

■辦理工作證：

To apply the work permit, the students need to bring the documents as below:

- 1.申請書(application form)
- 2.學生證影本(Copy of Student identity card)
- 3.申請許可須經學校同意
- 4.成績證明(transcript of record)
- 5.繳交審查費之郵政劃撥單收據正本（每人新臺幣壹佰元整），申請人可至郵局利用郵政劃撥繳納，戶名：行政院勞工委員會職業訓練局聘僱許可收費專戶，劃撥帳號：19058848，或至行政院勞工委員會職業訓練局收費櫃檯繳交(NTD. 100, can be paid by cash or wire transfer from the post account)
* Students need to go to the Council of Labor Affairs if they would like to pay the fee by cash
- 6.有效期限內護照影本、居留證影本(Copy of passport and Alien Resident Certificate)

■青年交流協會簽證延期：

To renew the youth mobility visa, the students need to bring the documents as below:

- 1.護照(Passport)
 - 2.在學證明(Certificate of Enrolment)
- 前二個禮拜，本人至移民署辦理(台北市服務區地址：臺北市中正區廣州街 15 號)
- Students have to renew the visa two weeks before it expired
 - National Immigration Agency Taipei City Service Center address: No.15, Guangzhou St., Zhongzheng Dist., Taipei City