

# Guidelines for Online Application for Residence, Extension of Residence, and Registration of Changes for Foreign Workers

## I. Legal Basis:

- (I) Articles 22, 31, and Subparagraphs 2 and 3 of Article 85 of the Immigration Act (hereinafter referred to as "the Act").
- (II) Articles 5 and 9 of the Regulations Governing Visiting, Residency, and Permanent Residency of Aliens.

## II. Required Documents:

### (I) Joint Documents:

1. Passport.
2. A recent, 2-inch, half-body, uncovered head photo taken within the last two (2) years (following the same specifications as a national ID photo).

### (II) Individual Documents:

1. Applicants for residency:
  - (1) Resident visa.
  - (2) Proof of residence address in the Republic of China (ROC).
  - (3) Letter of employment permit issued by the Ministry of Labor (If not yet obtained, a letter of recruitment permit issued by the Ministry of Labor may be submitted).
  - (4) A certificate of employment issued within one (1) month (including company seal and signature of the responsible person).
2. Applicants for residence extension:
  - (1) Alien Resident Certificate (ARC).
  - (2) Letter of employment permit issued by the Ministry of Labor (If not yet obtained, a receipt issued by the Ministry of Labor may be provided).
  - (3) A certificate of employment issued within one (1) month (including company seal and signature of the responsible person).
3. Applicants applying for a change in the purpose of residence:
  - (1) Alien Resident Certificate (ARC).
  - (2) Proof of residence in the ROC (such as a lease agreement or any other supporting document confirming the applicant's actual address).
4. Applicants requesting registration of information changes:
  - (1) Alien Resident Certificate (ARC).
  - (2) Documentary evidence of the change(s) (depending on the nature of the change), including relevant proofs such as approval letters from the competent authority or updated passport, or, in the case of lost or replaced documents, a declaration of loss or a police report.

In addition to the documents in the preceding paragraph, if submitting the

application through a representative, a letter of authorization should be provided.

### III. Application Procedure and Certificate Collection:

- (I) Private employment services institutions (intermediaries) should use their MOEACA ID to apply on behalf of the applicant through the online system of the National Immigration Agency (NIA), referred to as the "Online System for Foreign Workers" (hereinafter referred to as "the online system"), accessible via the website: <https://coa.immigration.gov.tw/coa-frontend/foreign-labor>. Upon logging in, they can create and maintain sub-accounts independently. When logging into the online system with a sub-account, the Citizen Digital Certificate should be used for authentication.
- (II) When direct employers log into the online system, they should use their Citizen Digital Certificate. Upon the initial login to the online system, they must register their account information.
- (III) After completing the online application and uploading relevant documents, applicants shall make the payment within five (5) working days from the approval date, using various methods such as online ATMs, virtual accounts, or e-Bill nationwide payment network. (4) Method of Collection for the Alien Resident Certificate (ARC)
  1. Electronic Alien Resident Certificate (ARC): After completing the payment on the online system, applicants can download and print it.
  2. Smart-chip Alien Resident Certificate (ARC): Applicants should download and print the online payment receipt from the online system. They can then collect the smart-chip ARC at the designated service center under the administration corps of the NIA three (3) working days after submission. For those who already possess the Smart-chip ARC, they must return it at the time of collection. In the case of loss, an affidavit of loss must be submitted along with the application.

### IV. Fees:

- (I) NTD 1,000 per item for each year of validity of the Alien Resident Certificate (ARC).
- (II) For the reissuance of the ARC due to damage, destruction, loss, or for updating personal information such as changes in name (in both Chinese and English), date of birth, gender, photograph, etc., a fee of NTD 500 per item is charged (new document issuance is required).

### V. Processing Time: Five (5) working days. Applicants with incomplete or insufficient documents must rectify the issue within fifteen (15) days from the day of notification. For those who need to apply from overseas, the rectification period is extended to three (3) months. Failure to rectify or incomplete rectification by the deadline will result in the rejection of the application. After rectification, the processing time will be recalculated with a duration of five (5) working days.

### VI. Notes:

- (I) Foreign workers should apply for residency within thirty (30) days from the day after their entry into the ROC. Failure to apply within the specified period

shall result in a fine ranging from NTD 2,000 to NTD 10,000. Applications for extending residence should be submitted within three (3) months prior to the expiration of the residence period.

- (II) The required documents must be uploaded to the online system as color images with a file size of no more than 512KB, formatted as JPG, JPEG, PNG, BMP, or PDF. The content must be clear and legible, and the file names should correspond to the type of document.