

Foreign students' work permit filing procedure:

Foreign students applying for a work permit is to ready and submit the following documents to the department office:

1. Application form.
2. A photocopied student ID card affixed to the application form.
3. The grades certificate of the latest semester.
4. A photocopy of valid passport.
5. A photocopy of Alien Residency Certificate of the front and back.
6. The remittance of \$100 application fee.
7. The designated envelope for applying for the work permit.

The department office or other application unit:

1. To affix signature or endorsement to the signature or endorsement column of the internship working unit.
2. To include pertinent proof of documentation on one of the following categories,
 - (1) Attesting that a student is unable to continue whose study or living expenses, and cable to provide tangible proof.
 - (2) Attesting that the teaching and search unit that the student studies in is in need of having foreign students to participate in the work.
 - (3) Attesting that it is relevant to the subject program the student studies to require internship outside of the school.

The International Language and Cultural Center:

1. A consent form by the school the student studies, complete with the signature or endorsement in the signature/endorsement column by the student counseling unit director.
2. Postal remittance.
3. Postal forwarding the application documents.
4. To forward the work permit to the application unit, upon receiving the work permit, with a photocopy retained on file.

Application timetable:

The application is to be filed once per semester. The student is kindly asked to submit the documents to the International Language and Cultural Center two weeks before the deadline.

(With the filing deadline for the 2nd semester of 2008 set to March 17th, 2009, to avoid delaying the application operating procedure, please file the application on your own when exceeding the deadline).