

# Chienkuo Technology University Procedures for a Foreign Teacher to Obtain a Legal Status

Step	Type of Application	File Application to	Responsible Unit	Responsibility	Time to file the Application		Notes
					1st-time Applicant	Renewal	
1	Working Permit	Ministry of Education Council of Labor Affairs, Executive Yuan	1-1.Personnel Office (supervising)	Prepare the photocopy of the contract, collect items from step 1-2 & 1-3 and file an application to the <del>Ministry of Education</del> Council of Labor Affairs	Upon the teacher's arrival in Taiwan	Three month before the current contract expires	Do not enter Taiwan with a landing visa. If you do, you will have to leave Taiwan for the appropriate visa and the process is complicated. It is advised that you enter with a visiting visa, get the contract here, and then apply for the residence visa as soon as the school has obtained a working permit for you.
			1-2.Academic Dept (assisting)	Assist the teacher to fill out the application			
			1-3.the Teacher	a. Provide a 2-inch photo, the original and photocopy of the passport & diplomas b. Most updated health certificate issued by certified hospital in the teacher's home country (blank health certificate table available at Personnel Office)			
2	Residence Visa	Bureau of Consular Affairs Ministry of Foreign Affairs (Taipei or Taichung office)	2-1.Academic Dept (supervising)	a.Application Fee \$2,200 (\$3,200 for express) b.Assist the teacher to prepare all the documents c.Bring the working permit (original & copy) to Taipei/Taichung office to file the application	As soon as the working permit is obtained	Within 15 days after the residence visa is issued	a.Go to the Bureau to take the new visa with the receipt after 7 working day. b.It is suggested that you apply for a multiple-entry residence visa, although the application fee will be different.
			2-2.the Teacher	a.Passport b.Fill out the application form c.Two 2-inch photos			
3	ARC(Alien Residence Certificate)	Changhua Cit Police Hedquarter:Foreign Affairs Department	3-1. Academic Dept (supervising)	a.Application Fee \$1,000 for 1 year (\$2,000 for 2 years) b.Assist the teacher to prepare all the documents c.Bring the working permit (original & copy) to Changhua City Police Bureau to file the application	Within 15 days after the residence visa is issued	Within 15 days after the residence visa is issued	a.Come to take the ARC with the receipt after 10 working day. b.You need to apply for the ARC extension with your new residence visa before the ARC Expires.
			3-2.the Teacher	a.Fill out the application b.Two 1-inch photos (Not for extension and re-entry applications) c.Bring the working and residence visa (original and photocopy for both)			

Note: If the teacher is from UIW or a similar cooperative program, "Extension Education and Training Center" will replace "General Studies Center" or "Academic Dept." for the 1st-time application.

\*Chart made by the Personnel Office and translated by Samantha Liao on September 19, 2002

\*English version revised by Iris Chen on February 25, 2004