保險。網址：

<http://www.bot.com.tw/English/EGESSI/default.htm>；電話：02-2701-3411。