National Taiwan Normal University Guidelines for Hiring Foreign Project Personnel

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Procedure	Relevant Precautions
1. Apply for the temporary contract before hiring	(1) Postdoctoral Research Fellow ①After the employing unit receives the approved project budget form from the National Science and Technology Council (NSTC) or other industry-academia cooperation institutions (for postdoctoral research fellow not approved by industry-academia cooperation institutions, please fill out "Appointment Application Form for Postdoctoral Research Fellow and Research Scholar"), it must submit the form to the relevant units (Office of Research and Development/Higher Education Sprout Project Office, Office of General Affairs, Health Center, Environmental and Public Safety Center, Office of Human Resources , and Office of Accounting) to complete the internal approval procedure. ②Complete the temporary contract and add the following under "III. Job Description": "(7) This contract is for the purpose of applying for a residence permit or work permit only." The project principal investigator and the employed individual must personally sign in the sections for Party A and Party B, respectively, and submit the contract to the Office of Administrative Affairs, Division 3, to complete the stamping procedure. ◎ **Related documents download:** Office of Human Resources homepage(English website)/Government Laws & NTNU Regulations/Postdoctoral Research Fellow and Project Personnel /Employment (2) Project Assistant Go to ntnu's "Industry-Academia Collaboration Project Personnel Management System" application portal to fill out the temporary employment case, make sure checking out the "This employment case is for applying for a residence permit or work permit." at "Relevant information of foreign national", and include the note under the job description "This contract is for the purpose of applying for a residence permit or work permit only.", after the review is approved, the project principal investigator and the employed individual must personally sign in the sections for Party A and Party B, respectively, and submit the contract to the Office of Administrative Affairs, Division 3, to complete the stamping process. ◎**Required Pre-Processing Tasks**

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	(1) If the degree is from a foreign institution, please confirm whether it has been verified or authenticated in accordance with the " Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education" (Make sure to confirm in advance to avoid issues with employment eligibility). https://edu.law.moe.gov.tw/EngLawContent.aspx?lan=E&id=314 ①Authentication: The 13 countries announced by the Ministry of Education (United States, United Kingdom, France, Germany, Austria, Australia, New Zealand, Spain, Canada, Belgium, Japan, Switzerland, South Korea):refers to an applicant submitting documents such as a degree or transcripts from a foreign educational institution to an ROC embassy, consulate, representative office, or office, or other agency authorized by the Ministry of Foreign Affairs (hereunder referred to as “an overseas mission”) and applying to have the documents certified as authentic. ②Verification: For countries not listed by the Ministry of Education –refers to an institution of higher education checking the nature of the approval that a foreign educational institution has actually been given by the government authority responsible for such educational institutions or by the professional accreditation agency for education in the country where it is located, and its admission requirements, the restrictions on the period spent undertaking a program, and the courses that must be completed. (2) Apply for a service certificate (which is required for applying for ARC and must include an employment certificate issued within the last month) please fill out the application form (documents path as below) and submit it to the Office of Human Resources,Division 4: ①Postdoctoral Research Fellow: Office of Human Resources page(English website)/Related Forms/Postdoctoral Research Fellow and Project Personnel/Employment/National Taiwan Normal University Application for Service Certificate of Postdoctoral Research of Industry-Acaemia Collaboration Projects ②Project Assistant Office of Human Resources page(English website)/ Related Forms/Employment/Postdoctoral Research Fellow and Project Personnel/ Service Cerificate Application for Full-time Assistants in Industry-Academia Collaboration Projects

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2. Apply for the work permit	(1) Online Application： Workforce Development Agency「EZ WorkPermit」 (https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage) 7 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria. ◎ **Manual of application**： https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=RunAction&_action=file00/file00_lp.xml ◎ **Documents required**： ①Foreign Professionals (A11) https://ezworktaiwan.wda.gov.tw/en/News_Content.aspx?n=5B54A1BAEFA3F4D7&sms=5CF728D9A3849E8A&s=FD47D42193516722 ②Overseas Chinese or Foreign Student Graduated in the R. O. C. (Apply by New Scoring Criteria for Foreign and Overseas Chinese Students to Work in Taiwan) https://ezworktaiwan.wda.gov.tw/en/cp.aspx?n=8E87472D9CB255FF ◎ **Relevant information** ①Entity Tax ID No: 03735202 ②Labor Insurance Certificate Number: 04000527G (2) If you do not have application authority, please first complete the "Authorization Application Form" for the work permit of foreign professionals (contact the Office of Human Resources ,Division 1 Ext. 1292). (3)When should the application be submitted to an extended recruitment permit for employment of Foreign Special Professionals? https://ezworktaiwan.wda.gov.tw/en/News_Content.aspx?n=35C4C6202979ECD0&sms=2D58889BB41F75D7&s=C8AFD1C6BFE3530C (4)employers must inform local authorities and police if foreign workers ask to terminate employment contract or leave the country and notify the Ministry of Labor within three days of the events occurred. https://ezworktaiwan.wda.gov.tw/en/News_Content.aspx?n=35C4C6202979ECD0&sms=2D58889BB41F75D7&s=706D281B8D846687 ◎**The required documents for terminating the employment relationship (dismissal) are as follows:** ①Application form.

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	②A copy of the employment permit (can be waived if the employment permit number is provided). ③A copy of the residence permit. ④Proof of employment termination. (5) Foreign spouses (including Mainland Chinese spouses) whose residence permit states "The holder is exempt from applying for work permit" do not need to apply for a work permit. (6) Foreign students whose residence status is "Studying – School Name" must apply for a work permit. According to Article 50 of Employment Service Act, with the exception of winter and summer vacations, their sum of working hours shall not exceed 20 hours per week. (7) Hong Kong or Macau residents: Workforce Development Agency「EZ WorkPermit」(https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage) National Immigration Agency (https://ncp.immigration.gov.tw/GlobalQA/)
3. Apply for "Residence Visa," "Alien Resident Certificate (ARC)," and "Re-entry Permit" (applied together with the Alien Resident Certificate).	◎ **Residence Visa:** https://www.boca.gov.tw/np-150-2.html ◎ **Guidelines for Foreign National Applying for Residence, Extension of Residency, or Change of Residency Status:** https://www.immigration.gov.tw/5475/5478/141465/141808/141970/cp_news ◎ **Guidelines for Foreign Nationals Applying for Permanent Residency:** https://www.immigration.gov.tw/5475/5478/141465/141808/152932/cp_news ◎ **Guidelines for Foreigners Applying for Alien Permanent Resident Certificate (Plum Blossom Card) for Individuals with Special Contributions, Senior Professionals, and Investment Immigrants to the Republic of China:** https://www.immigration.gov.tw/5475/5478/141465/141808/147308/cp_news ◎ **Employment PASS Card or Employment Gold Card:** https://coa.immigration.gov.tw/coa-frontend/four-in-one/entry/main?lang=en
4. Apply for participation in Insurance	The employment start date, the insurance enrollment date, and the work permit start date should be the same. Therefore, after receiving the work permit, please promptly go to the Office of General Affairs, General Services Division, to apply for participation in Insurance

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(Office of General Affairs, General Services Division)	
5. Official appointment	(1) Postdoctoral Research Fellow Re-complete the formal contract, and have both the project leader and the hired individual sign at the parties' positions (Party A and Party B). Afterward, within 3 days, submit the contract to the Office of Administrative Affairs,Division 3, to complete the stamping procedure. (The employment start date, the insurance enrollment date, and the work permit start date should be the same) (2) Project Assistant Please fill out the formal employment application through the ntnu's "Industry-Academia Collaboration Project Personnel Management System" application portal. Do not check the option "This application is for applying for a residence permit or work permit" under the "Foreign National Information" section. After approval, have the project leader and the hired individual personally sign at the parties' positions (Party A and Party B), then submit the contract to the Office of Administrative Affairs, Division 3, to complete the stamping procedure.
6. Please submit the relevant documents to Office of Human Resources to complete the employment procedure.	(1) Postdoctoral Research Fellow 1. Approved or signed appointment application (complete case). 2. Completed insurance application form. 3. Industry-academia cooperation institution approval letter and budget form. 4. Non-disclosure agreement. 5. Front and back copies of the ID card. 6. Stamped copy of the contract. 7. Copy of the diploma (for foreign degrees, include verification or authentication documents). 8. Postdoctoral research personnel data form. 9. One 2-inch photo (with the following information written on the back: a. Full name in both Chinese and English, b. Date of employment, c. Department, d. Position title). ◎ **For re-employed personnel, only the following documents need to be submitted:** 1. Approved or signed appointment application (complete case)

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	2. Industry-academia cooperation institution approval letter and budget form. 3. Non-disclosure agreement. 4. Stamped copy of the contract. (2)Project Assistant: Stamped copy of the contract.

◎What is the minimum salary per person for foreigners hired to perform specialized technical jobs?

https://ezworktaiwan.wda.gov.tw/en/News_Content.aspx?n=35C4C6202979ECD0&sms=2D58889BB41F75D7&s=5C637FF59CAC15D7

◎According to Article 57, Subparagraph 3, and Article 68, Paragraph 1 of the Employment Service Act, employers are prohibited from assigning foreign employees to work outside the scope of their permitted duties. Violations will result in a fine ranging from NT$30,000 to NT$150,000.。

◎If any regulations cited or referenced in these guidelines are amended, the revised provisions issued by the relevant authorities (such as the Ministry of Labor and the Ministry of the Interior) shall prevail.