

How to apply for an Alien Resident Certificate (ARC)

Applying for Alien Resident Certificate Extension (延長居留證)

1. Required documents

- a. Application form ([odt](#), [word](#), [pdf](#))
- b. One 2" x 2" colored photo (taken within 6 months)
- c. ARC (original)
- d. Passport (original and one photocopy) (valid for 6 months)
- 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 shall apply for an extension within 30 days before his/her period of residency expires if they have to continue their visiting or residency in Taiwan.

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