

# Supplementary Documents - Taiwan Employment Gold Card - Application Tutorial

After your application has been submitted, you may be asked to upload Supplementary Documents. This may occur if the information you have entered requires modification or if you have forgotten to submit a required document.

Please update all required supplementary information or documents on the application portal within 30 days of receiving the National Immigration Agency's Notification to Provide Additional Documents (the update window is 6 months for applicants who must obtain additional documents abroad).

9 Steps

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Created by

Taiwan Gold Card Office

Creation Date

May 9, 2022

Last Updated

May 9, 2022

STEP 1

Click "List of Supplemental Documents" under the "Case Status Check" tab

The screenshot shows the top navigation bar of the 'Foreign Professionals Online Application Platform'. The main navigation tabs are 'Application', 'Case Status Check', 'Online Payment', and 'Account'. The 'Case Status Check' dropdown menu is open, showing 'Case Status Check' and 'The List of Supplemental Documents', with the latter highlighted by a red box. Below the navigation is a 'To Do List' section with a dropdown arrow, and a 'Bulletin Board' section with a 'Revocation' link. A table below the bulletin board has columns for 'Important' and 'Subject', with one row containing a checkmark and a system notification in Chinese and English.

STEP 2

Click the "View" button

The screenshot shows the 'Supplementary Documents/Corrections - List' table. The table has columns for 'Item', 'Application ID', 'Applicant', 'Application Submitted', 'Reasons for Application', 'Application Date', and 'Actions'. The first row contains the number '1', a blurred Application ID, a blurred Applicant name, 'Foreign Professionals - Employment Gold Card', 'Employment Gold Card', and '2021/05/10'. The 'View' button in the 'Actions' column is highlighted with a red box.

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 3

## Click the "Modify" button

You will be re-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 4

## Above the menu bar, you will see a "Review Comment" text block

These comments are written by the authority reviewing your application. Please read them carefully and modify your application accordingly.

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

中文 Logout Countdown : 29:53 Logout

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

## STEP 5

After you have modified your application, please click the "Save" button before proceeding



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

Save Next Step

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

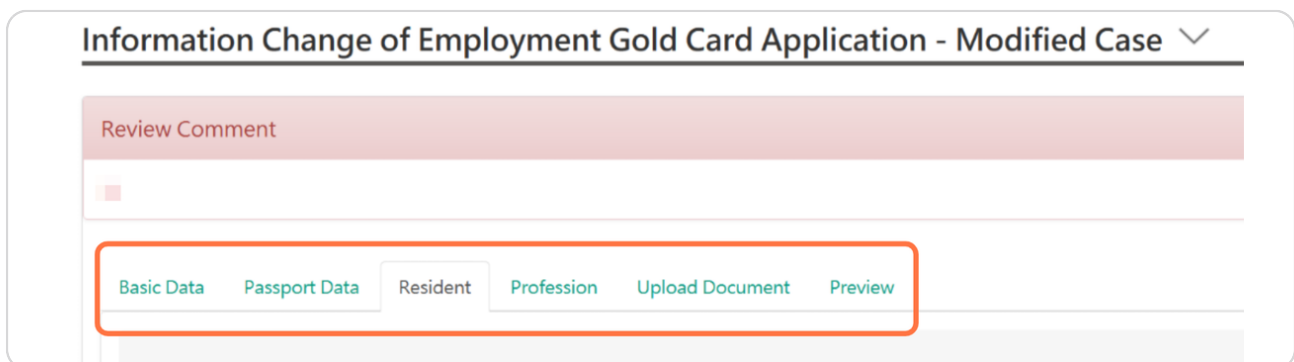
## STEP 6

Click each of the tabs in the menu bar to see if you have additional modifications to make

Please remember to click the "Save" button at the bottom of each page before moving on to the next tab.

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.



Information Change of Employment Gold Card Application - Modified Case

Review Comment

Basic Data Passport Data Resident Profession Upload Document Preview

## STEP 7

**Once you have finished making your modifications, please click the "Preview" tab**

The preview option will only show your old documents. Please ignore this page, click "Next Step" continuously, then click "Send" to submit

### Employment Gold Card Application - Preview ▼

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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 8

**At the bottom of the "Preview" page, you will be given the option to respond to your Review Comments and explain the changes you have made**

#### Reply to Review Comment

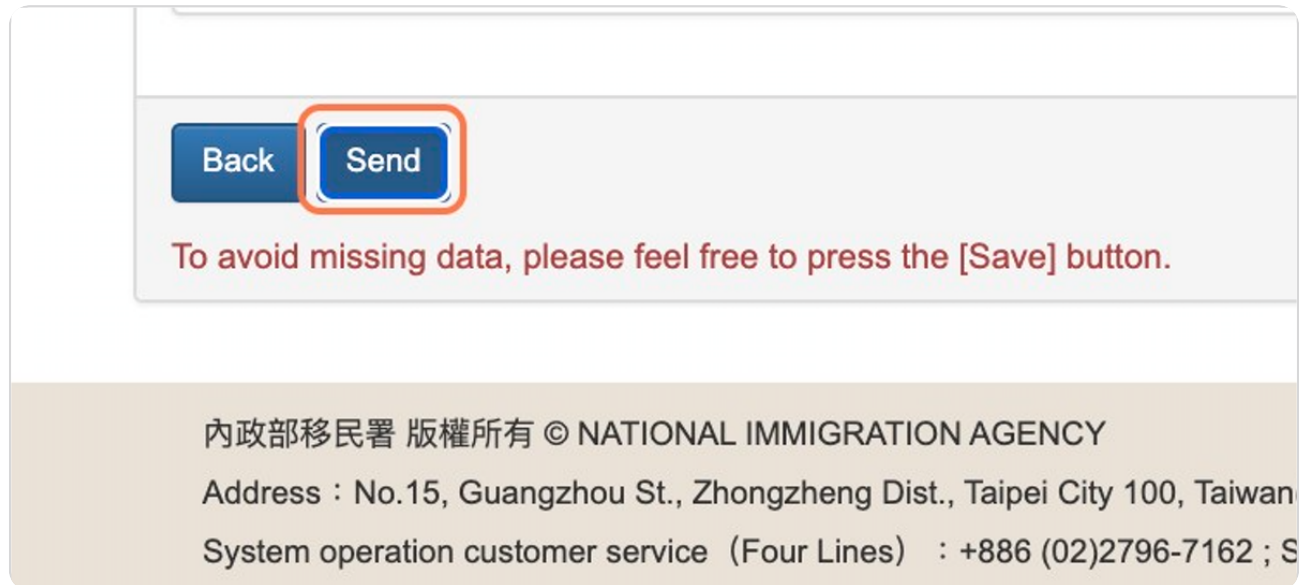
Please enter your opinions to the reviewer.

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

**Back**   **Send**

STEP 9

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



Back Send

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

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