

How to apply for an Alien Resident Certificate (ARC)

Applying for Resident Visa (居留簽證)

1. Required documents:

- a. Application form (<https://visawebapp.boca.gov.tw/>)
- b. Two 2" x 2" colored photo (taken within 6 months)
- c. Passport (original and one photocopy) (valid for 6 months)
- d. Work Permit (original and one photocopy)
- e. Employment Certificate (original, within 1 month)
- f. Fees: NT\$ 2,200 (US\$ 66) for single entry; NT\$4,400 (US\$132) for multiple entry. The Visa application fee is NT\$4,640(US\$160) for US citizens.

2. Location: **Kaohsiung Branch Office of the Bureau of Consular Affairs**

Address: 2F, 436 Chenggong 1st Rd., Kaohsiung City (高雄市成功一路436號2樓) Tel: (07) 211- 0605 Ext. 221, 226

3. Processing period: 7 working days

4. Notes: One must apply for a resident visa before the passport expires.