

## Documents required for Work Permit Application

### 外籍專任教師申請聘僱許可應備文件

※All photocopied documents shall be noted as same as the original and be sealed with teacher's seal on the back, lower right.

若資料及證明文件係為影本者，於背面右下角處，請教師簽章或系所蓋章。

#### 一、 **Newly hired 新聘**：

1. Employed Foreign Worker Name List (※Please refer to **attachment B** for the form)受聘僱外國人之名冊(※如附件 B).
2. One passport-size photo 二吋相片一張
3. Photocopy of the valid passport of the employed foreign faculty member 有效期間護照影本(附照片內頁)
4. A copy of Diploma for highest degree earned with verification. 最高學歷證書影本
5. A copy of The letter of employment. 聘書影本
6. Meeting minutes of NTHU university review committee which approved the employment. 校教評會會議記錄

※When changing employer, the new employer shall submit an application form and photocopy of the ex-employer's work permit. 若受聘僱日前一年曾於國內其他機關任職者，須加附原聘僱許可函影本

#### 二、 **Renew the employment contract (Extend the employment permit)** **續聘(展延)**：

1. Employed Foreign Worker Name List (※Please refer to attachment 2 for the form)受聘僱外國人之名冊(※如附件 2).
2. One passport-size photo 二吋相片一張。
3. Photocopy of the valid passport of the employed foreign faculty member 有效期間護照影本(附照片內頁)
4. A copy of The letter of employment. 聘書影本
5. Photocopy of the original employment permit 原聘僱許可函影本