

# Application - Taiwan Employment Gold Card - Application Tutorial

27 Steps

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Created by

Taiwan Gold Card Office

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May 5, 2022

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May 5, 2022

## STEP 1

### Go to the Foreign Professionals Online Application Platform

<https://coa.immigration.gov.tw/coa-frontend/four-in-one/entry/main>

NOTE 1: Please use either Google Chrome or Firefox as your browser (do not use Safari).

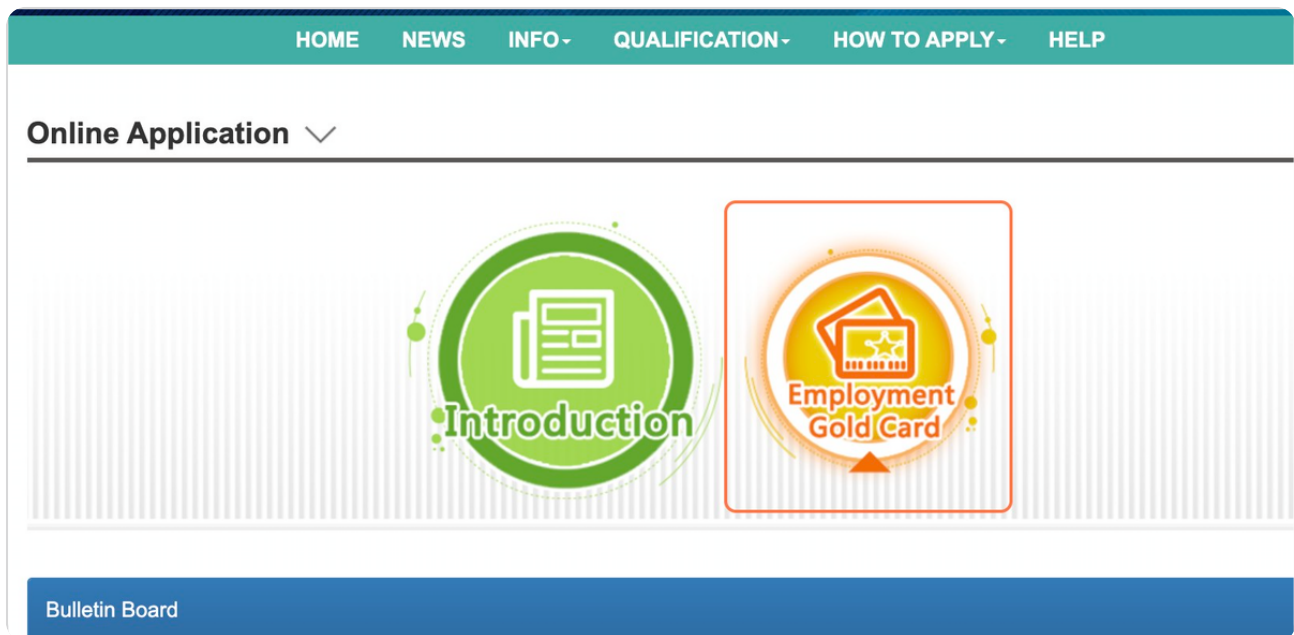
NOTE 2: If at any point you have questions about the application, please refer to the FAQ section on the official Gold Card website:

<https://goldcard.nat.gov.tw/en/tags/application/>

## STEP 2

### Click the "Employment Gold Card" icon

NOTE: The Bulletin Board below may contain important updates relevant to your Gold Card application. Please be sure to read through the information posted there.



STEP 3

Click the "I want to apply/Login" button

which includes work permit, resident visa, Alien Resi

- The Employment Gold Card is valid for 1-3 years.
- Those who meet certain requirements may apply for

**I want to apply/Login**

**QUALIFICATION**

- Applicants may apply for an Employment Gold Card Arts, Sports, Finance, Law, Architectural Design, and

STEP 4

Click the "Self application" icon

NATIONAL IMMIGRATION AGENCY MINISTRY OF THE INTERIOR REPUBLIC OF CHINA(TAIWAN)

Foreign

- Applica
- Arts, Sp
- Click for

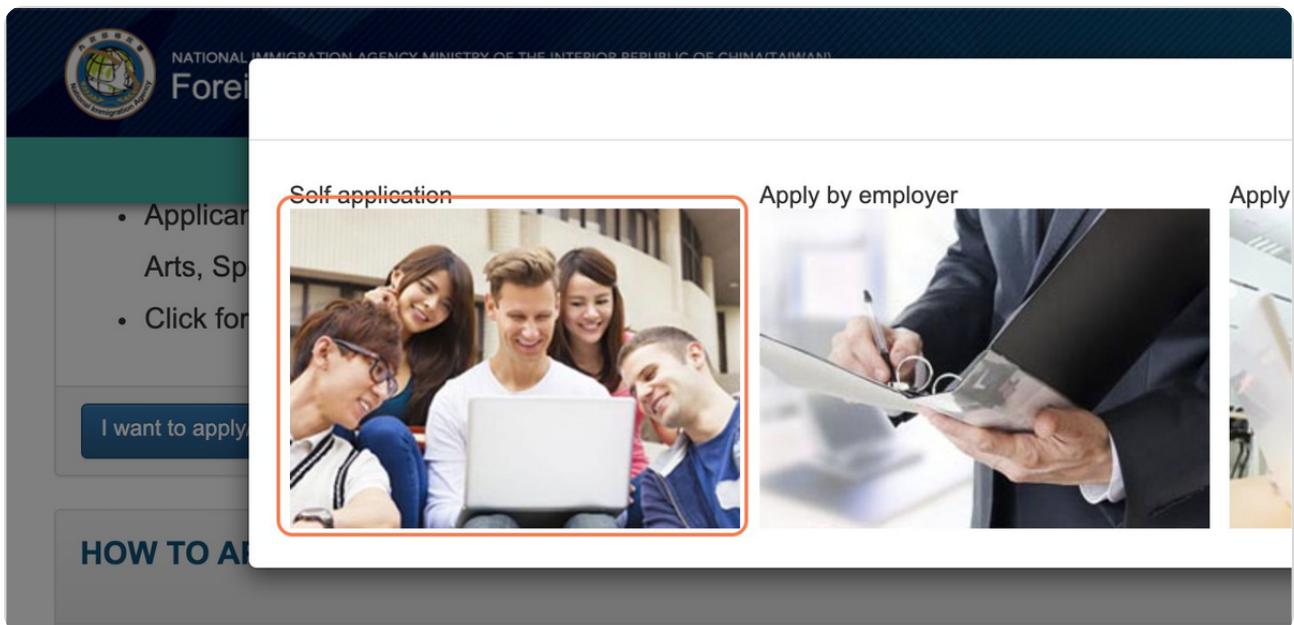
**I want to apply**

**HOW TO A**

Self application

Apply by employer

Apply

The image shows a screenshot of the National Immigration Agency website. The header includes the agency's name and logo. Below the header, there are navigation links and a list of application categories. A blue button labeled "I want to apply" is visible. The main content area features three application options: "Self application" (highlighted with a red border and accompanied by an image of a group of people looking at a laptop), "Apply by employer" (accompanied by an image of a person in a suit holding a clipboard), and "Apply" (partially visible on the right). The bottom of the page shows the text "HOW TO A".

STEP 5

Log in to your account

Account: goldcard\_demo [Forgot Account?](#)

Password: ..... [Forgot Password?](#)

captcha: Bn5Jnn [change](#)

[Create an Account](#) [Resend Confirmation letter](#) [Login](#)

- [Foreign Professionals' Application Platform] Accounts between the systems can be used mutually. If you have already registered an account on this

STEP 6

Under the Application tab, click "Application for Employment Gold Card (or renewal)"

NATIONAL IMMIGRATION AGENCY, MINISTRY OF THE INTERIOR, REPUBLIC OF CHINA (TAIWAN)

Foreign Professionals Online Application Platform

Application - Case Status Check - Online Payme

To Do List [Application for Employment Gold Card \(or renewal\)](#)

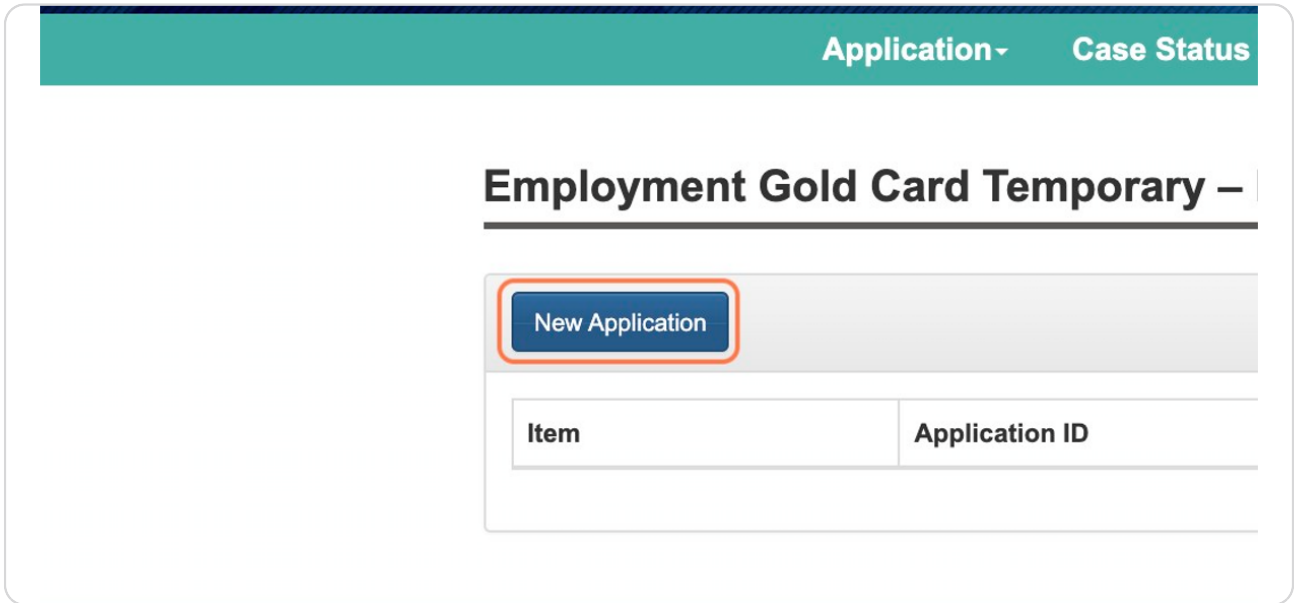
Information Change of Employment Gold Card

Replace Lost, Stolen, or Damaged Employment Gold Card

System notification: Please refrain from usin

STEP 7

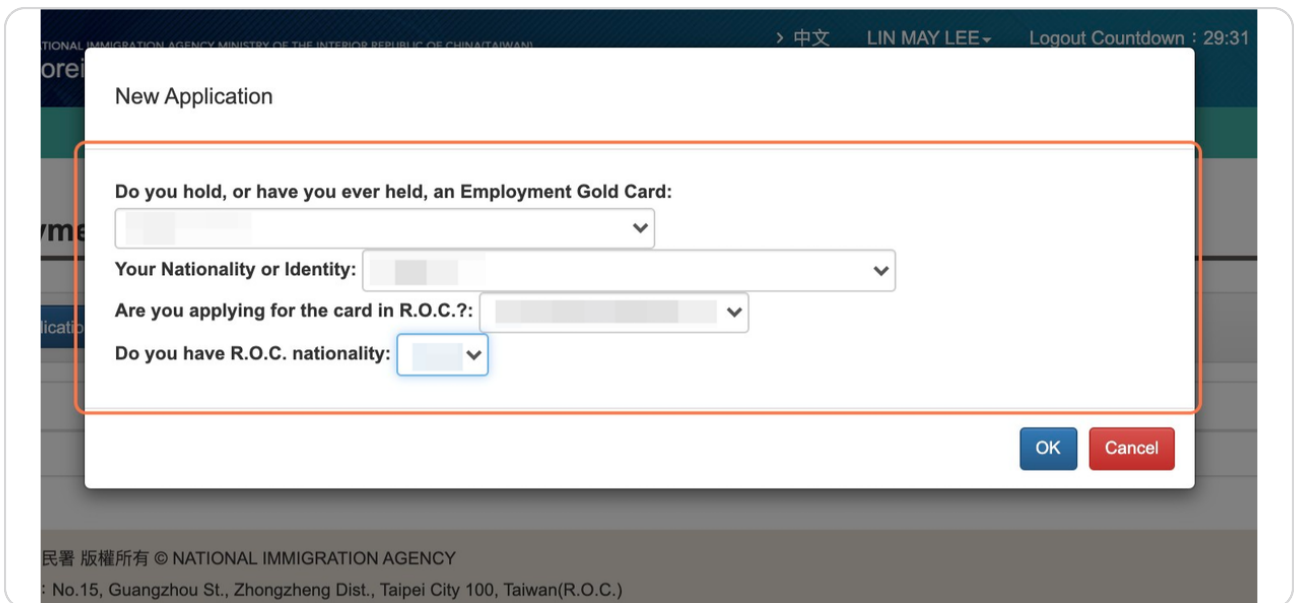
Click the "New Application" button



STEP 8

Answer the questions in the pop-up box, then click "OK"

The number and type of questions that pop up will vary according to your circumstances. Please ensure that the information you provide is correct. If you choose the incorrect status, the NIA will reject your application.



STEP 9

Please read the Notice and check the "Agree" box

6. The Information provided by applicants is collected, processed and used based on the "Personal Information Protection Act" and its Enforcement Rule. Proper security measures are adopted according to the Law to prevent stealth, disclosure, alteration or infringement in other ways due to the violation of this Law. However based on Article 28 of the Law, it does not apply to damages caused by natural disaster, incident or other force majeure, 3rd party illegal collection of information, and the Government of Taiwan will not be responsible for compensation of loss or damage.

7. Citizens of People's Republic of China, hereinafter referred to as People of the Mainland Area, are not eligible to apply for the Employment Gold Card. Once People of the Mainland Area who have resided abroad for over four years and have obtained citizenship of the country where they reside, they will not be subject to the regulation of the "Act Governing Relations between the People of the Taiwan Area and the Mainland Area" Article 3, the provisions of this Act pertaining to the people of the Mainland Area shall likewise apply to the people of the Mainland Area who reside outside the Mainland.

8. We hereby certify that the Agency has the right to reject or refuse to issue any relevant application permit.

9. If the employment gold card is blurred, destroyed, lost, or information change, the fee of each application NT\$500 will be charged for the re-issuance application. If you apply for the re-issuance of a residence permit due to change in residence address or passport number, you are exempted from charges and fees arising therefrom in accordance with Article 7 of the Charges and Fees Act.

10. If you include your dependent family members' information in advance, this system only provides applicants with the opportunity to fill in an unofficial application. The official application for dependent family members should wait until the applicant of the Employment Gold Card, Employment Pass Card, or Entrepreneur Visa, receives the resident qualification, before preparing the required documents and submitting the application to the overseas R.O.C.(Taiwan) embassy in person.

11. If holders of a household registration in Taiwan are not eligible to apply.

12. By using the service, you have read above terms of service and agree to terms stated above.

Agree

OK Cancel

STEP 10

Click the "OK" button

application for dependent family members should wait until the  
Pass Card, or Entrepreneur Visa, receives the resident  
qualification and submitting the application to the overseas R.O.C.(Taiwan)

eligible to apply.  
service and agree to terms stated above.

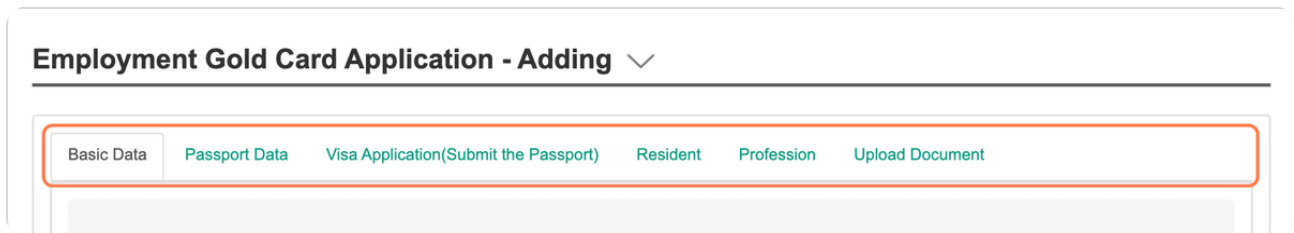
Agree

OK Cancel

## STEP 11

Please note the 6 tabs representing each form you will need to fill in

1. Basic Data
2. Passport Data
3. Visa Application
4. Resident
5. Profession
6. Upload Document

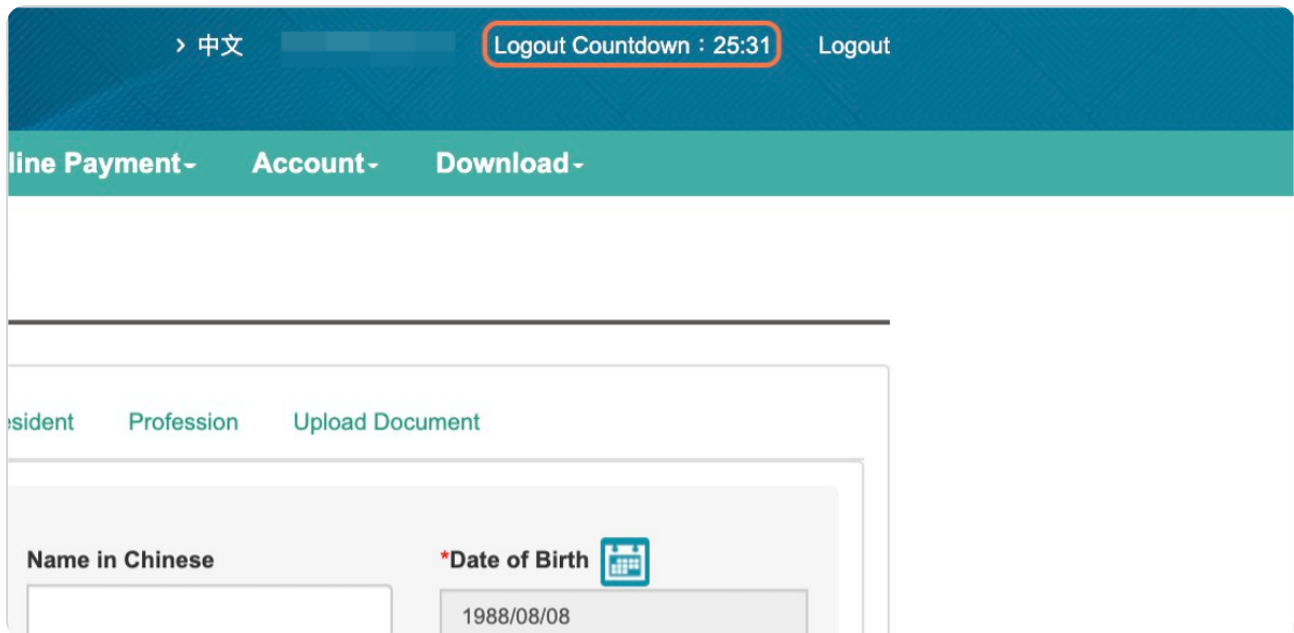


Employment Gold Card Application - Adding ▾

Basic Data | Passport Data | Visa Application (Submit the Passport) | Resident | Profession | Upload Document

## STEP 12


Please also note the Logout Countdown (each session is limited to 30 minutes)



> 中文 | Logout Countdown : 25:31 | Logout

line Payment- | Account- | Download-

Resident | Profession | Upload Document

Name in Chinese | \*Date of Birth 

1988/08/08

## STEP 13

### Please fill in the first form: "Basic Data"

NOTE 1: Be sure that your English name matches the name on the **passport** used you to enter Taiwan. If your name has a hyphen in it, replace the hyphen with a space.

NOTE 2: Certain nationalities are not eligible to apply for the Taiwan Gold Card. Please check the following FAQ to ensure that you do not hold any of the listed identities: <https://goldcard.nat.gov.tw/en/faq/what-identities-are-not-eligible-to-apply-for-the-employment-gold-card/>

Basic Data    Passport Data    Visa Application(Submit the Passport)    Resident    Profession    Upload Doc

<b>*English surname</b>	<b>*English given name</b>	<b>Name in Chinese</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>*Gender</b>	<b>*Nationality</b>	<b>*Current position</b>
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
<b>*Marital status</b>	<b>*Email</b>	
<input type="text" value="Please select"/>	<input type="text"/>	

Due to cyber security policy, it is suggested that applicants refrain from using email addresses from a mainland China provider, in case of missing NIA notification emails.



STEP 14

**When you have finished filling in the form, click "Next Step"**

Please make sure you **click "Save"** before you proceed to the next step

NOTE 1: Individuals who hold multiple passports + a Hong Kong or Macau passports, please note to the following FAQ:

<https://goldcard.nat.gov.tw/en/faq/if-hong-kong-residents-hold-other-foreign-passport-s-what-should-they-pay-attention-to-when-applying-for-a-gold-card/>

NOTE 2: Applicants from Hong Kong and Macau who were born in Mainland China will be required to provide additional documentation. Please refer to the following

FAQ: <https://goldcard.nat.gov.tw/en/faq/what-documents-do-hong-kong-and-macao-applicants-born-in-mainland-china-need-to-attach/>

NOTE 3: Applicants from Mainland China who were born in Mainland Chi-

na will be required to provide additional documentation. Please refer to the following FAQ: <https://goldcard.nat.gov.tw/en/faq/what-documents-do-i-need-to-provide-if-i-was-born-in-mainland-china/>

The image shows a screenshot of a web form. At the top, there is a label: **\*Place of Birth (City/State or Province)**. Below the label is a text input field. At the bottom of the form, there are two buttons: a blue 'Save' button and a blue 'Next Step' button. The 'Next Step' button is highlighted with a red rectangular border. Below the buttons, there is a red text instruction: **To avoid missing data, please feel free to press the [Save] button.**

## STEP 15

### Please fill in the second form: "Passport Data"

NOTE: If your passport was issued before 2012, please click "2012" first and then re-select the year. You will then be able to select dates beyond 2012. Be sure to use only this passport when entering Taiwan.

Basic Data | **Passport Data** | Visa Application(Submit the Passport) | Resident | Profession | Upload Document

\*Passport Type  
Regular

\*Passport No.  
12345678

\*Passport of Issue Date  
1 2020

\*Passport Expiry Date  
Passport still valid for more than 6 months

\*Passport of Issue Place

Original Passport No.

Back Save Next Step

## STEP 16

### When you have finished filling in the form, click "Next Step"

Please make sure you click "Save" before you proceed to the next step

Original Passport No.

Back Save **Next Step**

To avoid missing data, please feel free to press the [Save] button.

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Address : No.15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan(R.O.C.)

STEP 17

**Please fill in the third form: "Visa Application"**

NOTE 1: Some overseas missions have closed, but may still appear on the portal. Check to see if your local Taiwan embassy is still open (please do not select an embassy that is closed): <https://www.boca.gov.tw/sp-foof-countrylp-01-2.html>

NOTE 2: If you are unsure of whether or not you have ever been issued an ROC Visa, please inquire with the Bureau of Consular Affairs: <https://www.boca.gov.tw/lp-191-2.html>

Basic Data    Passport Data    **Visa Application(Submit the Passport)**    Resident    Profession

**\*Select Where You Will Be Applying For Your Visa**

Please select    Please select

Applicant who has entered the ROC may be allowed to apply for the visa (submit the passport) to the Southern Taiwan Office, the Eastern Taiwan Office, the Southwestern Taiwan Office of the Ministry

**\*1. First Time to Taiwan?**

No     Yes

**\*2. Have you ever been issued an ROC Visa?**

STEP 18

**When you have finished filling in the form, click "Next Step"**

Please make sure you **click "Save"** before you proceed to the next step

**\*11. Was this application filled in by another person on your behalf?**

No  Yes

To avoid missing data, please feel free to press the [Save] button.

STEP 19

**Please fill in the fourth form: "Resident"**

NOTE 1: If you do not yet have a Residence Address in Taiwan, you may leave this field blank. However, you must provide a Residence Address within 30 days of your arrival in Taiwan.

NOTE 2: Addresses must be entered in Traditional Chinese characters. If you are unable to type in Chinese, you may use Google Translate or contact the Gold Card Help Desk for assistance. Please see this FAQ for an example: <https://gold-card.nat.gov.tw/en/faq/how-do-i-fill-in-my-residence-address/>

NOTE 3: If you have had an ARC in Taiwan, you must fill in the UI No. (ARC No.) field. If you have forgotten your UI No., please contact an [NIA service center](#).

The screenshot shows a web form with a navigation bar at the top containing: Basic Data, Passport Data, Visa Application(Submit the Passport), Resident (selected), Profession, and Upload Document. The main form area is divided into several sections:

- \*Valid Term of Employment Gold Card Applied for**: Three radio button options:  1 Year(s),  2 Year(s),  3 Year(s).
- \*Method of Collection**: A dropdown menu with the text "Please select" and a downward arrow.
- Service location / unit**: A text input field with a placeholder instruction: "Please fill name of the company you work for (eg.: Apple Inc.)".
- Service hotline**: A text input field.
- Taiwan Company Address**: A label for a text input field.
- Residence Address**: A label for a text input field.

## STEP 20

### When you have finished filling in the form, click "Next Step"

Please make sure you click "Save" before you proceed to the next step

Residential Address of Your Relatives or Friends in Taiwan.

Back Save **Next Step**

To avoid missing data, please feel free to press the [Save] button.

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## STEP 21

### Please fill in the fifth form: "Profession"

Basic Data Passport Data Visa Application(Submit the Passport) Resident **Profession** Upload Document

1. Please note that if you change your Field of Expertise, the required documents that you have uploaded will be reset. Please confirm the Field of Expertise for your application before uploading the required documents.  
2. If you are not certain which Field or Regulation you should choose, please visit the ["Taiwan Employment Gold Card"](#) website for further details. Contact information is also listed at the bottom of the webpage.

**\*Profession**

Please select

[Contact Information of Qualification of Foreign Special Professionals](#)

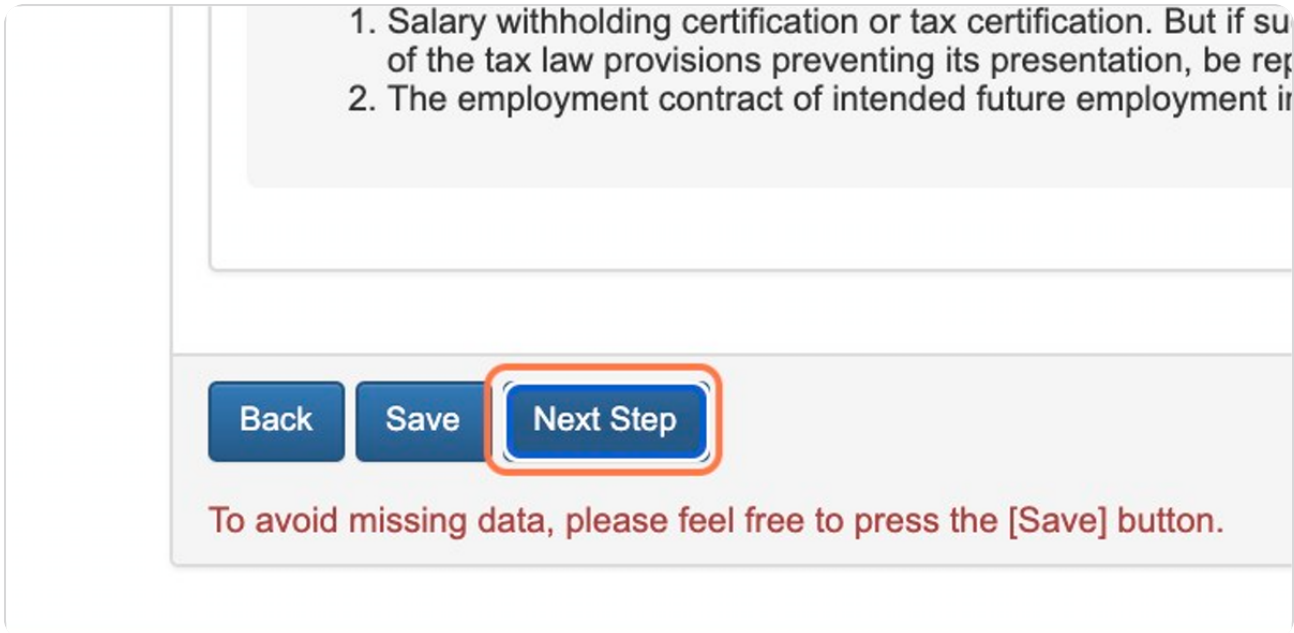
**⚠ Important: If you are applying under a regulation relating to "a most recent monthly salary of over NT\$ 160,000", please pay attention to these definitions:**

In respect of the conditions for qualification as a foreign special professional, as announced by the respective central competent authorities, the condition of "previously or currently holding a position in a foreign state or in the ROC with a most recent monthly salary of at least NT\$160,000" has been clarified by the Ministry of Labor in the letter Lao-Dong-Fa-Guan-Zi No. 10805114652 dated November 5, 2019, as follows:

STEP 22

**When you have finished filling in the form, click "Next Step"**

Please make sure you **click "Save"** before you proceed to the next step



1. Salary withholding certification or tax certification. But if su  
of the tax law provisions preventing its presentation, be req  
2. The employment contract of intended future employment in

Back Save **Next Step**

To avoid missing data, please feel free to press the [Save] button.

## STEP 23

### Please fill in the sixth and final form: "Upload Document"

Please note the specifications required for your photo. If you wish to preview your photo, you may click the "Cropping photo automatically" button.

Please ensure that you upload ALL of the documents that are required for your application and that your documents are not encrypted.

File sizes should be smaller than 1024 KB, and you may upload up to 5 files. If you wish to upload several documents, we suggest that you combine them all into a single PDF file.

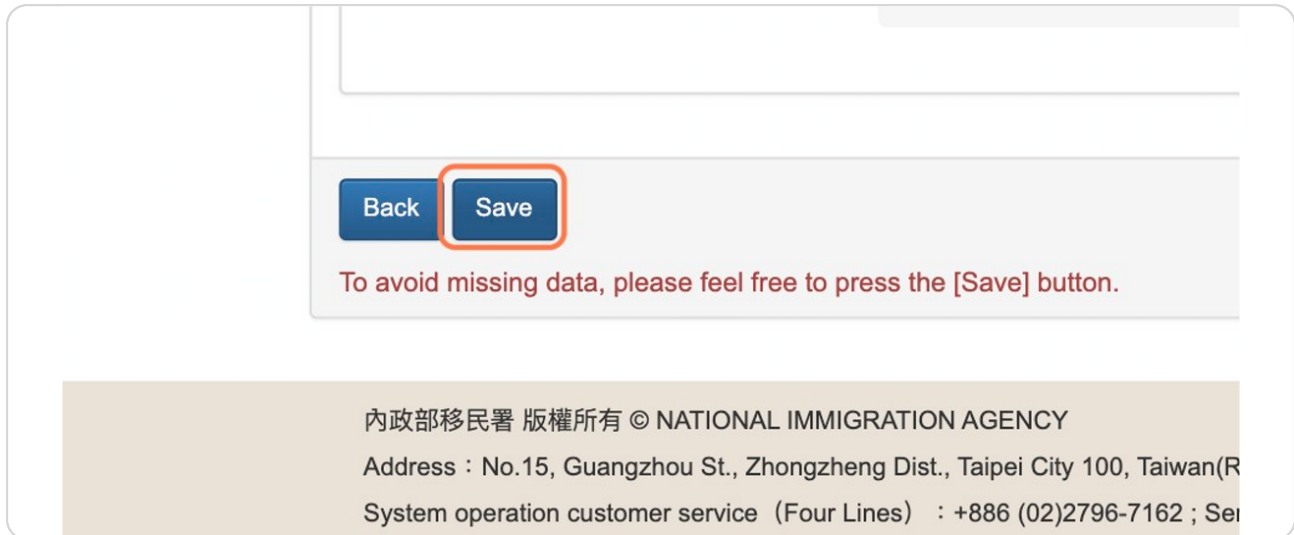
The screenshot shows a web application interface with a navigation bar at the top containing tabs: Basic Data, Passport Data, Visa Application(Submit the Passport), Resident, Profession, and Upload Document. The 'Upload Document' tab is active. On the left, there is a placeholder for a photo, showing a white silhouette of a person's head and shoulders on a grey background. To the right of the photo placeholder, there is a section for uploading a photo. It includes a label '\*Upload Photo', a 'Choose File' button, and the text 'No file chosen'. A red 'Clear' button is also present. Below this, there is a red button labeled 'Cropping photo automatically'. Further down, there is a section titled 'Profession' and 'Qualifications of A Certified Applicant'. At the bottom, there is a section titled 'Required Docs' with a list of five instructions: 1. Files should be in JPG|JPEG|PNG|BMP|PDF format. Uploaded documents must be clear. No words or graphics should be added on the ID card or passport, e.g., Photocopy/COPY. 2. File size should be smaller than 1024K. 3. Please scan the required documents in original size and then upload. 4. All documents are required to scan and upload both sides unless those blank sides. 5. Documents for the review by the Ministry of Labor (based on the qualifications and conditions for foreign special professionals) and the matters indicated by the Ministry of Labor for employment gold card applicants.



## STEP 24

### When you have finished uploading all of your documents, click "Save"

If you have missed any required fields, the system will re-direct you to forms that you will need to review and edit.



Back Save

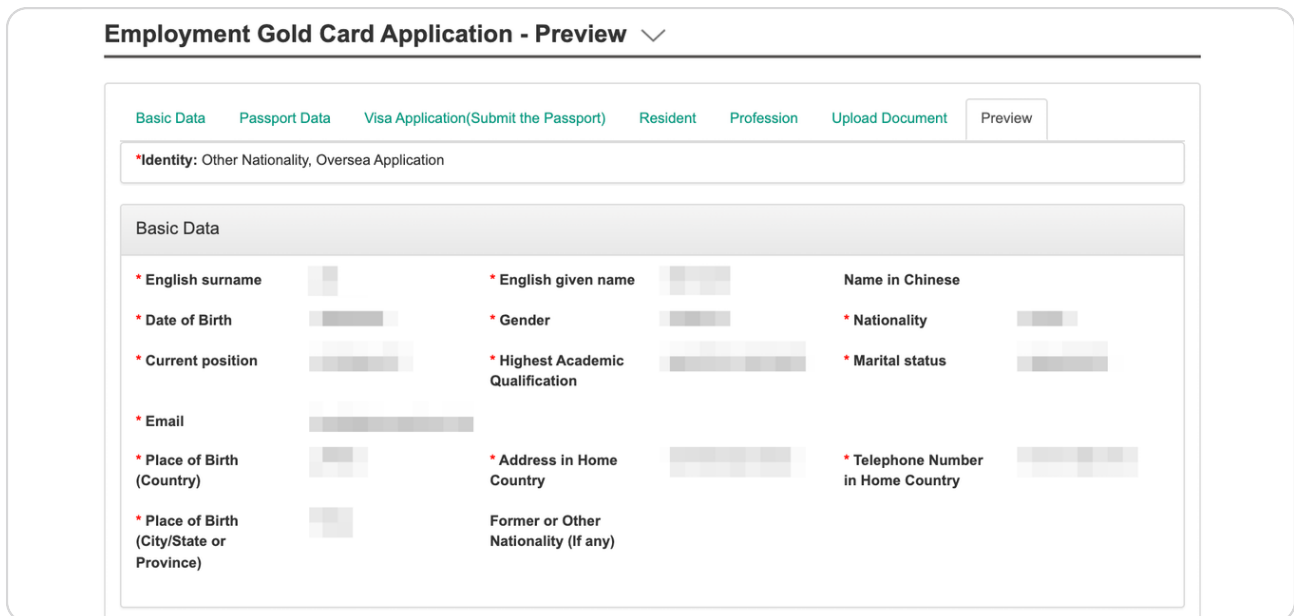
To avoid missing data, please feel free to press the [Save] button.

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System operation customer service (Four Lines) : +886 (02)2796-7162 ; Sei

## STEP 25

### Once you have filled in all of the required fields, you will be directed to an application preview page

Please review your application carefully before submission.



Employment Gold Card Application - Preview

Basic Data Passport Data Visa Application(Submit the Passport) Resident Profession Upload Document Preview

\*Identity: Other Nationality, Oversea Application

Basic Data

* English surname		* English given name		Name in Chinese	
* Date of Birth		* Gender		* Nationality	
* Current position		* Highest Academic Qualification		* Marital status	
* Email		* Address in Home Country		* Telephone Number in Home Country	
* Place of Birth (Country)		Former or Other Nationality (If any)			
* Place of Birth (City/State or Province)					

## STEP 26

Once you have finished reviewing your full application and are ready to submit, click the "Send" button

\* Subfield Publishing

Back Send

To avoid missing data, please feel free to press the [Save] button.

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## STEP 27

**Congratulations! Your application is nearly complete. You may now move on to payment**

Please write down your **Application No.** for future reference.

NATIONAL IMMIGRATION AGENCY MINISTRY OF THE INTERIOR, REPUBLIC OF CHINA(TAIWAN)  
Foreign Professionals Online Application Platform

> 中文 LIN MAY LEE - Logout Countdown : 29:53 Logout

Application - Case Status Check - Online Payment - Account - Download -

Employment Gold Card Application - Completing the application ▾

Application No.: 111551035860

Congratulations for completing the application process. Please move to the online payment area for payment. After the payment is completed, your application will be submitted for further review.  
We hereby certify that the Agency has the right to reject or refuse to issue any relevant application permit.

Online Payment

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Address : No.15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan(R.O.C.)  
System operation customer service (Four Lines) : +886 (02)2796-7162 ; Service Hours : 8:30am - 5:30pm (GMT+8)

