

Notices Regarding Full-time Foreign Faculty Members Applying for Alien Residence Certificates

- Article 1. Full-time foreign faculty members must apply for Alien Residence Certificates to work in Taiwan. Faculty members who require Ming Chuan University to create official documents to be submitted to the Council of Labor Affairs in the Executive Yuan for the purpose of obtaining a Taiwan work permit should submit application information at the Human Resources Division.
- Article 2. The required documents for instructors who apply for working permits are as follows:
1. Newly arrived instructors must provide one copy of each of the following documents: the entire foreign employment roster, one 2x2 inch photo, employment contract, passport, diploma of highest degree attained, and a Teaching License. However, those who did not obtain a Teaching License in their first year of employment are exempt from this requirement, but must attach the verification letter of the highest degree obtained. Those who have previously worked at a domestic organization must attach a copy of their original work permit.
 2. Current residents with a continuous employment record must provide one copy of each of the following documents: the entire foreign employment roster, one 2x2 inch photo, previous employment permit letter, employment contract, Teaching License, Withholding and Non-withholding Tax Statement, and a tax payment receipt from the previous year.
- Article 3. Applicants should apply for an Alien Residence Certificate one month before their visa expires.
- Article 4. Rules outlined in the Ministry of Education document Tai (84) 008295 and Tai (85) 84066077 state that in accordance with the University Act, foreign persons may only apply to change or extend an Alien Residence Certificate if they are taking a position as a full-time Professor, Associate Professor, Assistant Professor, or Instructor. Foreign persons are not permitted to apply to change or extend their Alien Residence Certificate if they are taking positions as teaching assistants or as staff members