

# 5. Submitting supplementary documents tutorial

After submitting your application, you may be asked to upload Supplementary Documents if the information provided needs revision or if the authorities require further details about your qualifications. Additional documents will be needed for review in these cases.

Common reasons for rejection:

1. Wrong visa status
2. Incomplete information
3. Insufficient documentation

Please upload all required supplementary documents to the application portal within 30 days of receiving an email notification from the National Immigration Agency. To avoid a rejection of your application, please make sure to obtain the required documents from overseas (if necessary) and upload them to the portal within 6 months of receiving the notification.

10 Steps

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Created by

Taiwan Gold Card Office

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May 29, 2024

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Aug 02, 2024

## # Logging in to the portal

6 Steps

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### STEP 1

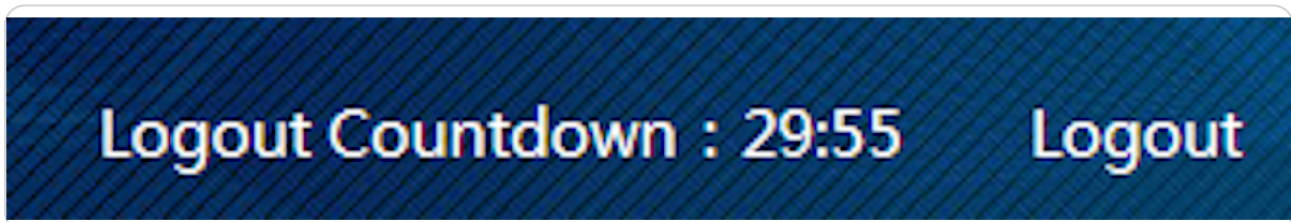
#### Log in to the Foreign Professionals Online Application Website

Here is the link:

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

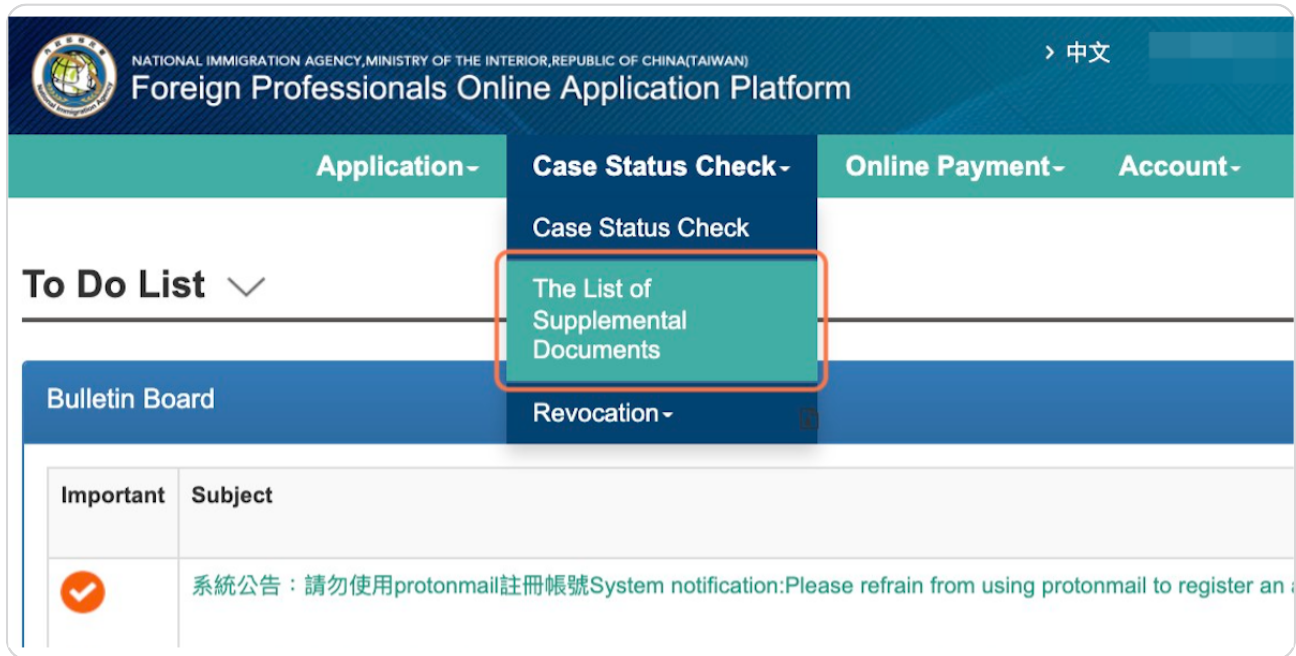
### STEP 2

**NOTE:** The portal "Logout Countdown" is set to 30 minutes. Please keep in mind that the portal does not save your documents, so please upload and save all necessary documents before the countdown expires.



### STEP 3

After logging in, click on the "Case Status Check" tab and select "The List of Supplemental Documents" in the drop-down list

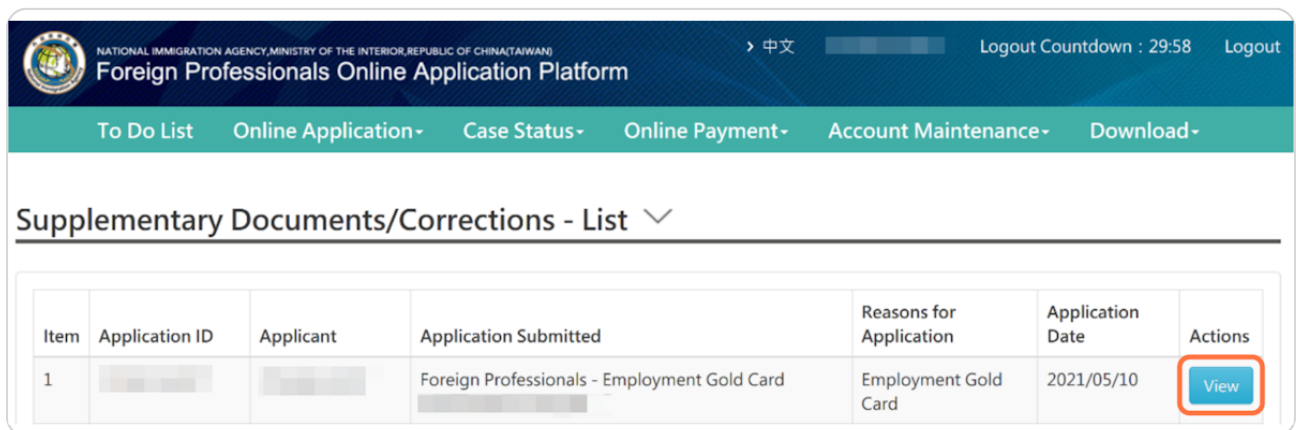


The screenshot shows the top navigation bar of the 'Foreign Professionals Online Application Platform'. The 'Case Status Check' dropdown menu is open, and 'The List of Supplemental Documents' is highlighted with a red box. Other menu items include 'Application', 'Online Payment', and 'Account'. Below the navigation bar, there is a 'To Do List' section and a 'Bulletin Board' section with a table of announcements.

Important	Subject
	系統公告：請勿使用protonmail註冊帳號System notification:Please refrain from using protonmail to register an

### STEP 4

Click the "View" button



The screenshot shows the 'Supplementary Documents/Corrections - List' table. The 'View' button in the 'Actions' column of the first row is highlighted with a red box. The table has columns for Item, Application ID, Applicant, Application Submitted, Reasons for Application, Application Date, and Actions.

Item	Application ID	Applicant	Application Submitted	Reasons for Application	Application Date	Actions
1			Foreign Professionals - Employment Gold Card	Employment Gold Card	2021/05/10	<a href="#">View</a>

## STEP 5

### Click the "Modify" button

You will be directed to the part of your application that needs to be modified.

#### Supplementary Documents/Corrections - Details

##### Basic Information

Applicant		Application Submitted	Foreign Professionals - Employment Gold Card
Reasons for Application	Employment Gold Card	Application Date	2020/11/03
*Method of Collection	In person (in Taiwan)	Location of Collection	TAIPEI CITY SERVICE CENTER <a href="#">Contact Info of Service Centers</a>

##### Application

Item	Application No.	Name in Chinese	Name in English	Passport No.	Status	Actions
1				123456789	Modified/Supplementary Documents for Opinion of Workforce Development Agency	<a href="#">Modify</a>

[Back to Enquiry Page](#)

## STEP 6

### At the top of the page, you will find the "Review Comment" section showing the document(s) you need to provide.

These comments have been written by the reviewing authority. Please carefully review them and make all necessary modifications to the documents.

NATIONAL IMMIGRATION AGENCY, MINISTRY OF THE INTERIOR, REPUBLIC OF CHINA (TAIWAN) > 中文 Logout Countdown : 29:53 Logout

Foreign Professionals Online Application Platform

To Do List Online Application- Case Status- Online Payment- Account Maintenance- Download-

#### Information Change of Employment Gold Card Application - Modified Case

##### Review Comment

Basic Data [Passport Data](#) [Resident](#) [Profession](#) [Upload Document](#) [Preview](#)

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

## # Submitting supplementary documents

4 Steps

### STEP 7

#### Click on each tab in the menu bar to review for any additional required modifications

Please make sure to upload ALL the necessary documents for your application and ensure that your documents are not encrypted.

File sizes must not exceed 1024 KB, and you can upload up to 5 files. If you wish to upload more than 5 documents, please merge them into a single PDF file.

Information Change of Employment Gold Card Application - Modified Case

Review Comment

Basic Data Passport Data Resident Profession Upload Document Preview

## STEP 8

After making your changes, please click on the "Preview" tab.

The preview option will only show your old documents. Please disregard this page, continue by clicking "Next Step", and click "Send" to submit.

**Employment Gold Card Application - Preview** ▾

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

\*Identity: [Redacted]

**Basic Data**

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

## STEP 9

At the bottom of the "Preview" page, you will have the opinion boxes to respond to your review comments and explain the changes you have made. This may help the reviewers to better understand your situation and aid them in reviewing your application more quickly.

Note: It is recommended to write your comments in Chinese (Traditional).

Reply to Review Comment

Please enter your opinions to the reviewer.

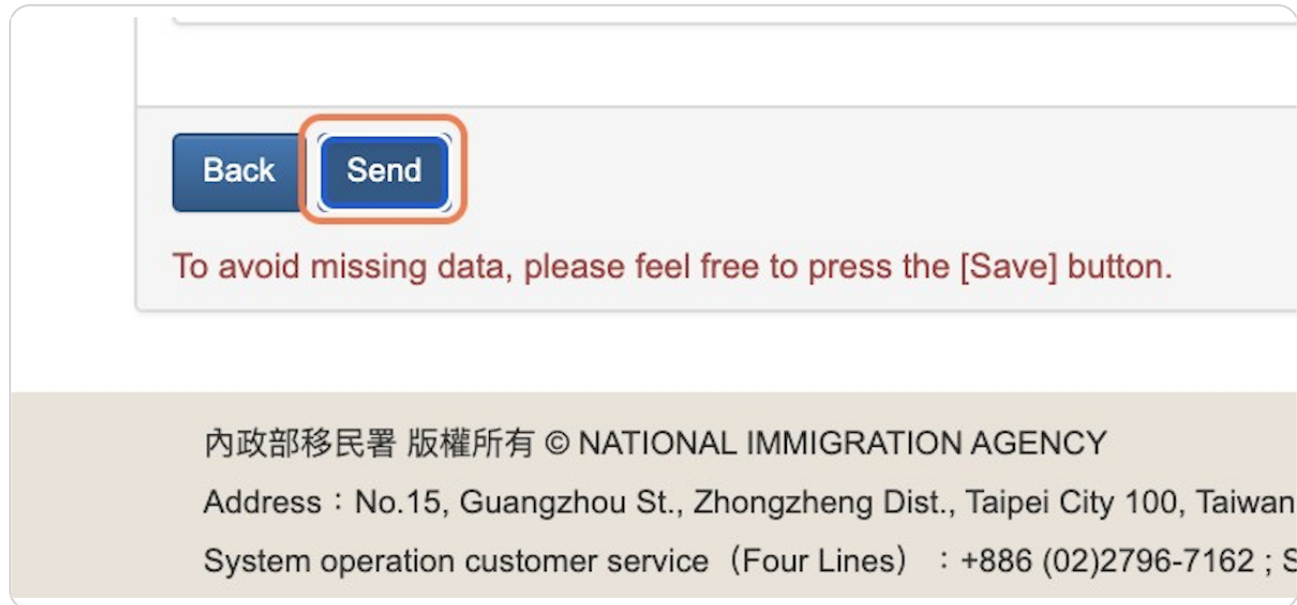
To speed up the review, please enter your opinions in Chinese.

Back Send

## STEP 10

**Once you have finished reviewing your changes and are ready to resubmit your application, click the "Send" button**

Please note that after the application has been submitted, you cannot modify the document until it has been returned by the competent authority.



**Back** **Send**

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

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