

# 1. Creating an account tutorial

10 Steps

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## STEP 1

### Visit the Foreign Professionals Online Application Website

Here is the link:

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

(The page should look like the image below).

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/>

NOTE 3: Registration is not permitted for the following

identities: <https://goldcard.nat.gov.tw/en/faq/what-identities-are-not-eligible-to-apply-for-the-employment-gold-card/>

NATIONAL IMMIGRATION AGENCY-MINISTRY OF THE INTERIOR-REPUBLIC OF CHINA  
Foreign Professionals Online Application Platform

PLATFORM PROFILE NEWS ONLINE APPLICATION - HELP

Online Application ▾

Employment Gold Card Employment PASS Card Entrepreneur Visa and Alien Resident Certificate Dependents

Apply for an extension for other reasons

This section will show some up-to-date information about the Gold Card

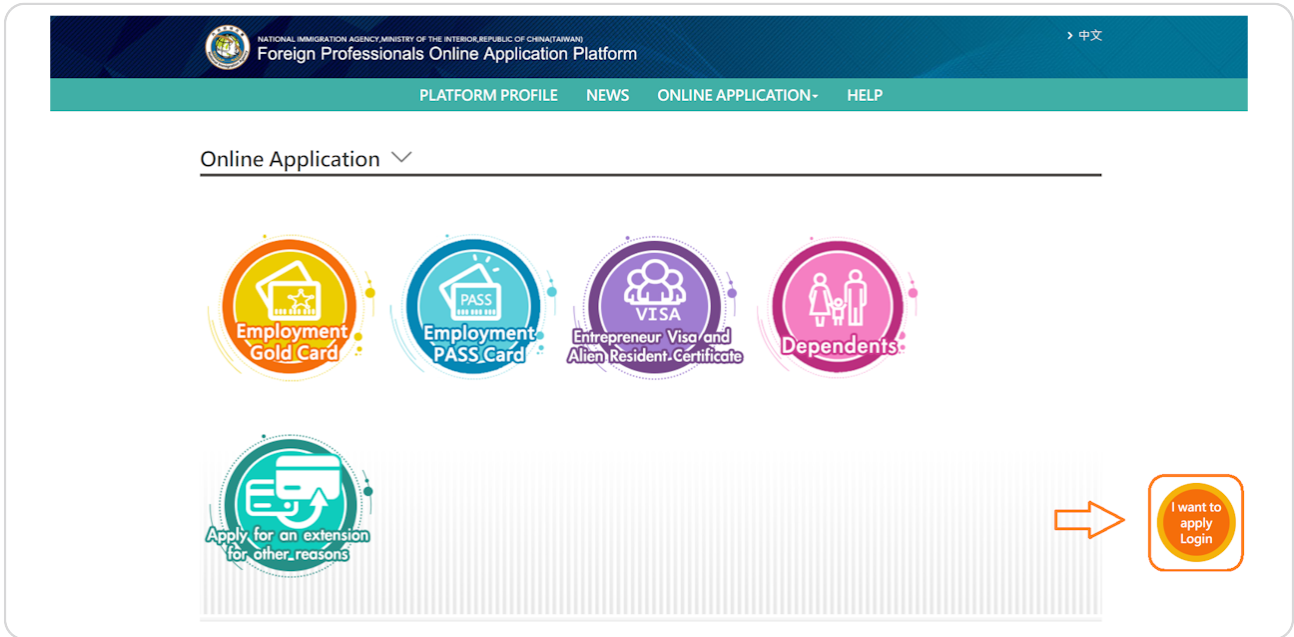
Information

- Foreign special professionals who plan to work in Taiwan can apply to National Immigration Agency for 4-in-1 employment gold card which includes work permit, resident visa, Alien Resident Certificate and re-entry permit.
- The Employment Gold Card is valid for 1-3 years.
- Employment Gold Card holders who meet certain conditions may apply for an extension within 4 months before the expiration date of their card, for a maximum of 3 years each time.

## STEP 2

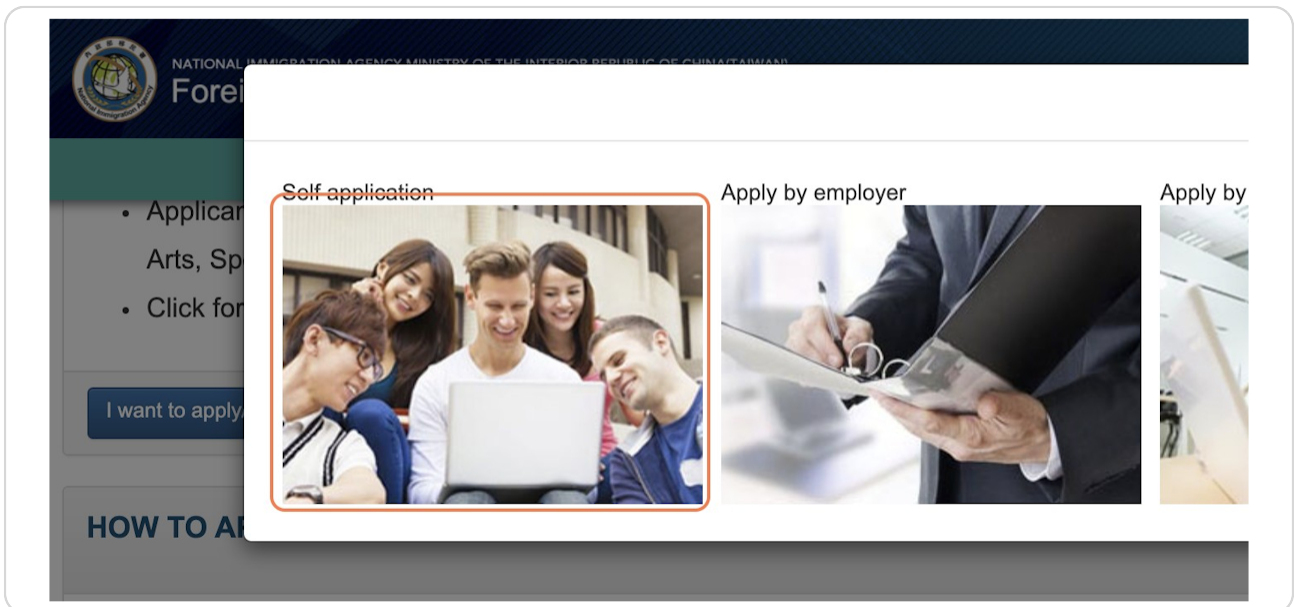
### Click on the "I want to apply/Login" button at the bottom right of the portal

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

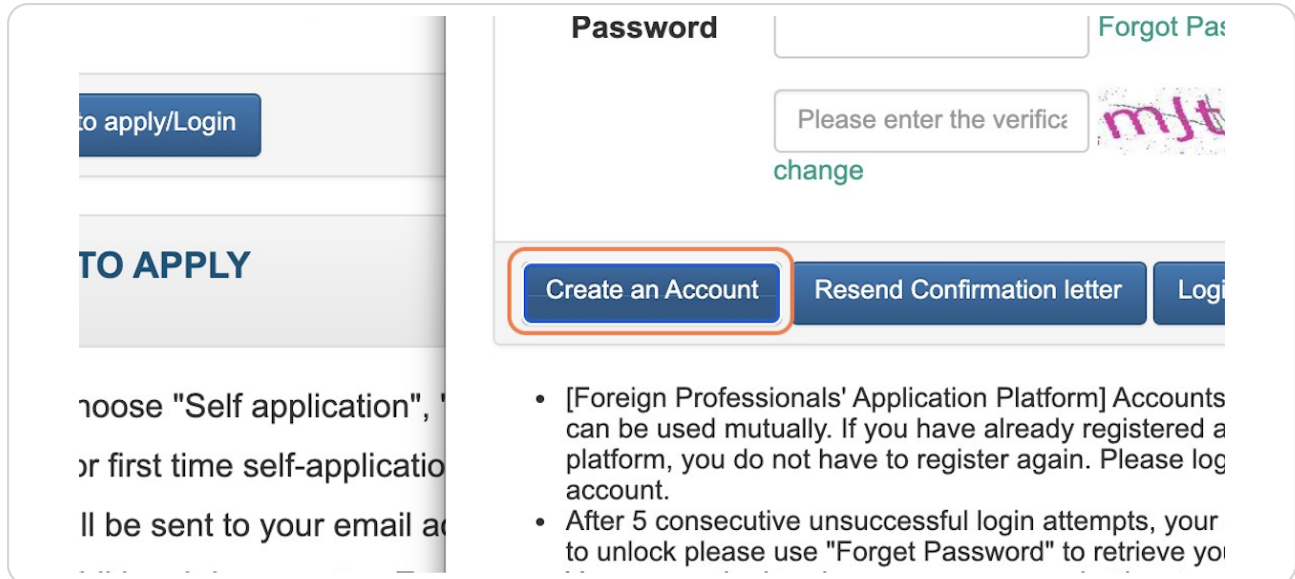
### Click the "Self-application" button



## STEP 4

Click the "Create an Account" button to access the registration page

NOTE: If you have already registered an account, please log in with your account.



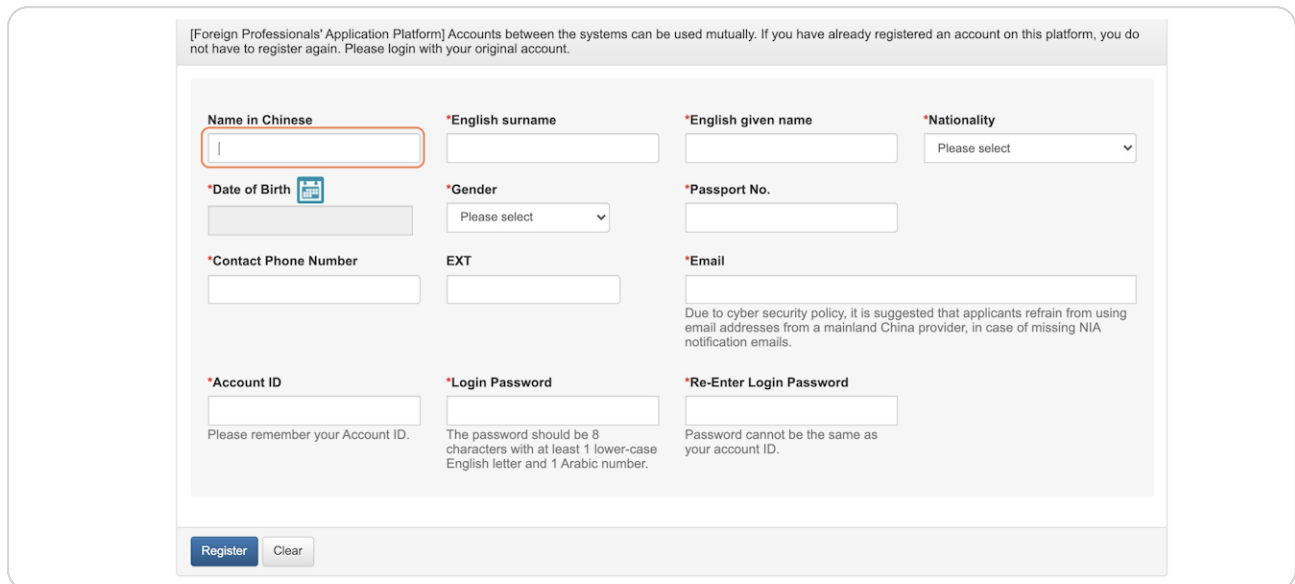
The screenshot shows a registration interface. On the left, there is a vertical sidebar with a blue button labeled "to apply/Login" and a section titled "TO APPLY". The main content area has a "Password" field with a "Forgot Pas" link, a verification code input field with "Please enter the verific" and "change" text, and a logo for "mjt". At the bottom, there are three buttons: "Create an Account" (highlighted with an orange border), "Resend Confirmation letter", and "Log".

- [Foreign Professionals' Application Platform] Accounts can be used mutually. If you have already registered a platform, you do not have to register again. Please log account.
- After 5 consecutive unsuccessful login attempts, your to unlock please use "Forget Password" to retrieve yo

## STEP 5

**Fill out all the required sections (\*)**

NOTE: Please create your ID and password in the "Account ID" section (Use only the English alphabet and numbers for the password, do not use any symbols). Be sure to write them down to avoid forgetting.



The screenshot shows a registration form with the following fields and instructions:

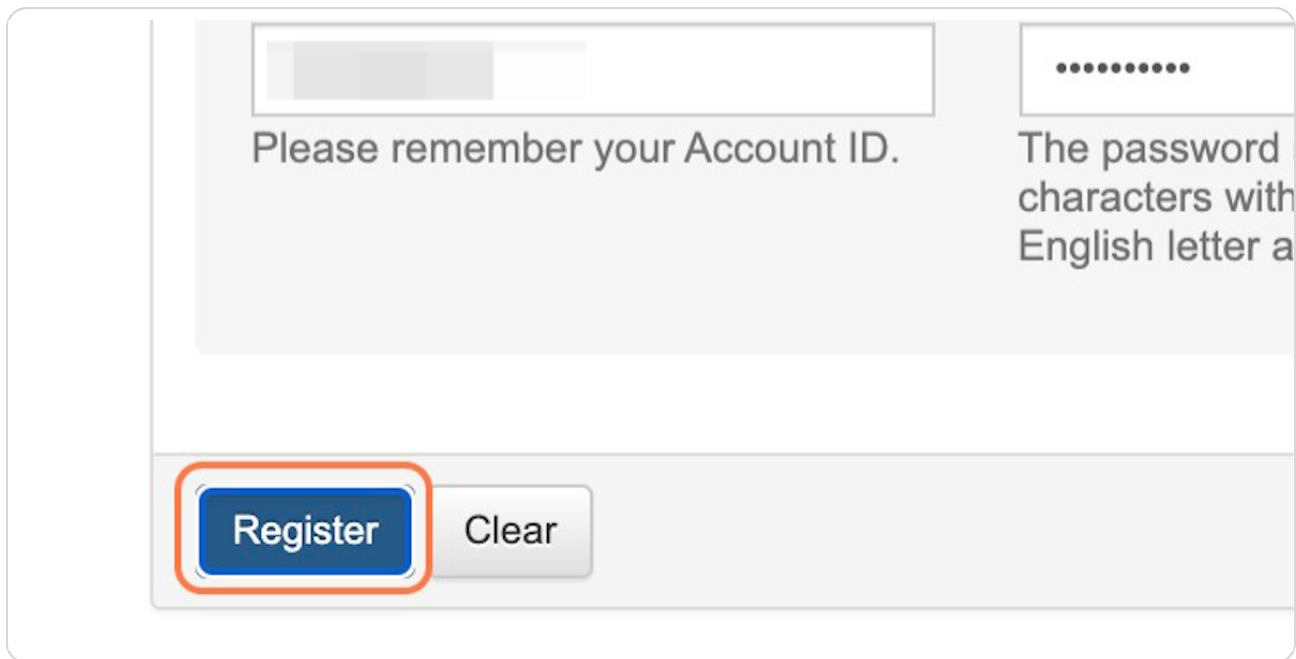
- Name in Chinese**: Input field (highlighted with an orange box).
- \*English surname**: Input field.
- \*English given name**: Input field.
- \*Nationality**: Dropdown menu with "Please select" and a downward arrow.
- \*Date of Birth**: Input field with a calendar icon.
- \*Gender**: Dropdown menu with "Please select" and a downward arrow.
- \*Passport No.**: Input field.
- \*Contact Phone Number**: Input field.
- EXT**: Input field.
- \*Email**: Input field.
- \*Account ID**: Input field. Below it: "Please remember your Account ID."
- \*Login Password**: Input field. Below it: "The password should be 8 characters with at least 1 lower-case English letter and 1 Arabic number."
- \*Re-Enter Login Password**: Input field. Below it: "Password cannot be the same as your account ID."

Due to cyber security policy, it is suggested that applicants refrain from using email addresses from a mainland China provider, in case of missing NIA notification emails.

At the bottom, there are "Register" and "Clear" buttons.

**STEP 6**

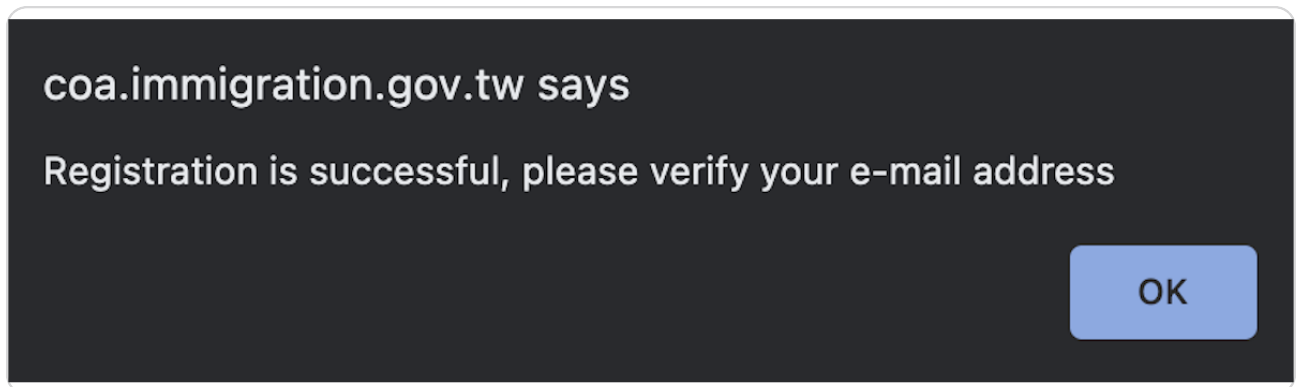
**After reviewing your information, click the "Register" button.**



The image shows a registration form with two input fields. The left field is for an Account ID, with the text "Please remember your Account ID." below it. The right field is for a password, with the text "The password characters with English letter a" below it. At the bottom of the form, there are two buttons: "Register" (highlighted with an orange border) and "Clear".

**STEP 7**

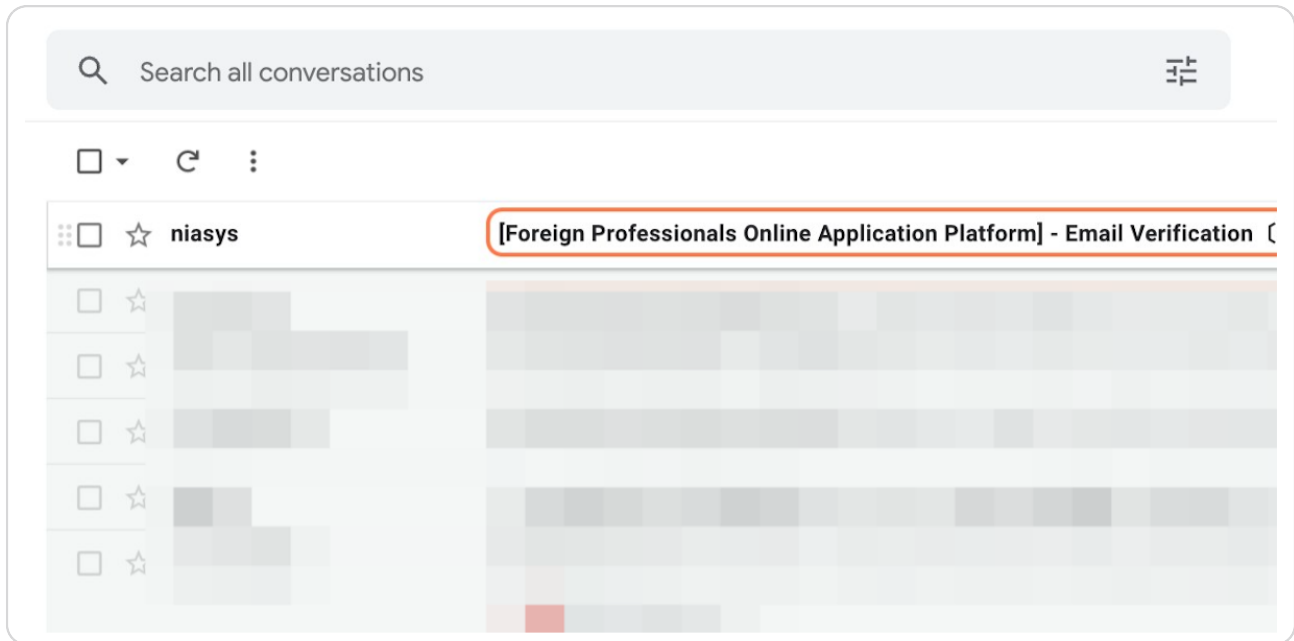
**Verify your e-mail address**



The image shows a dark grey dialog box with white text. The text reads: "coa.immigration.gov.tw says" followed by "Registration is successful, please verify your e-mail address". In the bottom right corner, there is a blue button with the text "OK".

## STEP 8

Go to your email inbox, then find the verification email from [niasys@immigration.gov.tw](mailto:niasys@immigration.gov.tw)



## STEP 9

Click on the link to verify your e-mail address



STEP 10

**Congratulations! Your email has been verified, and your account is now activated**

NOTE: Please return to the website to log in

coa.immigration.gov.tw says

The account is successfully activated! You can start using it.

OK