

10. 其他事由居留證 - 延期申請教學

於就業金卡有效期間屆滿前，仍有居留之必要者，但又未能確保在就業金卡屆滿前滿足延期或重新申請就業金卡的規定而取得新的就業金卡者，可以申辦換發其他事由居留證，首次換發一般有效期是半年，屆滿前可以申請延期，總延期居留期限最長為一年。

這教學是供已持有其他事由居留證者，屆滿前申請延期之用。

申請或異動其他事由居留證，請於審查核准後至本平臺進行線上繳費，繳費完成後不予退還。

13 Steps

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STEP 1

登入外國專業人才申辦窗口平臺

<https://coa.immigration.gov.tw/coa-frontend/four-in-one/entry/other-reasons?lang=zh#INFO>

NOTE 1: 建議使用 Google Chrome 或 Firefox 瀏覽器，儘量避免使用 Safari 且不要透過 VPN 連線到平臺。

STEP 2

點右下方「我要申請登入系統」按鈕進入系統



中華民國內政部移民署 NATIONAL IMMIGRATION AGENCY
MINISTRY OF THE INTERIOR REPUBLIC OF CHINATWAN

外國專業人才申辦窗口平臺

English

平臺簡介 公布欄 線上申辦 常見問答

簡介

- 本系統提供符合「外國專業人才延攬及僱用法」第13條及「外國人停留居留及永久居留辦法」第10條規定者，於居留效期或就業金卡有效期間屆滿前，仍有居留之必要者，申辦其他事由之居留證。系統功能包含申請延期(含撤、補件)、換發、補發及資料異動等申請事項。
- 申請延期其他事由居留證者，總延期居留期限最長為一年。
- 申請其他事由居留證，請於審查核准後至本平臺進行線上繳費，繳費完成後不予退還。

申請資格條件

- 本系統僅提供符合「外國專業人才延攬及僱用法」第13條及「外國人停留居留及永久居留辦法」第10條規定者，於居留效期或就業金卡有效期間屆滿前，仍有居留之必要者，申請線上其他事由居留證。

如何申請

- 申請人已於【外國專業人才申辦窗口平臺】註冊帳號，即無須再進行註冊，以原註冊帳號登入本系統。如您為首次使用本平臺者，請先註冊本平臺會員帳號。填寫完成註冊資訊，並收取帳號認證Email確認後，登入本系統進行申請及後續案件繳費、補件、下載收據等作業。

申請進度查詢

STEP 3

登入您的帳戶

若申請人在申請台灣就業金卡時已於【外國專業人才申辦窗口平臺】註冊帳號，即無須再進行註冊，以原註冊帳號登入本系統。請先點選「外籍人士登入(帳號密碼)」，輸入您在平臺的帳號和密碼，然後輸入右方顯示的驗證碼，最後按「登入」。

The screenshot shows the login interface for the 'Other Affairs Online Submission System'. At the top, there is the NIA logo and the text '內政部移民署 NATIONAL IMMIGRATION AGENCY' and '其他事由延期線上申辦系統'. Below this, there is a list of login options:

- 移民業務機構登入(工商憑證)
- 移民業務機構登入(自然人憑證)
- 委託人登入(自然人憑證)
- 委託人登入(帳號密碼)
- 外籍人士登入(自然人憑證)
- 外籍人士登入(帳號密碼)

Below the options are input fields for '帳號' (Account Number) and '密碼' (Password), both labeled '請輸入帳號' (Please enter account number) and '請輸入密碼' (Please enter password). To the right of the password field is a CAPTCHA box containing 'UBFUtn' and a button to '換下一組' (Get next group). Below the input fields is a '驗證碼' (Verification Code) field with the placeholder '請輸入右邊驗證碼' (Please enter the verification code on the right) and a button to '換下一組'.

At the bottom of the login area are four buttons arranged in a grid:

| | |
|-----------|-----------|
| 登 入 | 註 冊 新 帳 號 |
| 重 發 認 證 信 | 忘 記 帳 號 |
| 忘 記 密 碼 | |

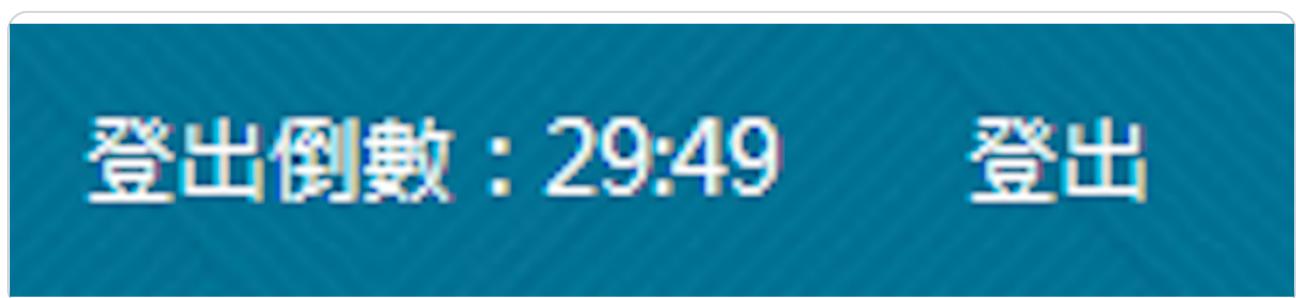
Below the buttons, there are three red star tips:

- ★ 為加速審核時程與居留證製作，請參考說明範例。(範例檔下載)
- ★ 密碼錯誤達5次後，將鎖定您帳號，解除鎖定請使用「忘記密碼」取得新密碼。
- ★ 請每90天更換一次密碼。

STEP 4

請留意右上方的登出倒數時間

請注意：每次登入會有30分鐘時間，請在登出倒數時間前完成送出申請，這個過程並沒有提供儲存功能。



STEP 5

其他事由居留證延期申請功能

登入外國專業人才申辦窗口平臺後，請將滑鼠移到上方功能列中的「線上申辦」展開下拉式選單，在下拉式選單中點選「其他事由居留證延期申請」

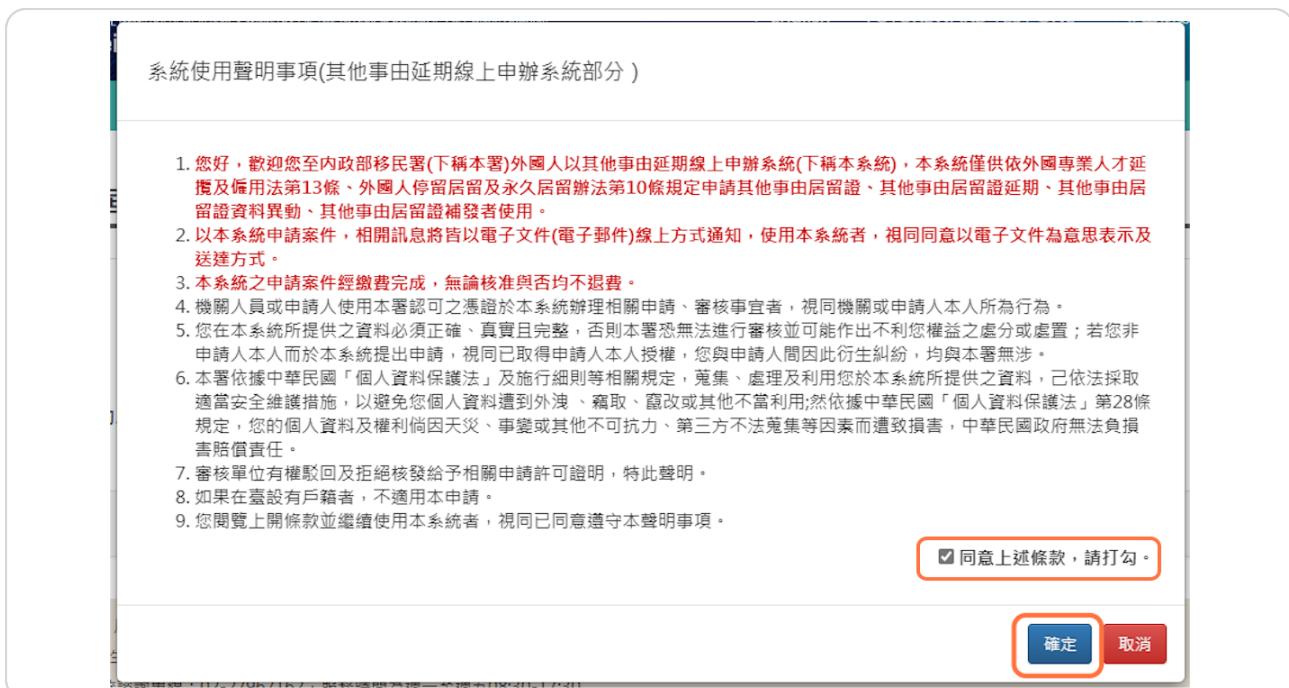


The screenshot shows the homepage of the Foreign Professionals Online Application Platform. At the top, there is a navigation bar with links for English, logout, and account information. Below the navigation bar, there is a main menu with several options: 線上申辦 (Online Application), 進度查詢 (Status Inquiry), 線上繳費 (Online Payment), 帳號維護 (Account Maintenance), and 下載專區 (Download Zone). The "線上申辦" option is currently selected and highlighted in blue. A dropdown menu for "其他事由居留證申請" (Other Reasons for Residence Permit Application) is displayed, with the specific "其他事由居留證延期申請" (Other Reasons for Residence Permit Extension Application) option highlighted with a red box. On the left side, there is a sidebar titled "待辦事項" (Pending Tasks) with a dropdown arrow. Below the main menu, there is a section titled "公布欄" (Announcement Board) containing two items: "其他事由居留證資料異動申請" (Application for Change of Other Reasons for Residence Permit Information) and "其他事由居留證補發申請" (Application for Replacement of Other Reasons for Residence Permit). The bottom of the page shows some footer text and icons.

STEP 6

同意系統使用聲明事項

閱讀並同意系統使用聲明事項，請先勾選「同意」，接續按「確定」。



The screenshot shows a modal dialog box titled "系統使用聲明事項(其他事由延期線上申辦系統部分)" (System Usage Statement (Part of the Other Reasons for Extension Online Application System)). The dialog contains a list of 9 numbered statements in Chinese, describing the terms and conditions of using the system. At the bottom right of the dialog, there is a checkbox labeled "同意上述條款，請打勾。" (Agree to the above terms, please checkmark) with a checked checkbox. Below the checkbox are two buttons: a blue "確定" (Confirm) button and a red "取消" (Cancel) button. The entire dialog is set against a light gray background.

STEP 7

其他事由居留證申請 - 新增

請依序：

1. 輸入申請人的「統一證號」
2. 輸入申請人的「出生日期(西元)」
3. 若申請人的護照資料需要同時異動(如需要更新護照號碼及護照效期等)，請在「護照資料異動」打勾
4. 按下「查詢」鈕，進入其他事由居留證延期申請書頁。

The screenshot shows the homepage of the Foreign Professionals Online Application Platform. At the top, there is a logo of the National Immigration Agency, Ministry of the Interior, Republic of China (Taiwan), and a link to English. Below the logo, the platform's name is displayed. A green navigation bar at the bottom contains links for '線上申辦' (Online Application), '進度查詢' (Status Inquiry), '線上繳費' (Online Payment), and '帳號維護' (Account Maintenance). The main content area is titled '其他事由居留證延期申請 - 新增'. It features two input fields: one for '統一證號' (Unified ID Number) and one for '出生日期(西元)' (Birth Date in Western Format), both highlighted with orange borders. Below these fields is a question: '是否同時異動以下資料 (若不異動資料則無須勾選以下項目)' (Do you want to change the following information simultaneously? If not, no need to check the following items). An orange-bordered checkbox labeled '護照資料異動' (Passport Information Change) is shown. At the bottom left of the form is a blue '查詢' (Query) button, also highlighted with an orange border.

STEP 8

其他事由居留證延期申請書

請逐一填寫及上傳所需資料，紅*欄位為必填。

The screenshot shows the Foreign Professionals Online Application Platform interface. At the top, there is a header with the logo of the National Immigration Agency, Ministry of the Interior, Republic of China (Taiwan), and the text "Foreign Professionals Online Application Platform". Below the header, there are language selection ("English"), logout information ("Logout count: 29:43 Logout"), and navigation links ("Online Submission", "Progress Inquiry", "Online Payment", "Record Maintenance", "Download Area"). The main content area is titled "Other Reasons for Extension of Residence Permit Application - New" with a back arrow. It contains a "Application Materials" section with a placeholder photo (a gray silhouette of a person's head and shoulders) and a "Photo Example Description". Below this, there is a "Document Attachment" section with instructions and a list of requirements:

照片範例說明

1. 檔案格式為JPG|JPEG|PNG|BMP|PDF，上傳的文件須清晰，身分證及護照上不能加上任何字句或圖樣，如：影印本/COPY等
2. 檔案請小於1024K
3. 上傳文件如為中文及英文以外之文件，請再上傳中譯本
4. 應檢附文件請依原證件大小掃描後上傳
5. 如證件雙面均載有資料，正、反面均需掃描後上傳

STEP 9

上傳護照、需要換發的居留證及其他相關證明文件

註：請留意系統對上傳文件格式和大小的要求。

The screenshot shows the 'Foreign Professionals Online Application Platform' interface. In the center, there is a section titled '應檢附文件' (Attached Documents) with three rows. Each row has a label, a file selection button ('選擇檔案'), a file name ('測試文件2.pdf'), a delete button ('清除'), and a plus sign button ('+') for adding more files.

| 類別 | 檔案名稱 | 操作 |
|---------------|-----------|------|
| * 護照 | 測試文件2.pdf | 刪除 + |
| * 換發延期居留證 | 測試文件2.pdf | 刪除 + |
| 其他相關證明文件(無則免) | 未選擇任何檔案 | 刪除 + |

STEP 10

填寫所需資料

The screenshot shows the 'Foreign Professionals Online Application Platform' interface with a form titled '申請人資料' (Applicant Information). The form contains various input fields: English name, Chinese name, date of birth, nationality; gender; residence permit number and expiration date; place of birth (country); marital status; education level; phone numbers; email address; and a note about photo requirements. Below the form is a section titled '應檢附文件' (Attached Documents) with the same instructions as in Step 9.

| 欄位 | 說明 | | |
|----------|----------|----------|----------|
| 英文姓名 | 中文姓名 | 出生日期(西元) | 國籍 |
| 統一證號 | 性別 | 護照號碼 | 護照效期(西元) |
| 出生地點(國家) | 現職 | 婚姻狀況 | 最高學歷 |
| 在臺市內電話 | 在臺聯絡手機號碼 | 電子郵件 | |

STEP 11

請選擇領證方式及領證地點

The screenshot shows the 'Foreign Professionals Online Application Platform' interface. At the top, there is a logo and the text 'NATIONAL IMMIGRATION AGENCY, MINISTRY OF THE INTERIOR, REPUBLIC OF CHINA(TAIWAN)'. On the right, there are links for 'English', 'Logout (登出)', and 'Logout count (登出倒數 : 26:39)'. Below the header, there is a navigation bar with links: '待辦事項', '線上申辦', '進度查詢', '線上繳費', '帳號維護', and '下載專區'. The main content area has two dropdown menus highlighted with a red border: '領證方式' (Collection Method) set to '自取(在臺灣領證)' (Self-collection (in Taiwan)) and '領證地點' (Collection Location) set to '臺北市服務站' (Taipei City Service Station). Below these, there are two sections for address entry: '來臺工作地址' (Address in Taiwan) and '居留地址' (Residence Address), each with dropdown menus for city and district, and input fields for village/neighborhood, street name, and number. There are also notes explaining the address input format.

STEP 12

送出申請表

填妥申請資料確認無誤後，即可點左下方「送出」鈕送出申請。

The screenshot shows the application form with a large blue '送出' (Submit) button at the bottom left. This button is highlighted with a red border. The rest of the form is mostly empty, with some placeholder text and a small note about address input.

STEP 13

完成

系統顯示申請收件號供申請人參考，即完成本次申請的送件作業，按「確定」結束。

