

How to apply for an Alien Resident Certificate (ARC)

Applying for Alien Resident Certificate (居留證)

1. Required documents:

- a. Application form ([odt](#), [word](#), [pdf](#))
- b. One 2" x 2" colored photo (taken within 6 months)
- c. Passport (original and one photocopy) (valid for 6 months)
- d. Resident Visa (original and one photocopy)
- e. Work Permit (original and one photocopy)
- f. Employment Certificate (original, within 1 month)
- g. Fees: NT\$1,000 for 1-year term

2. Location: Kaohsiung First Service Center of the National Immigration Agency Address: 5 & 6F, No. 6, Zhengnan St, Lingya Dist, Kaohsiung City (高雄市苓雅區政南街 6 號 5、6 樓) Tel: (07)715-1660

3. Processing period: 10 working days

4. Notes: A foreign national who enters with a residency visa, shall apply for an ARC within 15 days after entry into Taiwan.

Please send a photocopy to Personnel Office (personnel@mail.wzu.edu.tw), after receiving the ARC card.