

Instructions on Document Submission in Applications by Foreign Nationals for an Alien Resident Certificate or Its Extension or Replacement or Change of Reason for Residence

I. Legal Basis:

1. Articles 22, 23, 26 and 31 of the Immigration Act (hereinafter referred to as “the Act”).
2. Articles 5 to 10, 17, 18, 22 and 22-1 of the Regulations Governing Visiting, Residency, and Permanent Residency of Aliens.
3. Articles 4, 7, 8 and 13 of the Act for the Recruitment and Employment of Foreign Professionals (hereinafter referred to as “the Foreign Professionals Act”).

II. To Whom Applicable:

1. A foreign national with a valid passport or travel document containing a valid resident visa who, after passing entry inspection by the National Immigration Agency (hereinafter referred to as “the NIA”), obtains permission to reside in Taiwan; or a foreign national who, after entering Taiwan, reapplies to the Bureau of Consular Affairs or a branch office thereof for a resident visa.
2. A foreign national who, after entering Taiwan and has been granted an Alien Resident Certificate (hereinafter referred to as “ARC”), changes his/her purpose of residence to joining family, employment, investment, or being the person in charge of a foreign company within the national territory of Taiwan.
3. A foreign national who, before the expiration of their permitted period of residence, with the reason for their residence remaining in existence, applies for an extension of residence.
4. A person whose ARC has been lost or damaged.

III. Documents Required for Examination:

1. ARC (first-time applicants and those applying for replacement of lost/damaged ARC are excepted).
2. Original of passport with resident visa (an applicant for change of reason for residency is exempted from providing entry visa; an applicant

for extension of residency in an overseas area who is unable to submit the original of their passport may submit a photocopy of their passport and resident visa authenticated by an R.O.C. (Taiwan) overseas mission or the Straits Exchange Foundation).

3. Documentary proof of reason for residency application (original to be examined and copy retained): Documents produced outside Taiwan must be authenticated by an R.O.C. (Taiwan) overseas mission. A document in a foreign language must have a Chinese translation attached. If a foreign-language document has been authenticated by an R.O.C. (Taiwan) overseas mission without the Chinese translation, the Chinese translation must be notarized by a court (or notary public) in Taiwan.
 - (1) Joining family: Proof of family relationship (such as birth certificate, marriage certificate, household registration transcript, national ID card, ARC, or resident visa annotated with family relationship).
 - (2) Employment: Letter of approval issued by the competent authority of the industry concerned and an in-service certificate issued within one month.
 - (3) Investment: Letter of approval from the MOEA Investment Commission or other competent authority of the industry concerned, issued within three months (the investment amount must be at least US\$200,000), company registration (or change of registration) form, and list of directors and supervisors. If the application is for extension, submit a certificate of investment (of at least US\$200,000) issued within three months by the MOEA Investment Commission or other competent authority of the industry concerned.
 - (4) Attending school: Student card with registration stamp for current semester, or certification of student status issued within one month (first-time applicants must submit letter of admission).
 - (5) Learning Mandarin Chinese: Proof of enrollment and attendance record for the most recent semester.
 - (6) Missionary work: The religious organization's registration certification and a letter of invitation or related document issued by the religious organization in Taiwan.
 - (7) Overseas compatriot granted long-term residency in Korea: A letter of identity issued by the Ministry of Foreign Affairs.
 - (8) Where the applicant is a foreign professional's or foreign special

- professional's adult child who is unable to live independently due to physical or mental disability, the application must include a diagnostic certificate stating that the applicant is paralyzed, unable to care for himself/herself, or is in a condition that requires full assistance from another, or has been assessed by a physician as having a score of 30 points or less on the Barthel Index.
- (9) The person in charge of a foreign company within the national territory of Taiwan (including a litigation and/or non-litigation agent): Letter of approval from the MOEA Department of Commerce, and registration form for establishment (or change) of a foreign company branch or representative office.
- (10) Other reason: Statement of reason for extension (a foreign professional and their spouse, minor children, and children over the age of majority who are unable to live independently due to physical or mental disability are exempted), and relevant supporting documents, such as a job leaving certificate issued within one month or formal school graduation certificate.
4. One color photograph (the same specifications as for a national ID card).
 5. Application for replacement of ARC due to its defacement, destruction, loss, or change of information: Must submit damaged ARC, or statement or police report of its destruction or loss, or supporting evidence of the change of information.
 6. Fees: NT\$1,000 for one-year validity; NT\$2,000 for two-year validity; NT\$3,000 for three-year validity; NT\$4,000 for four-year validity; NT\$5,000 for five-year validity; NT\$500 for Overseas Chinese students; NT\$500 for replacement ARC.
 7. Letter of authorization: Where another person is authorized to submit the application on behalf of the applicant, a letter of authorization must be presented; an applicant who is in a foreign country, in Hong Kong or Macau, or in the Mainland Area, may authorize another person to apply on their behalf when the application is only for extension of residency or change of residential address or service location.
 8. Proof of current place of residence: Such as a lease agreement or the owner's agreement to lend a place of residence with an appended photocopy of the owner's title deed, or a photocopy of the front and back of the ID card of a home owner who is an R.O.C. (Taiwan) citizen and the owner's statement of consent.

IV. Processing Time: 10 days (as counted by working days, the ARC to be collected upon presentation of payment receipt).

V. Related Matters

1. When a foreign spouse applies the first time for an ARC or applies to change their residency reason to that of joining family because of marriage, the applicant must be accompanied by their Taiwanese spouse, and will be issued with an ARC with a validity period of one year. Their application must be submitted at the NIA Service Center in the current place of residence of their Taiwanese spouse.
2. A foreign national who enters Taiwan with a resident visa must apply for an ARC within 15 days after entering Taiwan.
3. When a foreign national has need to continue to reside in Taiwan, they must apply for an extension of residency within 30 days before their current period of permitted residency expires.
4. When a foreign national changes their residential address or place of service during the period of their residency, they must apply to register the change within 15 days of the fact occurring.
5. For proof of the spousal relationship when a foreign national is married to an R.O.C. (Taiwan) national who resides in and has household registration in the Taiwan Area, as provided for in Article 23 of the Act: the applicant must provide documentary proof of having registered the marriage in a household registration office in Taiwan (such as the original of a national ID card or household certificate, to be returned after inspection). For matters concerning marriage registration, please refer to the website of the Department of Household Registration, Ministry of the Interior, or inquire at any household registration office.
6. An R.O.C.(Taiwan) national with household registration in the Taiwan Area, and who has entered Taiwan with a foreign passport, must first conduct moving-out registration at a household registration office before applying for residency or extension of residence.
7. An applicant who is unable to conduct change of reason for residence and re-obtain an ARC before the expiration of their original permitted duration of stay is required to leave the country in accordance with the limit on their stay.
8. An application to change reason for residency under Article 23

Paragraph 2 of the Act shall be limited just to the reasons specified in the subparagraphs thereof (such as for joining family, employment, and investment) and the situations specified in Article 8 of the Foreign Professionals Act. An applicant wishing to change to some other reason not included therein (such as for attending school or missionary work) must still first apply for a resident visa with the Bureau of Consular Affairs, and apply anew for an ARC only after obtaining the relevant resident visa.

9. A foreign national who changes their reason for residency must pay the ARC issuance fee again, and their permitted period of residence shall be set anew.
10. Pursuant to the provisions set forth in the proviso to Article 23 Paragraph 2 of the Act, if the applicant's spouse is a foreign migrant worker resident in Taiwan, they may not apply to change their reason for residency.
11. A foreign national who enters Taiwan with a resident visa must apply for an ARC within 15 days of entry, and failure to comply with this requirement will incur a penalty of between NT\$2,000 and NT\$10,000. When a foreign national changes their residential address or place of service, they must furnish documentation to register the change within 15 days, and failure to comply with this requirement will incur a penalty of between NT\$2,000 and NT\$10,000.
12. Under the provisions of Article 8 of the Foreign Professionals Act, a foreign special professional who has been approved for residency by the NIA will be issued with an ARC valid for up to a maximum period of five years, calculated from the day after the date of approval. Where they need to continue their residence beyond that period, then prior to its expiration they may apply to the NIA for an extension of up to five years at a time, and will not be subject to the limitation set forth in Article 22 Paragraph 3 and Article 31 Paragraph 2 of the Act. The same provisions apply to the foreign special professional's spouse, minor children, and children over the age of majority who are unable to live independently due to physical or mental disability, when they have been approved for residency by the NIA.
13. Application for extension of residence for other reasons are subject to limitation as follows:

- a. An applicant under the provisions of Article 13 of the Foreign Professionals Act and Article 22 of the Regulations Governing Visiting, Residency, and Permanent Residency of Aliens (personal work permit holder without employer exempted) may apply for an extension of six months; when necessary and explaining the reason, they may apply for one further extension, not exceeding one year in total. The same applies to their spouse, minor children, and children over the age of majority who are unable to live independently due to physical or mental disability.
 - b. An applicant under the provisions of Article 22-1 of the Regulations Governing Visiting, Residency, and Permanent Residency of Aliens may apply for an extension of six months; when necessary and explaining the reason, they may apply for one further extension, not exceeding one year in total.
14. Those permitted to reside for the reason of attending school in classes outside the formal education system (limited to workshop-type programs and Overseas Youth Vocational Training School for overseas Chinese, but not including religious doctrine or Chinese language center students) may, upon presenting certification of course completion, apply for an extension for a maximum period of up to three months.
15. A foreign national who overstays their permitted period of residence by no more than 30 days, and whose original reason for residence still continues to exist, may reapply to the NIA for residency after paying the penalty prescribed in Article 85 Subparagraph 4 of the Act.