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

Created by	Creation Date	Last Updated
Taiwan Gold Card Office	May 29, 2024	Aug 02, 2024

Logging in to the portal

6 Steps

STEP 1

Log in to the Foreign Professionals Online Application Website

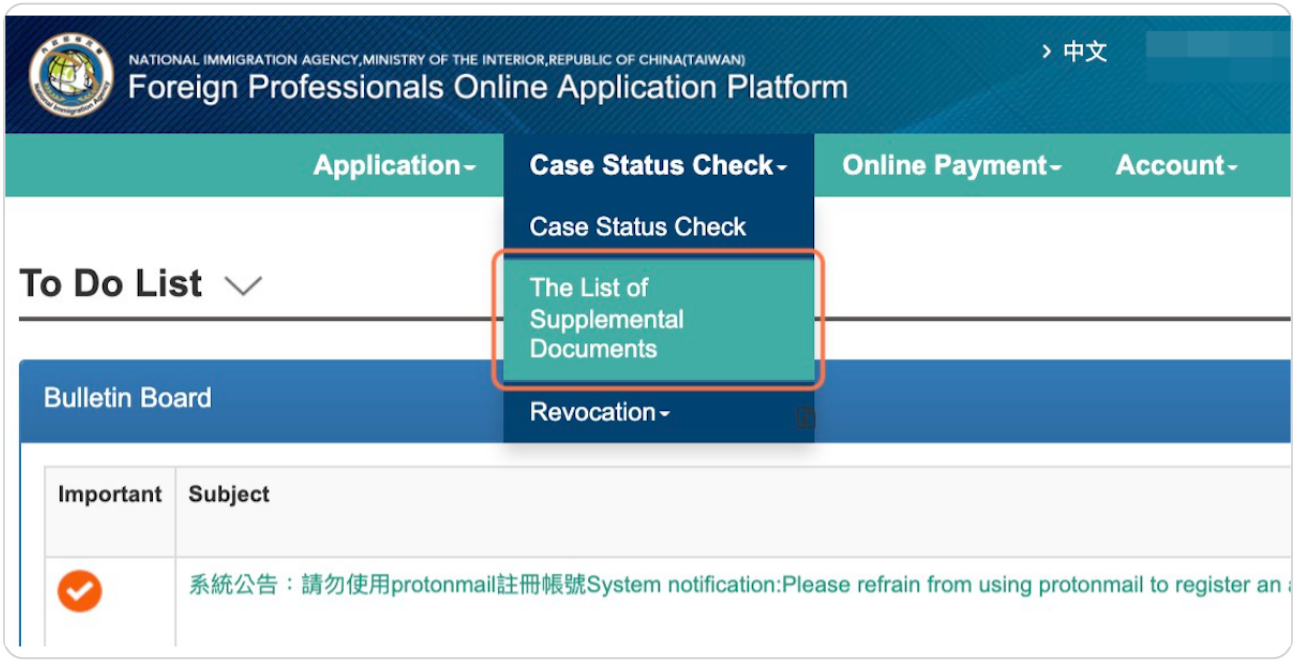
Here is the link:
https://coa.immigration.gov.tw/coa-frontend/four-in-one/entry/golden-card

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.

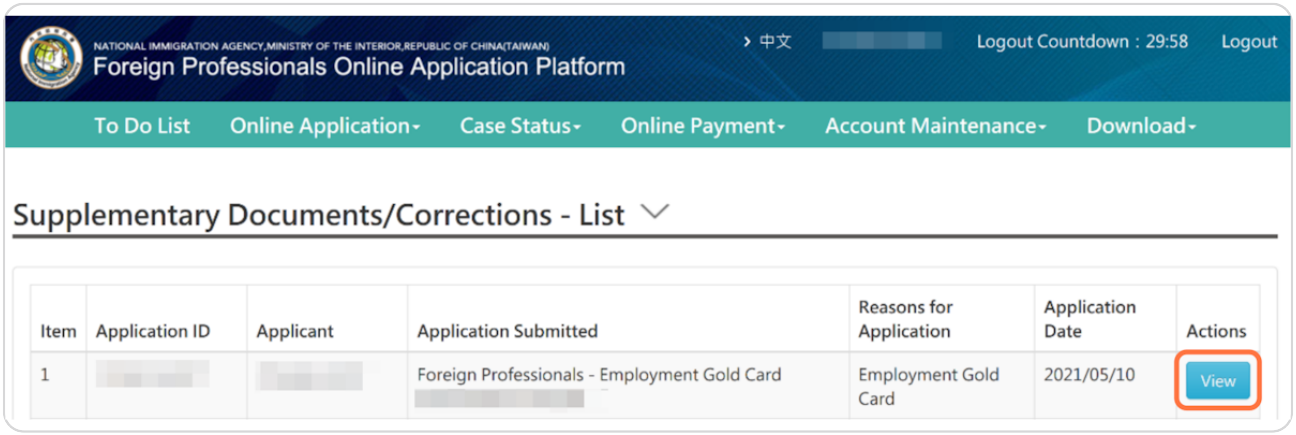
STEP 3

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



STEP 4

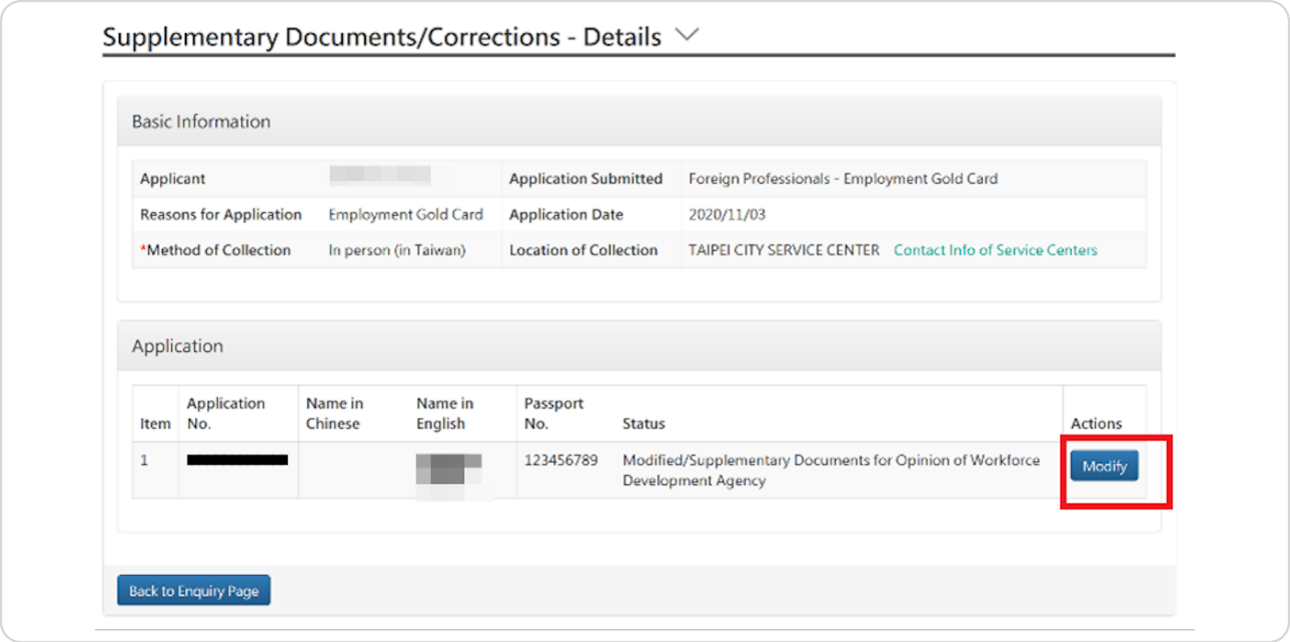
Click the "View" button



STEP 5

Click the "Modify" button

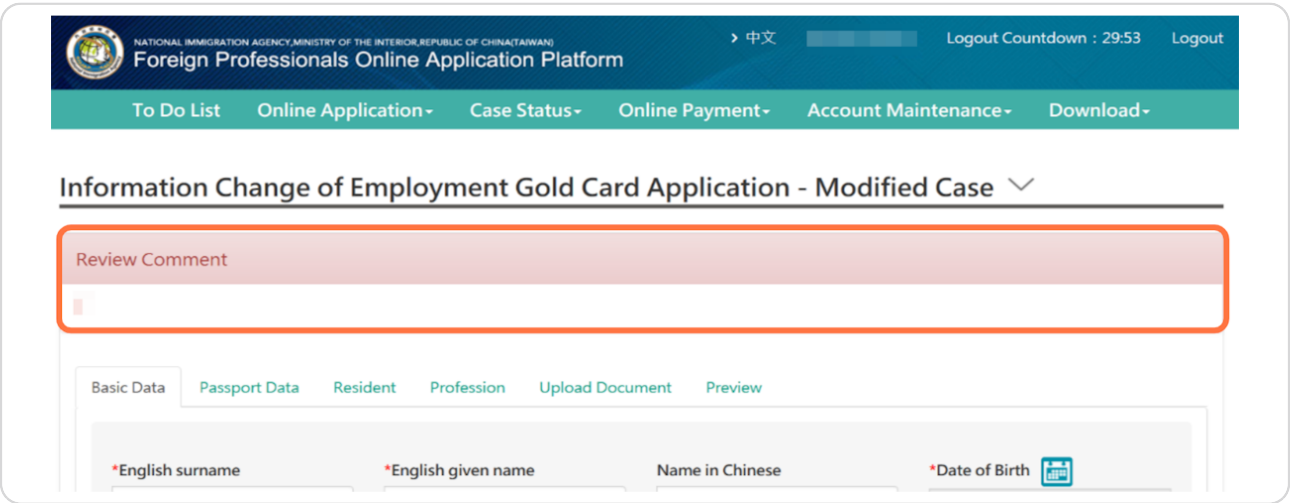
You will be directed to the part of your application that needs to be modified.



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.



Submitting supplementary documents

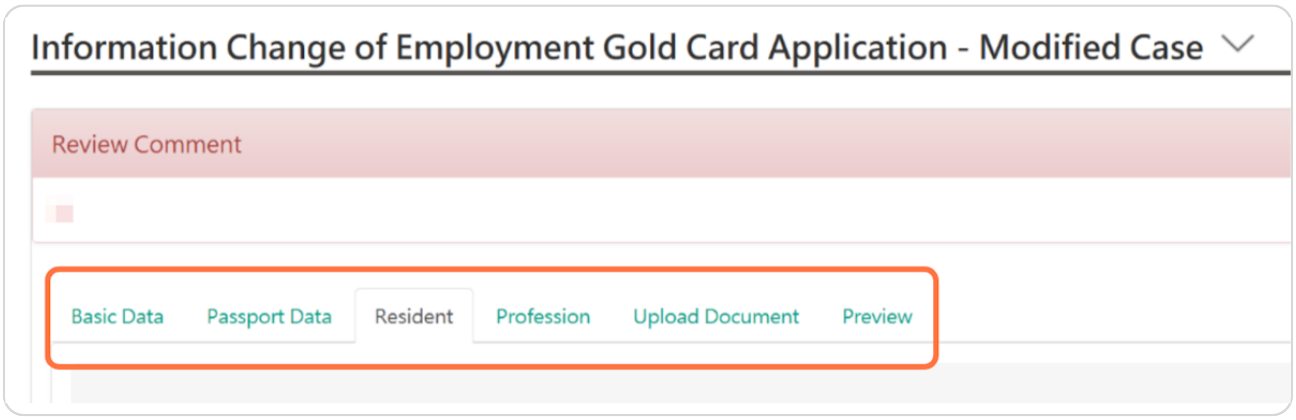
4 Steps

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.

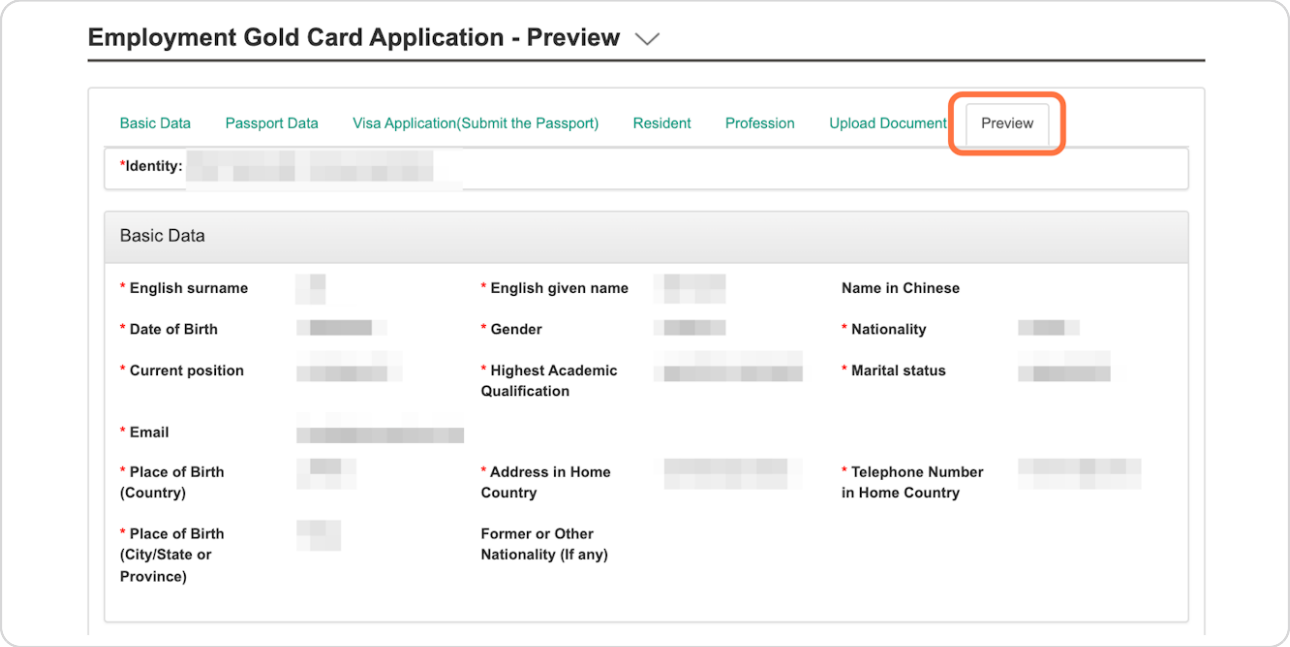
File sizes must not exceed 1024 KB, and you can upload up to 5 files. If you wish to upload more than 5 documents, please merge them into a single PDF file.



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.

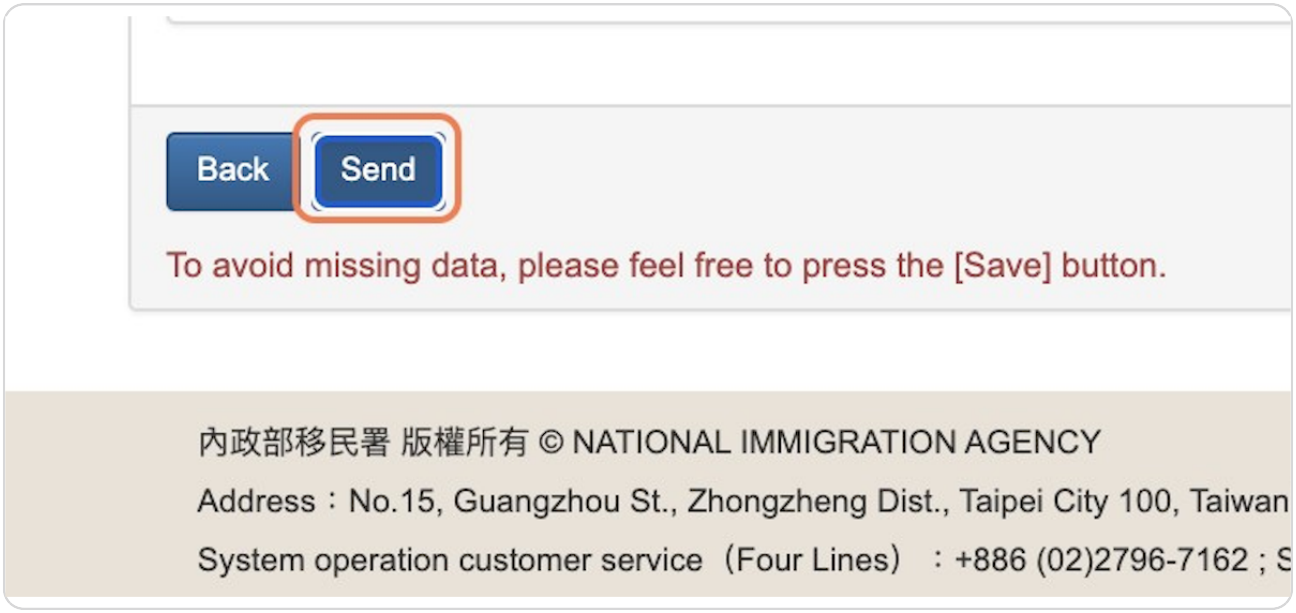


STEP 9

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).

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.