



## 停留簽證延期

### Application Information for Visitor Visa Extension

Receiving Unit 承辦單位 : Local Immigration Service Center of Applicant's

Residence Address only\*\*限申請人居住地服務站辦理\*\*)\*※※

#### Notices:注意!※

- 1- The **duration** of stay is calculated from the next day of arrival. 停留期限自入境翌日起算。
- 2- Those with landing visa or visa-exemption entry, cannot apply for extension. 以落地簽證或免簽入境者, 不得申請延期。
- 3- Those needing to extend for valid reasons, should apply for extension within 15 days before the duration of visa expired. Each extension must not exceed the originally permitted time on the visa. The cumulative length of stay must not exceed 180 days. 有合理理由需延期者, 應於簽證停留期限到期前 15 日內申請延期。每次延期期限不得逾原簽證之停留期限。總累計停留期間不得超過 180 日。
- 4- **Table of Visa Codes 簽證代碼: Please check it on the website of BOCA.** 請至外交部領務局網站查詢。  
CODE-A :Employment CODE-TR :Changing a visitor visa to a resident visa  
CODE-P :Touring, visiting relatives CODE-TS :Foreign spouses  
CODE-B :Business CODE-FR :Studying Chinese CODE-R :Religious  
CODE-FC :Overseas Chinese students CODE-FS :Foreign students

**Required documents 所需文件:** (Original is necessary for application. 正本文件是必備的) 國外文件需經我國駐外館處認證始得在國內使用。 Documents issued outside of Taiwan MUST be translated into Chinese, and certified by the ROC Embassy, Consulate, or Trade Office abroad.

- A- An application form 申請書一份。
- B- Passport (original to be returned after verification) 護照(正本驗畢歸還)。
- C- Visiting family: 探親(original and photocopy 正本與影本)。  
1- Household registration transcript issued within 3 months, or Alien Resident Certificate (original and photocopy) 3 個月內依親對象戶籍謄本或居留證。  
2- Proof of family relationship (such as marriage certificate, birth certificate with parents' information, etc.) (original and photocopy) 親屬關係證明(如結婚證書、具父母資料之出生證明...等)。
- D- Studying Mandarin language (The extension must be done in person.) 學中文者本人需親自到場(original and photocopy 正本與影本) :

1- Proof of registration and class schedule from an approved university language center 在學證明  
2- Attendance records (The first time extension **does** not need to hand in the attendance records.) (original-within 3 months before) 3 個月內出席紀錄

- E- Doing missionary work: 傳教(original and photocopy 正本與影本)  
1- Invitation letter or relevant certificates from religious organization in Taiwan (original within 1 month) 1 個月內邀請函  
2- Copy of proof of religious organization's registration 立案證書或法人登記證書
- F- Those accepting employment: 應聘工作 (original and photocopy 正本與影本)  
1- Approval letter from authorized government agent. (work permit) 工作許可函  
2- employment certificate (original, within 1 month) 1 個月內在職證明正本

G- Others: 其他 (original and photocopy 正本與影本)  
1- Approval letter from authorized government agent. 政府機關許可函。

### Application Information for Alien Permanent Resident Certificate

(APRC) 永久居留: Please go to our web site :

<http://www.immigration.gov.tw>

OR contact with the local immigration service center directly.

請參閱入出國及移民署網站或直接聯絡居住地服務站。

If you have any question about 'VISA' please contact BOCA.

簽證問題請逕洽外交部領事事務局 <http://www.boca.gov.tw>

TEL-02-23432885 臺北市濟南路一段 2-2 號 3-5 樓 3~5 Fl., 2-2

Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC

內政部入出國及移民署 NATIONAL IMMIGRATION AGENCY  
100-66 臺北市中正區廣州街 15 號 No15 Guang jhou St.  
Jhongjheng district Taipei City Taiwan 100-66

<http://www.immigration.gov.tw/> TEL : 23889393

表格下載可直接到移民署網站

## 初辦居留證或延期

### Application Information for Alien Resident Certificate

Receiving Unit 承辦單位 : Local Immigration Service Center of Applicant's

Residence Address only\*\*限申請人居住地服務站辦理\*\*)\*※

#### Notices:注意!※

- 1- Foreigners holding resident visa or changing to resident visa should go to local immigration service center to apply for alien resident certificates within 15 days counted from the next day of arrival or the next day of receiving resident visa in Taiwan. (Otherwise, the penalty will be NT\$2,000-10,000.) 持居留簽證入境或於境內獲發居留簽證者, 應於入境或取得居留簽證後 15 日內, 至居留地服務站申辦居留證(否則罰鍰為新臺幣 2,000 至 10,000 元)。  
② Operation Fee: 規費  
1 year term: NT\$1,000 一年期新臺幣 1,000 元 2 year term: NT\$2,000 二年期新臺幣 2,000 元 3 year term: NT\$3,000 三年期新臺幣 3,000 元  
Overseas Chinese students: NT\$500 僑生一年期新臺幣 500 元 Lost or Damaged ARC : NT\$500 遺失或毀損新臺幣 500 元  
③- Updating data (Change of information): 更新資料  
Aliens who have changed their residence address or employer (or working place) shall register the change with related documents at the local immigration service center within 15 days. (Otherwise, the penalty will be NT\$2,000-10,000.) 變更居留地址或服務處所應於 15 日內備妥文件辦理異動, 否則罰鍰 NT: 2,000-10,000

**Required documents 所需文件:** (Original is necessary for application) (正本文件是必備的) 國外文件需經我國駐外館處認證始得在國內使用。

Documents issued outside of Taiwan MUST be translated into Chinese, and certified by the ROC Embassy, Consulate, or Trade Office abroad.

- A- An application form & 1 photos. 申請書 & 相片 1 張
- B- Passport and resident visa (original and photocopy) 護照及居留簽證 (original and photocopy 正本與影本)
- C- Those visiting family: 依親(original and photocopy 正本與影本)  
1- Household registration transcript issued within 3 months, or Alien Resident Certificate 3 個月內依親對象戶籍謄本或居留證 (original and photocopy 正本與影本)
- D- Studying Mandarin language (The extension must be done in person.) 學中文者本人需親自到場(original and photocopy 正本與影本) :

1- Proof of registration and class schedule from an approved university language center 在學證明  
2- Attendance records (The first time extension **does** not need to hand in the attendance records.) (original-within 3 months before) 3 個月內出席紀錄

- E- Doing missionary work: 傳教 (正本與影本)  
1- Invitation letter or relevant certificates from religious organization in Taiwan (original within 1 month) 1 個月內邀請函  
2- Copy of proof of religious organization's registration 立案證書或法人登記證書
- F- Those accepting employment: 應聘工作 (original and photocopy 正本與影本)  
1- Approval letter from authorized government **agency** (work permit) 工作許可函  
2- employment certificate (original, within 1 month) 1 個月內在職證明正本

3- NEW JOB—PLEASE SEE **H** 換新工作看下方 **H**  
G- Others: 其他 (original and photocopy 正本與影本)  
1- Approval letter from authorized government **agency** 政府機關許可函 (original and photocopy 正本與影本)

H- Updating data: 資料異動 (original and photocopy 正本與影本)  
1- Changing a new employer : a new work permit, new employment certificate within 1 month and **termination of employment certificate** 換工作-新工作許可函、在職證明和離職證明。

2- Changing resident address : proof of new address (such as a new lease, a new household registration, etc.) 換新居留地址-新地址證明(如租約或新戶籍謄本...等等)  
I- 外商在臺分公司之訴訟及非訴訟代理人 The litigation/ non-litigation agent for the branch office of a foreign company

1- 經濟部核准之認許公函 The approval letter from Ministry of **Economic Affairs**

2- 營利事業登記證. 公司變更登記事項卡. 董事名冊 The Business License, Corporate Amendment Registration Card and the Roster of Director  
1- working place : new **work** permit and new employment certificate and **termination certificate** 換工作-新工作許可函. 在職證明和離職證明。  
2- residence address : proof of new address (such as a new lease, a new household registration, etc.) 換新居留地址-新地址證明(如租約或新戶籍謄本...等等)