6. Request an Information Change

The data on the following gold cards can be changed through the data change request:
1. Chinese and English names
2. Gender
3. Passport number
4. Certificate collection location
5. Residence address
6. Email
7. Phone number
8. UI number

Please note that some changes may require additional documents or fees. Please follow the instructions accordingly.

To update your basic information, please see this FAQ: https://gold-card.nat.gov.tw/en/faq/how-do-i-update-information-on-my-gold-card/

To update your address, please see this FAQ: https://gold-card.nat.gov.tw/en/faq/how-do-i-change-my-address/

If you forget your account name and password, please see this FAQ: https://goldcard.nat.gov.tw/en/faq/what-should-i-do-if-i-forget-my-account-number-or-login-password-for-the-application-platform/

11 Steps

Created by	Creation Date	Last Updated
Taiwan Employment Gold Card Office	**July 30th, 2024**	**July 30th, 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 "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.
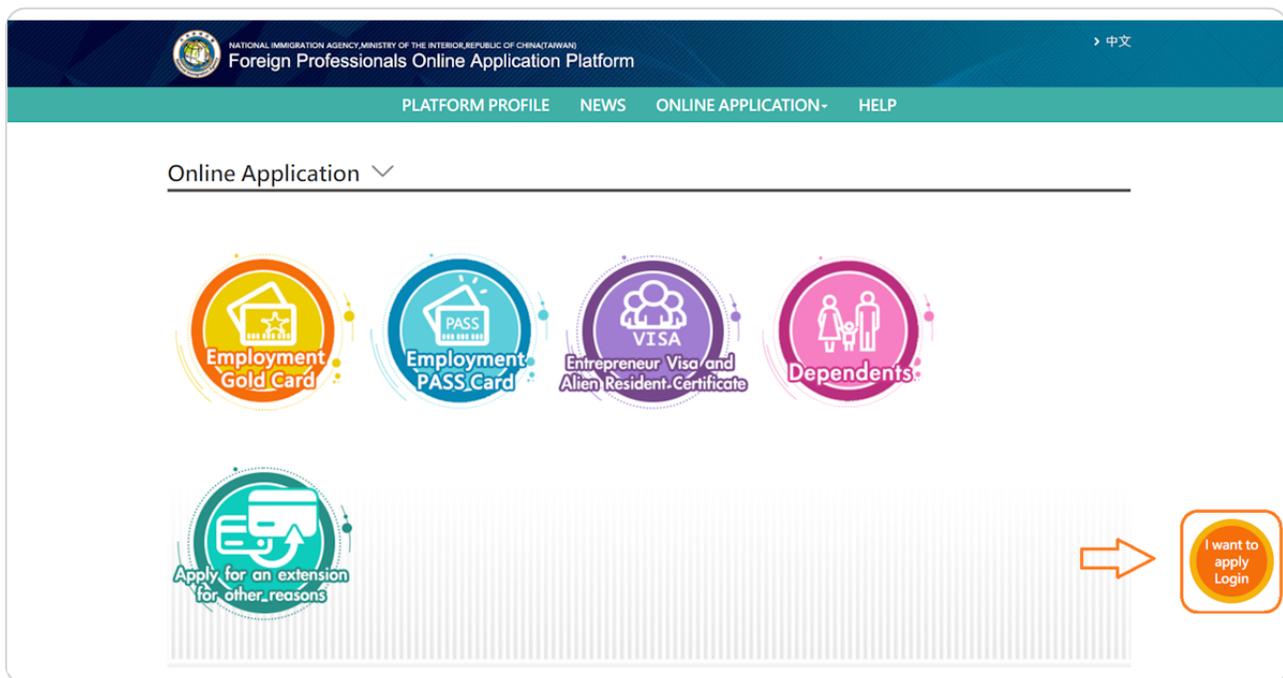
STEP 3

Click the "Self application" icon
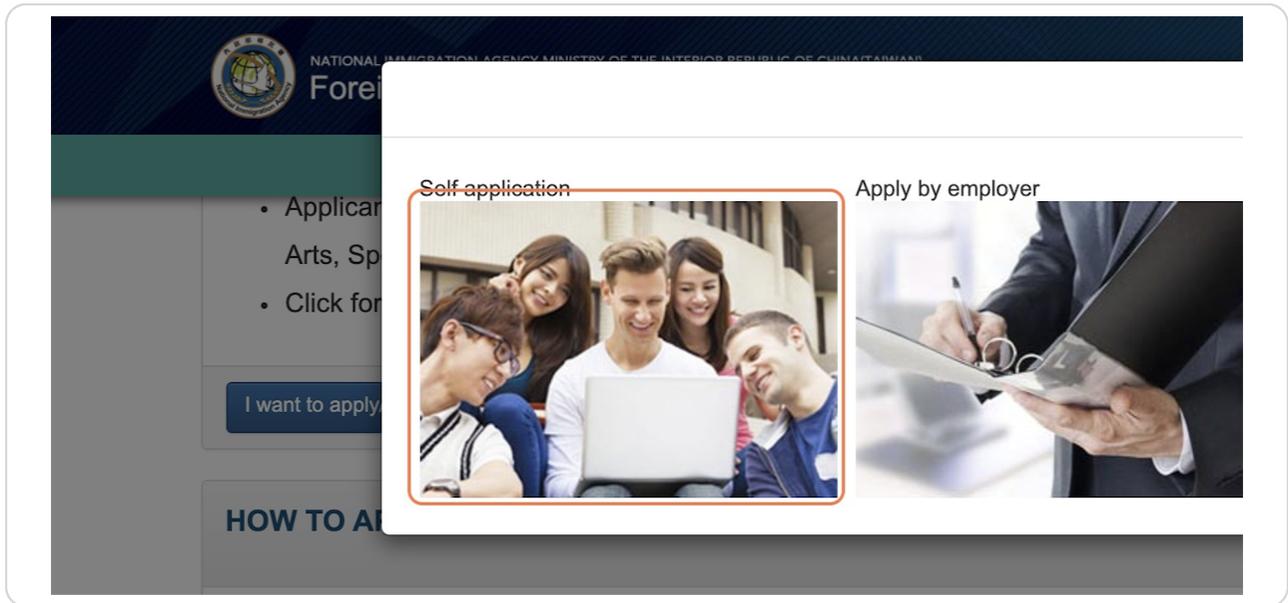
STEP 4

Log in to your account
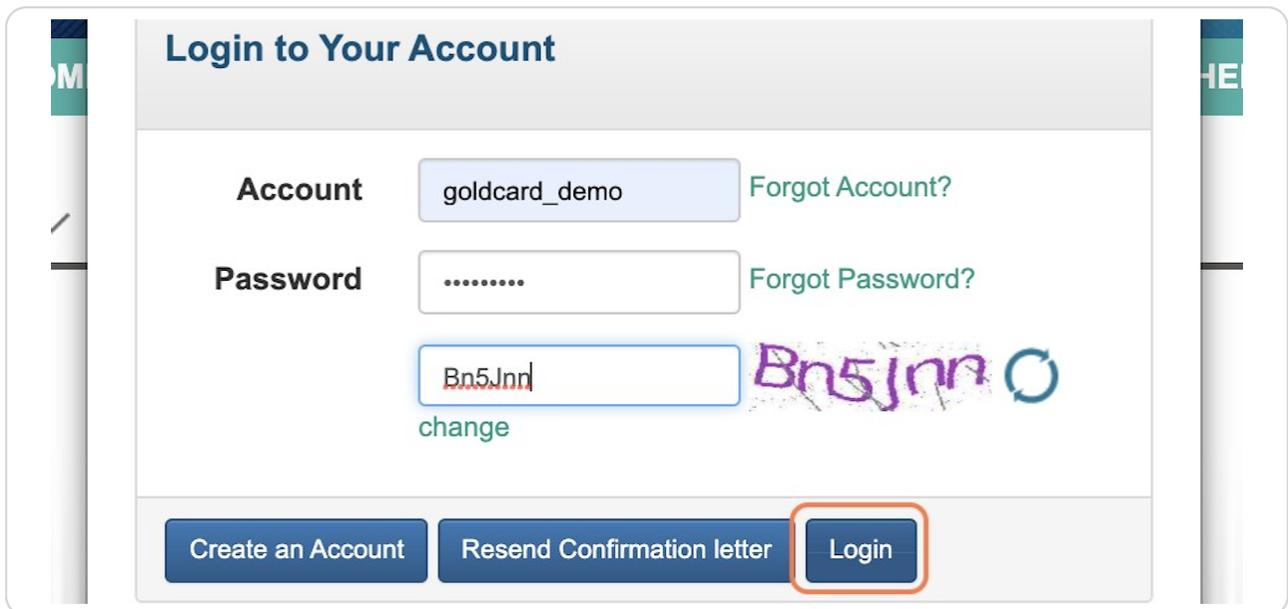
STEP 5

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

Please click "Save" at the bottom left at any time while filling out the form to prevent losing any data.
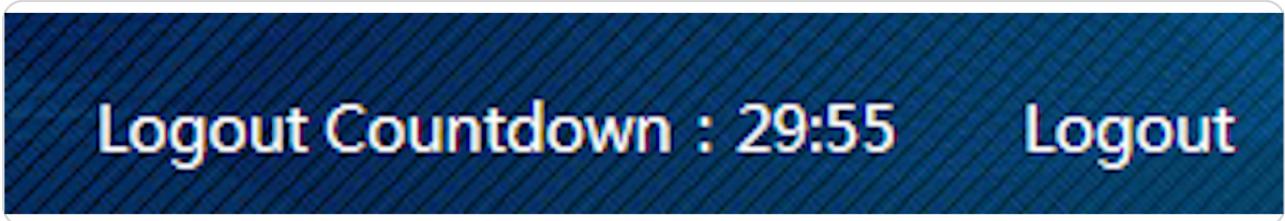
STEP 6

Under the "Application" tab, select "Request a Change of Information on Employment Gold Card"
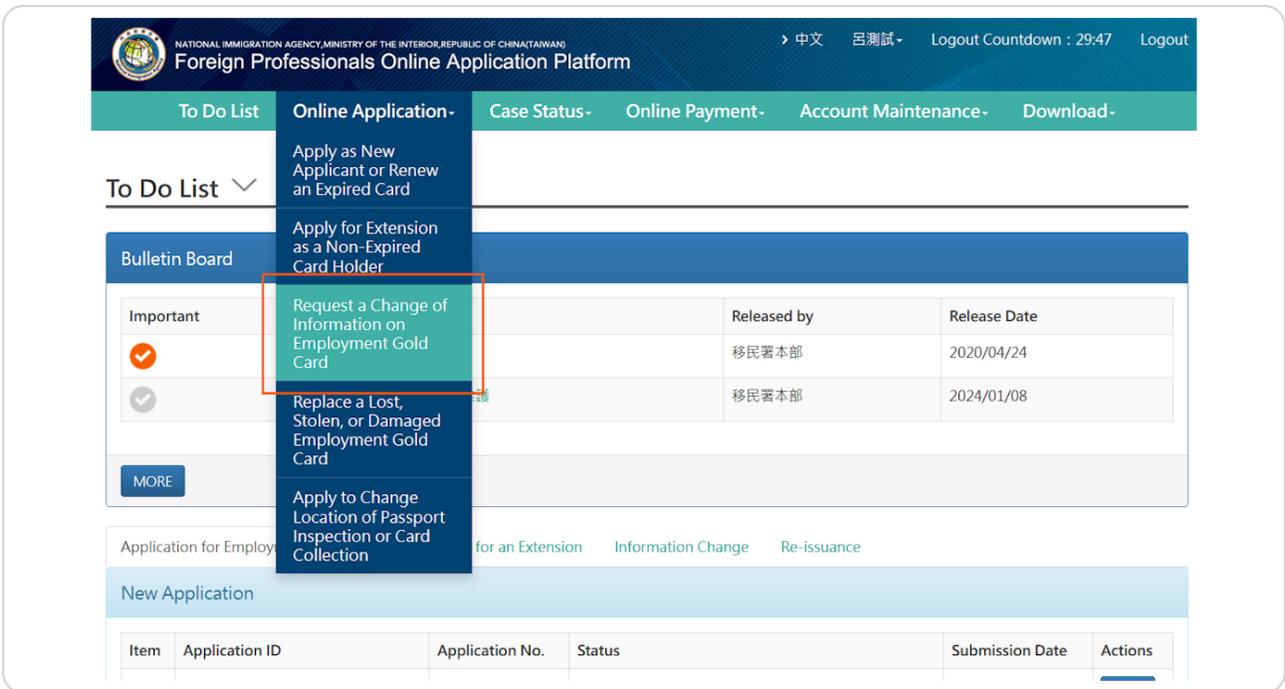
Please read the Notice and check the "Agree" box Then click "OK" to continue

Information Change of Employment Gold Card Application – Adding

Please follow these steps:
   1. Enter the applicant's "UI number"
   2. Enter the applicant's "Date of Birth"
   3. Depending on the applicant's needs, please check the items below that need to be updated at the same time as this change.
   4. Click the "Inquire" button to enter the employment gold card information change application page.

Application for Employment Gold Card Application – Adding

The picture below shows the "Basic Data" tab. Applicants can select different tabs to change the items that need to be updated.

"Upload Document" Tab

If the information change requires supplementary documents, such as changing your address requires you to provide your lease or contract, please upload the relevant documents here.

After completing the change, click the "Send" button below the "File Upload" page.

STEP 11

Completed!

After submitting the changed information for your gold card, the information filling completion instructions page will be displayed, and the application case number will be provided for the applicant's reference. This data modification process will be finished.

Please note: If there are any changes that require fees, please go to the online payment area to pay.