

# 2. Starting an application tutorial

23 Steps

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Taiwan Gold Card Office

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Aug 02, 2024

## STEP 1

### Log in to the Foreign Professionals Online Application Website

Here is the link:

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

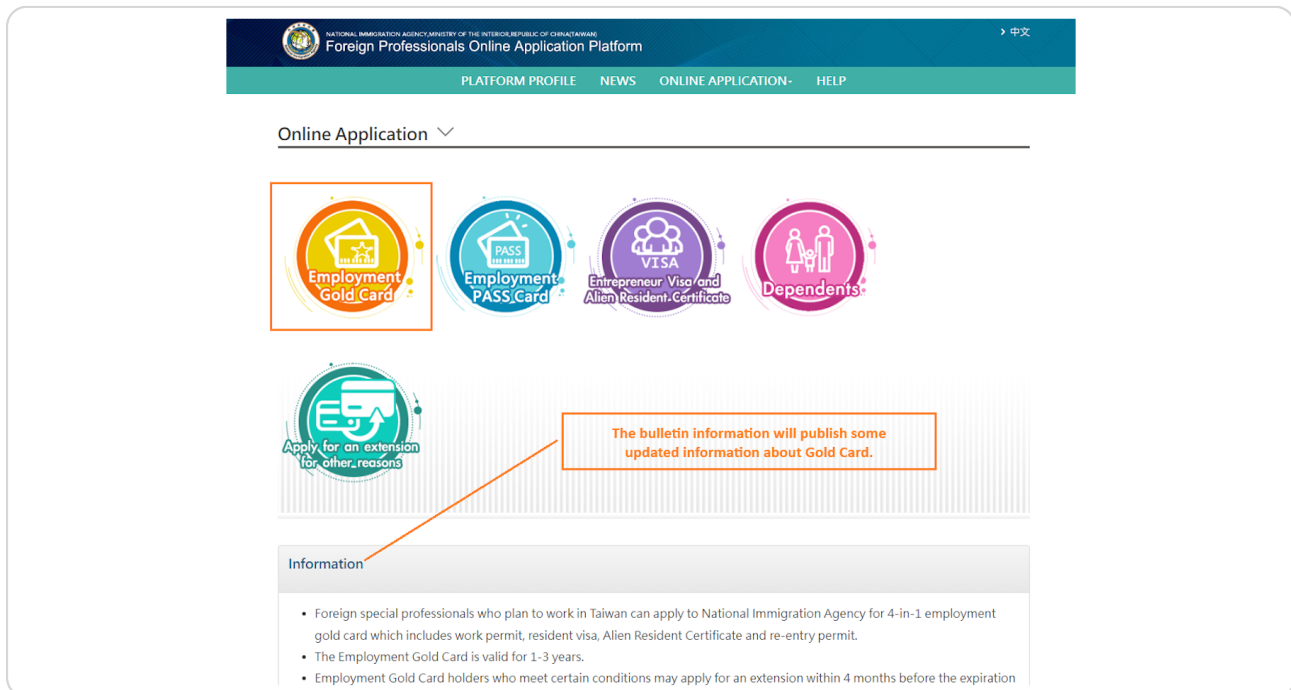
NOTE 1: Please use Google Chrome or Firefox as your browser. Do not use Safari. Make sure not to use a VPN.

NOTE 2: If you have further questions about the application, please check the FAQ section on the official Gold Card website:

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

## STEP 2

### Click on the "Employment Gold Card" icon under the "Online Application".



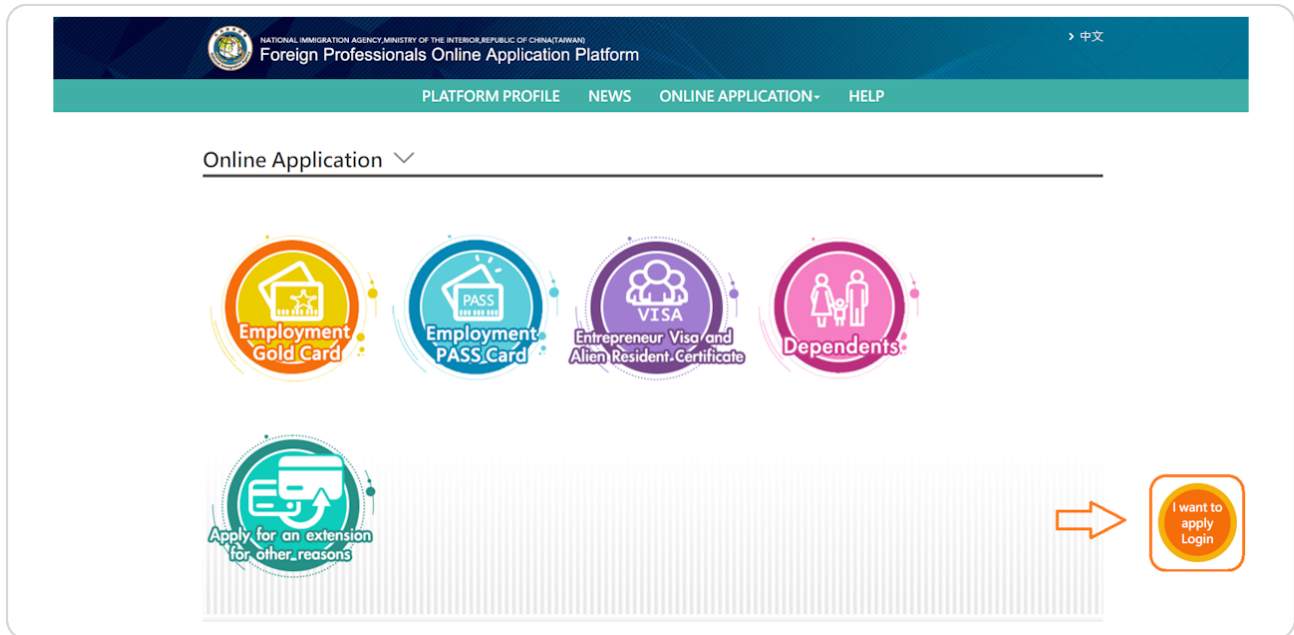
The screenshot shows the website interface for the National Immigration Agency. At the top, there is a navigation bar with the text "Foreign Professionals Online Application Platform" and a language selector for "中文". Below the navigation bar, there are four main menu items: "PLATFORM PROFILE", "NEWS", "ONLINE APPLICATION", and "HELP". The "ONLINE APPLICATION" menu is expanded, showing a dropdown list of options: "Employment Gold Card", "Employment PASS Card", "Entrepreneur Visa and Alien Resident Certificate", and "Dependents". The "Employment Gold Card" option is highlighted with an orange border. Below the dropdown list, there is a section titled "Apply for an extension for other reasons" with a circular icon. To the right of this section, there is a text box that reads: "The bulletin information will publish some updated information about Gold Card." Below this, there is an "Information" section with a list of bullet points:

- Foreign special professionals who plan to work in Taiwan can apply to National Immigration Agency for 4-in-1 employment gold card which includes work permit, resident visa, Alien Resident Certificate and re-entry permit.
- The Employment Gold Card is valid for 1-3 years.
- Employment Gold Card holders who meet certain conditions may apply for an extension within 4 months before the expiration

### STEP 3

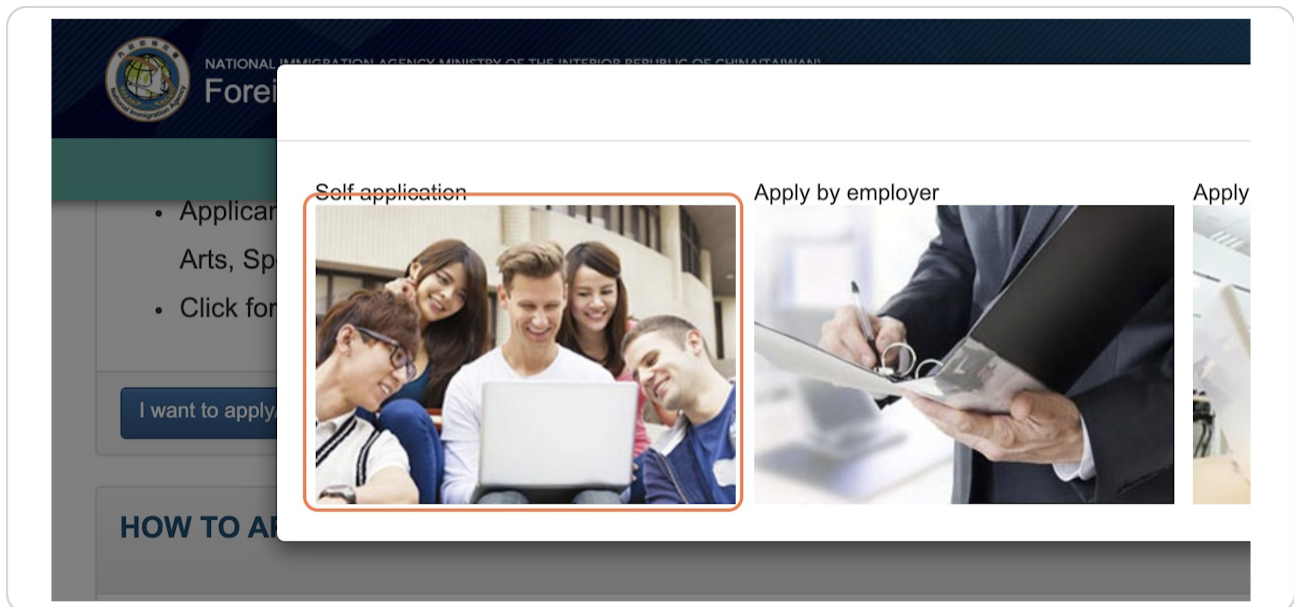
Click on the "I want to apply/Login" button at the bottom right of the portal

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



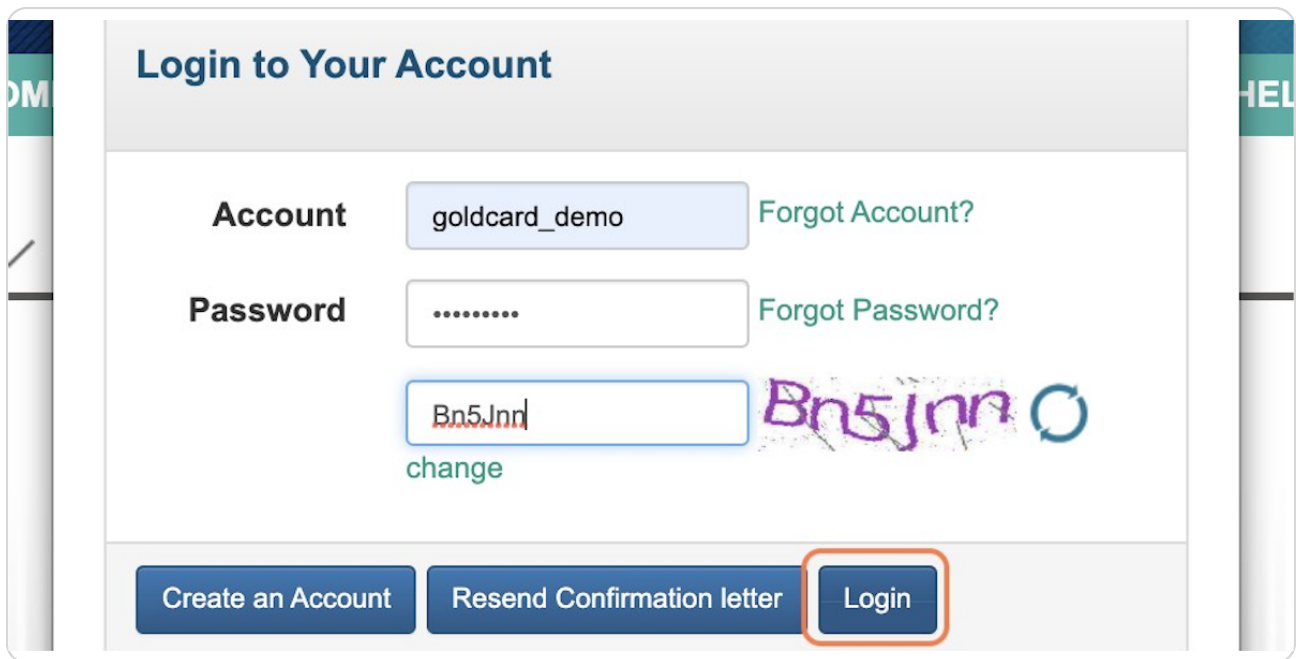
### STEP 4

Click the "Self application" icon



STEP 5

Log in to your account



The screenshot shows a login form with the following elements:

- Title:** Login to Your Account
- Account:** Input field containing 'goldcard\_demo' with a 'Forgot Account?' link to its right.
- Password:** Input field containing '.....' with a 'Forgot Password?' link to its right.
- Security:** A CAPTCHA input field containing 'Bn5Jnn' with a 'change' link below it. To the right is a visual CAPTCHA 'Bn5Jnn' with a refresh icon.
- Buttons:** Three buttons at the bottom: 'Create an Account', 'Resend Confirmation letter', and 'Login' (which is highlighted with an orange border).

# Create an application

5 Steps

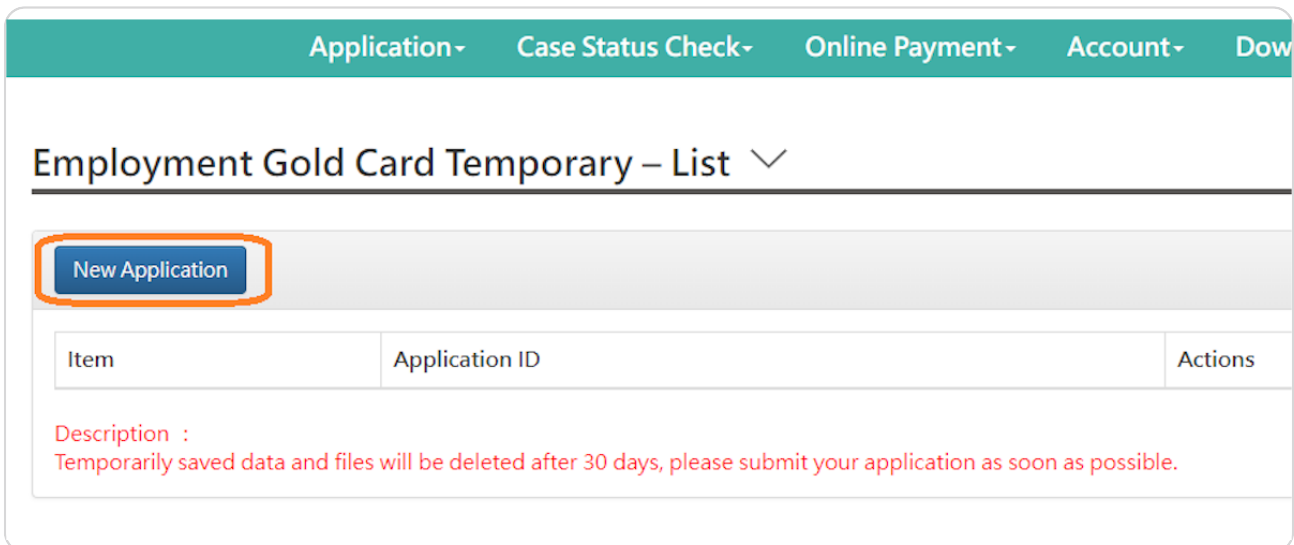
STEP 6

Under the "Application" tab, select "Apply as New Applicant or Renew an Expired Card."



STEP 7

Select the "New Application" button



## STEP 8

### Read and agree to the application details and answer several questions

NOTE 1: The number and type of questions will vary based on your individual circumstances. Please provide truthful answers according to your situation. The National Immigration Agency (NIA) will reject your application if any false information is provided. Then, click "OK" to continue.

NOTE 2: Applicants from specific nationalities or with certain circumstances are not eligible to apply for the Taiwan Employment Gold Card. For more information, please refer to this FAQ: <https://goldcard.nat.gov.tw/en/faq/what-identities-are-not-eligible-to-apply-for-the-employment-gold-card/>

New Application

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Applications must provide all required information and accompanying documents, which shall be defined based on your answers in the questions page. Please answer all questions in order, reviewing any incorrect answers to facilitate the subsequent agency review process. If, after review, it is revealed there are inconsistencies with your answers (such as nationality, domestic/foreign application, and documents held upon entry into Taiwan), the application will be rejected **without refund**.

If you have concerns or feel that the questions page is unclear, refer to the "[Taiwan Employment Gold Card Office website](#)". Information on how to contact the office is also available at the bottom of this page.

Agree

Do you hold, or have you ever held, an Employment Gold Card:

Your Nationality or Identity:

Are you applying for the card in R.O.C.:

Do you have R.O.C. nationality:

## STEP 9

### Please confirm your status

If you choose "domestic application", you must be currently located in Taiwan. If you leave Taiwan before the end of the NIA's Information Check review (please refer to our detailed timeline here: <https://goldcard.nat.gov.tw/en/faq/how-long-does-the-application-take/>) and choose "domestic application", the NIA has the right to reject your application.

New Application

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Applications must provide all required information and accompanying documents, which shall be defined based on your answers in the questions page. Please answer all questions in order, reviewing any incorrect answers to facilitate the subsequent agency review process. If, after review, it is revealed there are inconsistencies with your answers (such as nationality, domestic/foreign application, and documents held upon entry into Taiwan), the application will be rejected **without refund**.

If you have concerns or feel that the questions page is unclear, refer to the "Taiwan Employment Gold Card Office website". Information on how to contact the office is also available at the bottom of this page.

Agree

Do you hold, or have you ever held, an Employment Gold Card:

Your Nationality or Identity:

Are you applying for the card in R.O.C.:

Your current visa or resident card in the R.O.C.:

- A valid residence certificate issued by the R.O.C. (ARC)
- A visa-exempt entry (did not specifically apply for a visa)
- Enter the country with a visa method that does not impose a stay limit of 60 days or more.
- Enter the country with a visa method that imposes a stay limit of 60 days or more.
- Enter the country with a visa method that allows a stay of less than 60 days.

## STEP 10

**Please read the Notice and check the "Agree" box. Then click "OK" to continue**

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

## # Fill in the required information

13 Steps

## STEP 11

**The application form is divided into six sections. Please complete each section sequentially**

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

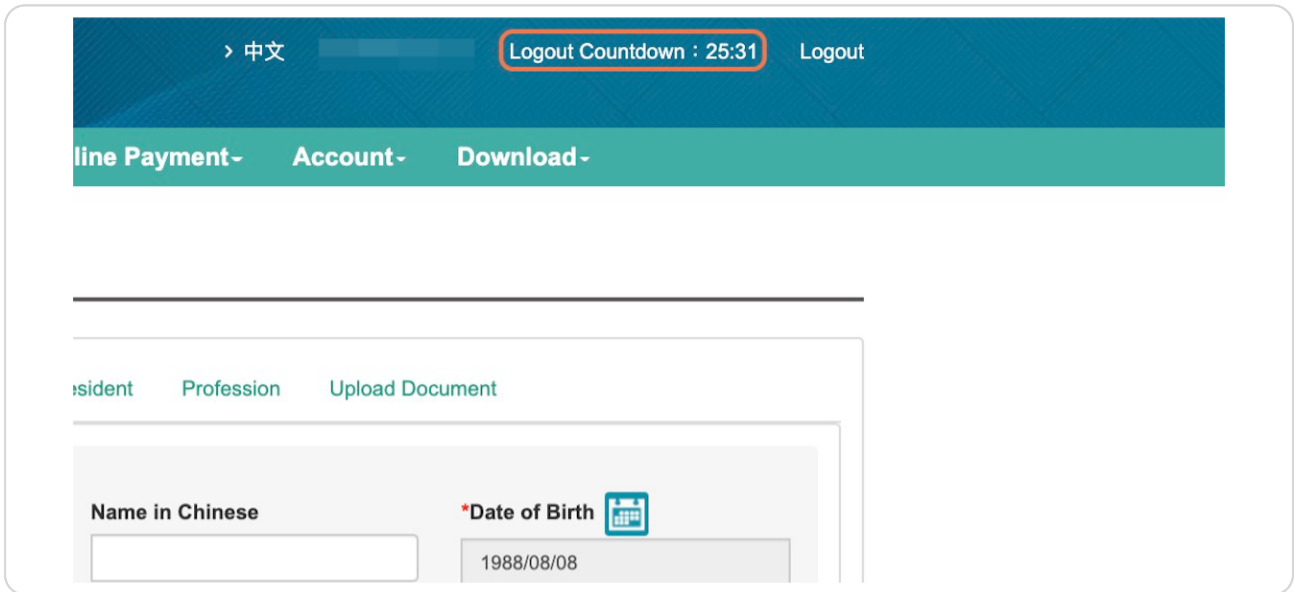
Employment Gold Card Application - Adding

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



STEP 12

**NOTE: The portal "Logout countdown" is set to 30 minutes.**

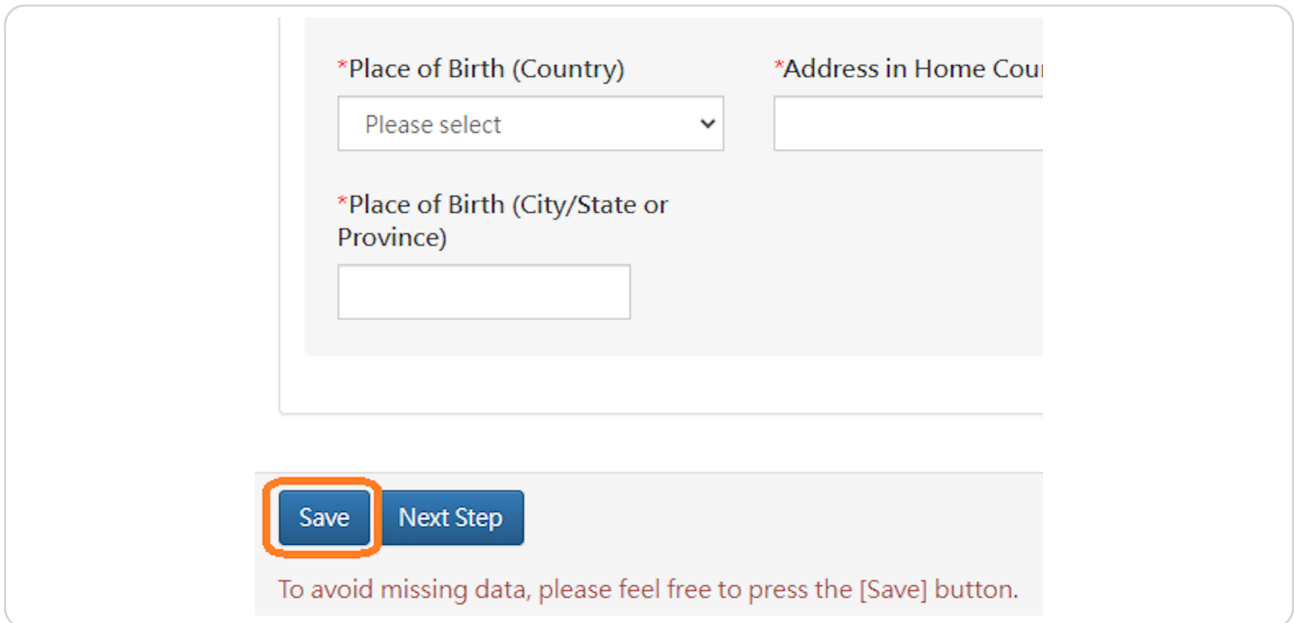


The screenshot shows the top navigation bar of a web portal. On the left, there is a language selector with the text '> 中文'. In the center, a 'Logout Countdown : 25:31' timer is displayed in a red-bordered box. On the right, there is a 'Logout' link. Below the navigation bar, there are three menu items: 'Online Payment -', 'Account -', and 'Download -'. The main content area below has tabs for 'Resident', 'Profession', and 'Upload Document'. A form section is visible with two input fields: 'Name in Chinese' and '\*Date of Birth'. The 'Date of Birth' field contains the value '1988/08/08' and has a calendar icon next to it.

STEP 13

**You can click "Save" at the bottom left at any time while filling out the form to prevent losing any data.**

NOTE: After clicking "Save," the system will identify any incomplete sections of the application form and automatically navigate to the unfinished tab.



The screenshot shows a form section with several input fields. The first field is '\*Place of Birth (Country)' with a dropdown menu showing 'Please select'. The second field is '\*Address in Home Country' with an empty text box. The third field is '\*Place of Birth (City/State or Province)' with an empty text box. At the bottom of the form, there are two buttons: 'Save' and 'Next Step'. The 'Save' button is highlighted with a red border. Below the buttons, there is a message: 'To avoid missing data, please feel free to press the [Save] button.'

## STEP 14

### The first page of the application form: Basic Data

1. Please make sure your English name matches the English name on the passport you used to enter Taiwan. If your English name has a hyphen (-), please replace it with a blank space.
2. After filling in the information on this page, please click "Next Step" to continue.

#### Important note for applicants from Hong Kong, Macau, and Mainland China:

NOTE 1: Hong Kong and Macau residents holding other passports, please refer to this 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: Residents of Hong Kong and Macau who were born in mainland China need to provide additional information. Please refer to this 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 born in mainland China must provide additional information, please refer to this FAQ for details:

<https://goldcard.nat.gov.tw/en/faq/what-documents-do-i-need-to-provide-if-i-was-born-in-mainland-china/>

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

1.

\*English surname  \*English given name  Name in Chinese  \*Date of Birth

Online applications cannot be made if the date of birth (day/month/year) cannot be provided. Please submit the application in person.

\*Gender  \*Nationality  \*Current position  \*Highest Academic Qualification

\*Marital status  \*Email

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.

\*Place of Birth (Country)  \*Address in Home Country  \*Telephone Number in Home Country  Former or Other Nationality (if any)

\*Place of Birth (City/State or Province)

2.

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

## STEP 15

### The second page of the application form: Passport Data

1. Passport Information: Please fill in the details of the passport you will use to enter Taiwan.
2. Passport Issue Date and Expiry Date: If the system does not show earlier or later years, please select the earliest or latest year displayed in the menu, then adjust accordingly.
3. Original Passport Number: If you have previously used another passport to enter Taiwan, please provide that passport number.
4. Next Step: After filling out the information on this page, click "Next Page" to continue.

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

\*Passport Type  
1.

2. \*Passport No.  \*Passport of Issue Date  \*Passport Expiry Date  \*Passport of Issue Place   
Passport still valid for more than 6 months

3. Original Passport No.

4.

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

## STEP 16

### The third page of the application form: Visa application

1. Application Location/Office: As part of the application process, you are required to visit a Taiwanese embassy or overseas mission to submit your passport for verification (applicants from Hong Kong and Macao are exempt from passport verification). Please select a Taiwanese embassy or mission that is convenient for you. Please be aware that while some embassies may be closed physically, they are still accessible through the application system. For more information, please refer to the Ministry of Foreign Affairs: <https://en.mofa.gov.tw/OverseasOfficeLink.aspx?n=1573&sms=957>
2. If you are unsure whether you have been issued a visa to the Republic of China, please confirm with the Ministry of Foreign Affairs at: <https://www.boca.gov.tw/lp-191-2.html>. If MOFA is unable to find your previous visa, you may select "Yes" and then leave your visa information blank.
3. Once you have completed filling out the information on this page, please proceed by clicking "Next Page".

The screenshot displays the third page of a visa application form. At the top, it is titled '3. Select Where You Will Be Applying For Your Visa' and contains two dropdown menus, both labeled 'Please select'. Below this, there are eleven numbered questions, each with radio button options for 'No' and 'Yes'. The questions are:

- \*1. First Time to Taiwan?
- \*2. Have you ever been issued an ROC Visa?
- \*3. Do you have a criminal record within or outside the territory of the R.O.C. or have you ever been denied entry, ordered to leave or deported by the R.O.C. government?
- \*4. Have you ever entered Taiwan illegally?
- \*5. Have you ever had a communicable disease of public health significance, a dangerous physical or mental disorder, or been a drug abuser or addict?
- \*6. Have you ever overstayed a visitor or resident visa or worked illegally in Taiwan?
- \*7. Have you ever been a controlled substance (drug) trafficker?
- \*8. Have you ever been refused a visa at by an R.O.C. mission abroad?
- \*9. Have you ever applied for an R.O.C. visa using a different name?
- \*10. Have you ever worked in Taiwan?
- \*11. Was this application filled in by another person on your behalf?

At the bottom of the form, there are three buttons: 'Back', 'Save', and 'Next Step'. The 'Next Step' button is highlighted with a red box. Below the buttons, there is a small note: 'To avoid missing data, please feel free to press the [Save] button.'

## STEP 17

### The fourth page of the application form: Resident

1. If you are an overseas applicant and don't have a residence address in Taiwan, you can leave it blank for now. However, you must provide and update your residence address on your gold card within 30 days of moving. The address should be written in Traditional Chinese. If you have trouble with this, you can use Google Translate or contact the Gold Card Office for help. Refer to the examples in the FAQ: <https://gold-card.nat.gov.tw/zh/faq/how-do-i-fill-in-my-residence-address/>
2. If you have previously had an ARC or a uniform ID number in Taiwan, please enter your unified number. If you can't remember your unified number, contact the Immigration Service Center: <https://www.immigration.gov.tw/5475/5478/141386/127061/127076/>
3. After entering the information on this page, click "Next Page" to continue.

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

\*Valid Term of Employment Gold Card Applied for:  Service location / unit:  Service hotline:

1 Year(s)  2 Year(s)  3 Year(s) Please fill name of the company you work for (eg. Apple Inc.):

\*Method of Collection:  \*Location of Collection:

Taiwan Company Address:

1. Residence Address (Same as work address):

2. ID No. (optional):

3.

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

## STEP 18

### The fifth page of the application form: Profession

Once you have chosen your area of expertise, please click "Next Page" to proceed

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:

Most recent monthly salary of at least NT\$160,000 means a monthly salary or average monthly salary of NT\$160,000 or above within the three years preceding the month of the application; documentary proof of salary or tax payment means one of the following:

1. Salary withholding certification or tax certification. But if such certification cannot be presented owing to provisions of tax law, it may, after explanation of the tax law provisions preventing its presentation, be replaced by employer's certification.
2. The employment contract of intended future employment in the ROC.

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

## STEP 19

### The last page of the application form: Upload Document

1. Click "Choose File" to select the photo you want to upload. Please ensure the uploaded photos meet the requirements listed below.
2. (Optional) The system offers an automatic cropping function for headshots. To use this, click "Cropping photo automatically," then click "Choose File" to select the photo you want to crop, and then click "Upload and Crop" on the right. After the system completes cropping, click "Download" to save the cropped photo file, note the download location, click "Close," and then upload the cropped photo using the method described above.
3. Please upload all the necessary documents. The required documents will vary based on your field of expertise and other information. Do not encrypt the uploaded files, and ensure each file is no larger than 1024KB.
4. To add more files for upload, click the "+" on the right. You can upload up to 5 files. If you need to upload additional files, it is recommended to combine them into a single PDF file.

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

1. \*Upload Photo:  No file chosen

Applicants should submit color head shot, front, without hat, with facial features, white background photographs taken with six months. The chin to crown (crown is the position of the top of the head if there were no hair) must be between 70 to 80 per cent of the vertical height of the picture. \*Width \* High of photo within the range of \*413 pixels \* 531 pixels \* (+10%).

2.

Profession

Qualifications of A Certified Applicant

Required Docs

1. Files should be in .JPG|.JPE|.JPG|.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.

Documents not made in Mandarin or English shall be attached with translations. Documents issued in the Mainland area have to be attested and examined by the institutions instituted or appointed by the Executive Yuan, or non-governmental organizations entrusted by the Executive Yuan (Strait Exchange Foundation) in accordance with the rule in Article 7 of "Act Governing Relations between Peoples of the Taiwan Area and the Mainland Area"; Documents from the following countries/regions must be verified by an overseas ROC representative office: Afghanistan, Algeria, Bengal, Bhutan, Myanmar, Cambodia, Cameroon, Cuba, Ghana, Iran, Iraq, Laos, Nepal, Niger, Nigeria, Pakistan, Senegal, Somalia, Sri Lanka, Syria, Philippines, Thailand, Vietnam, Malaysia, and Indonesia.

6. Processing times may be longer for Hong Kong/Macau applicants who have previously worked in Mainland China or applicants who were born in Mainland China. We apologize for any inconveniences.

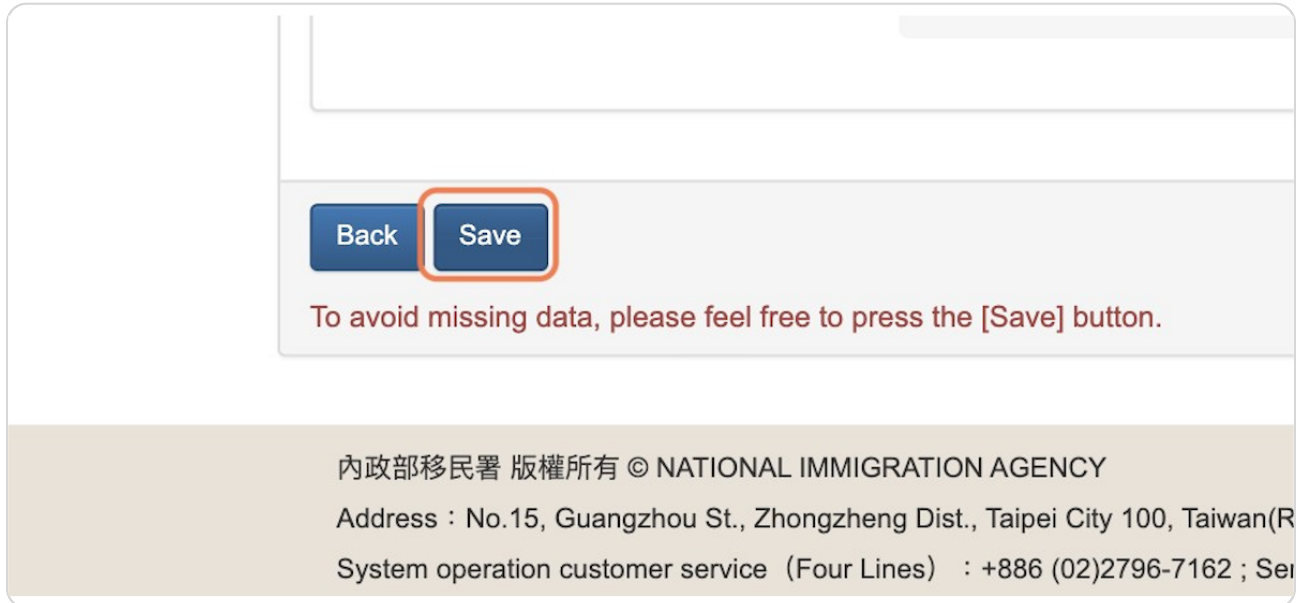
\* Passport with at least 6-month validity remaining

3.  No file chosen  4.

## STEP 20

**Once you have finished uploading all files, click "Save".**

The system will check the unfinished parts of the application form and automatically jump to the first unfinished page found. Please follow the instructions to review and change the relevant information and click "Save".



Back Save

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



## STEP 21

**After completing all the required fields, you will be directed to an application preview page.**

Please review your application carefully before submitting it.

### 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					
* Place of Birth (Country)		* Address in Home Country		* Telephone Number in Home Country	
* Place of Birth (City/State or Province)		Former or Other Nationality (If any)			

## STEP 22

**After reviewing your entire application and ensuring it is ready for submission, click the "Send" button to proceed.**

\* Subfield   Publishing

Back   **Send**

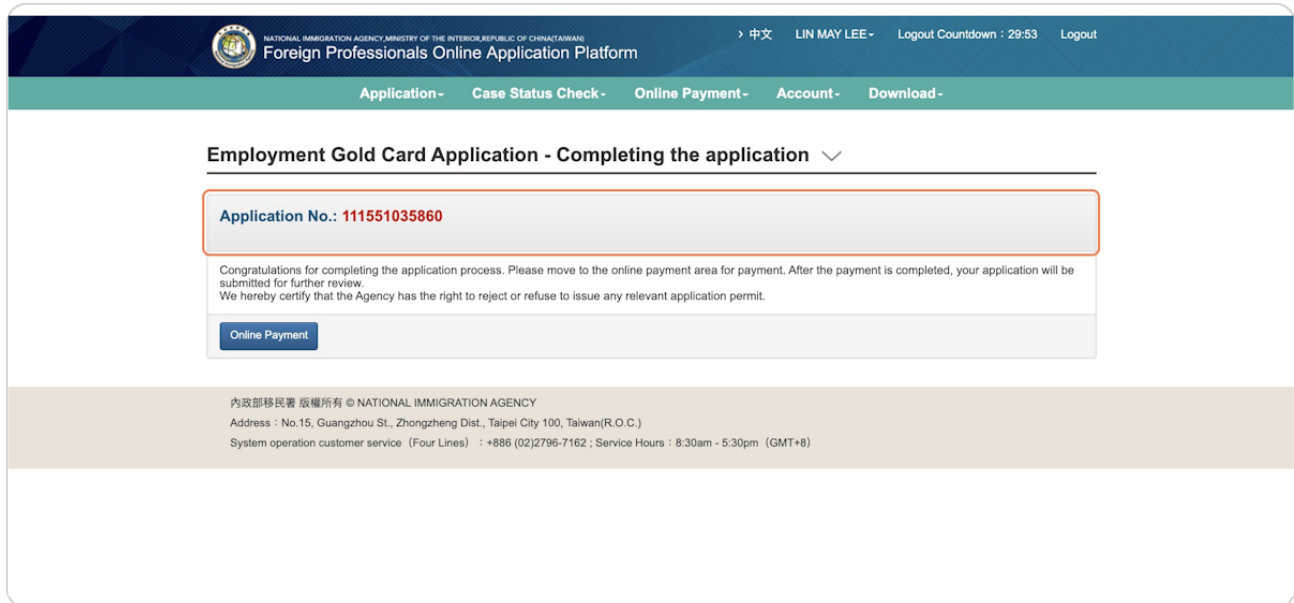
To avoid missing data, please feel free to press the [Save] button.

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Address : No.15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan

## STEP 23

**Congratulations! Your application is almost complete. You can now proceed to the payment step.**

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



The screenshot displays the user interface of the Foreign Professionals Online Application Platform. At the top, there is a navigation bar with the National Immigration Agency logo and the text "NATIONAL IMMIGRATION AGENCY-MINISTRY OF THE INTERIOR, REPUBLIC OF CHINA(TAIWAN)". The user's name "LIN MAY LEE" and a "Logout Countdown : 29:53" are visible. Below the navigation bar, there are menu items: "Application -", "Case Status Check -", "Online Payment -", "Account -", and "Download -". The main content area shows the title "Employment Gold Card Application - Completing the application" with a dropdown arrow. A highlighted box displays the "Application No.: 111551035860". Below this, a message states: "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." A blue button labeled "Online Payment" is positioned below the message. At the bottom of the page, there is a footer with the following information: "內政部移民署 版權所有 © NATIONAL IMMIGRATION AGENCY", "Address : No. 15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan(R.O.C.)", and "System operation customer service (Four Lines) : +886 (02)2796-7162 ; Service Hours : 8:30am - 5:30pm (GMT+8)".