

# 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  
**Taiwan Employment  
Gold Card Office**

Creation Date  
**July 30th, 2024**

Last Updated  
**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.

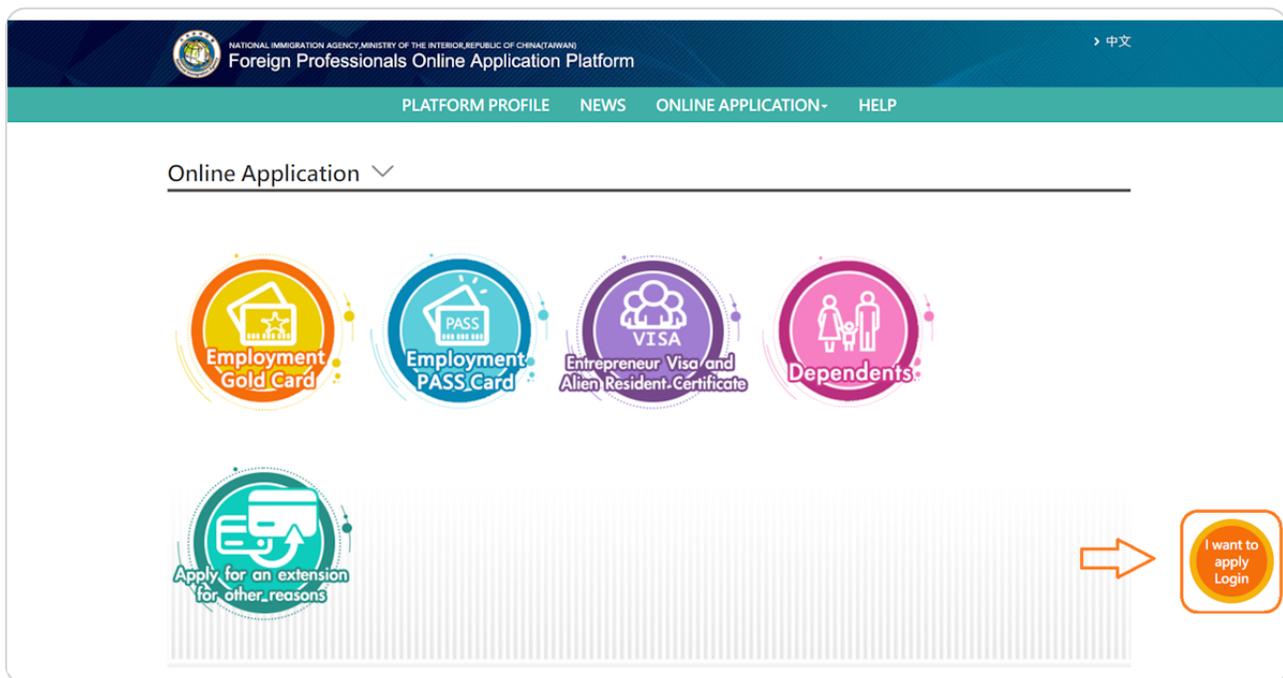
NOTE 2: If you have further questions about the application, please check the FAQ section on the official Gold Card website:

<https://goldcard.nat.gov.tw/en/tags/application/>

## STEP 2

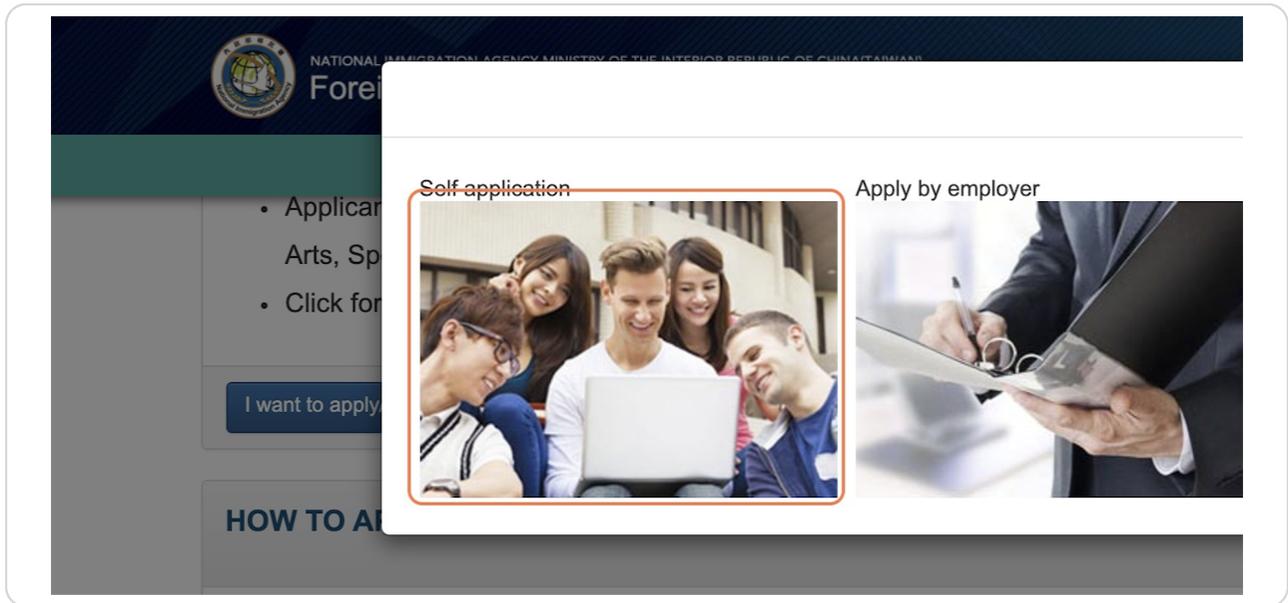
### Click on the "I want to apply/Login" button at the bottom right of the portal

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.



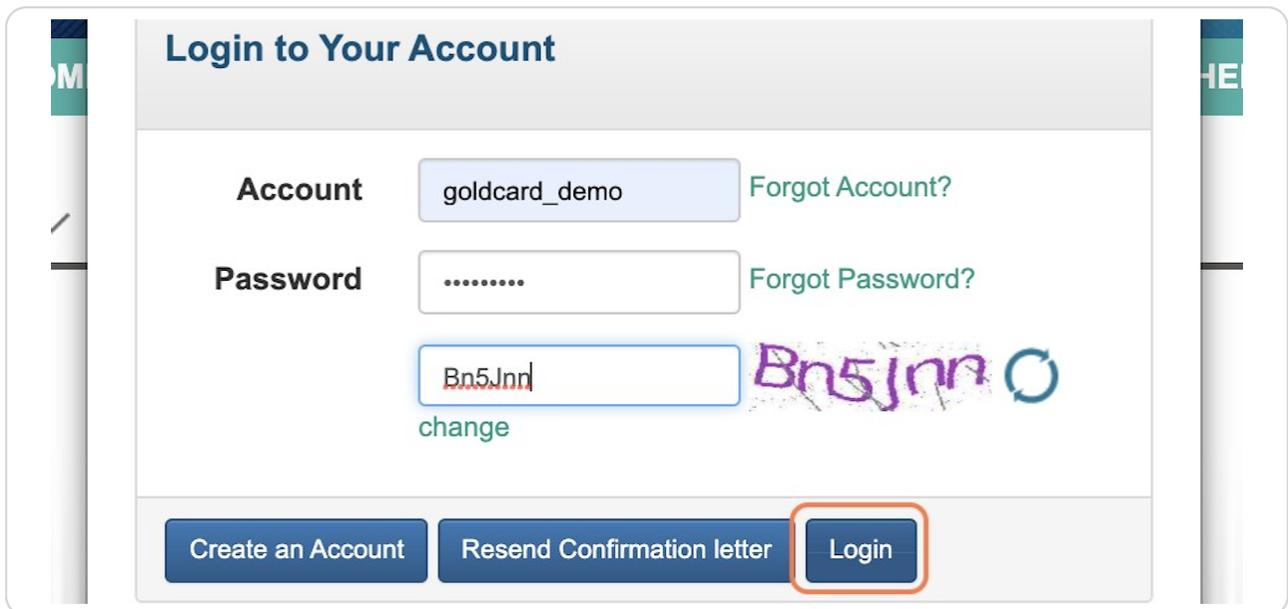
STEP 3

Click the "Self application" icon



STEP 4

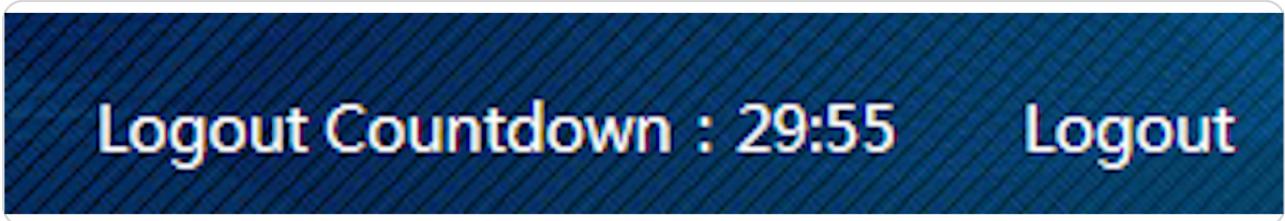
Log in to your account



STEP 5

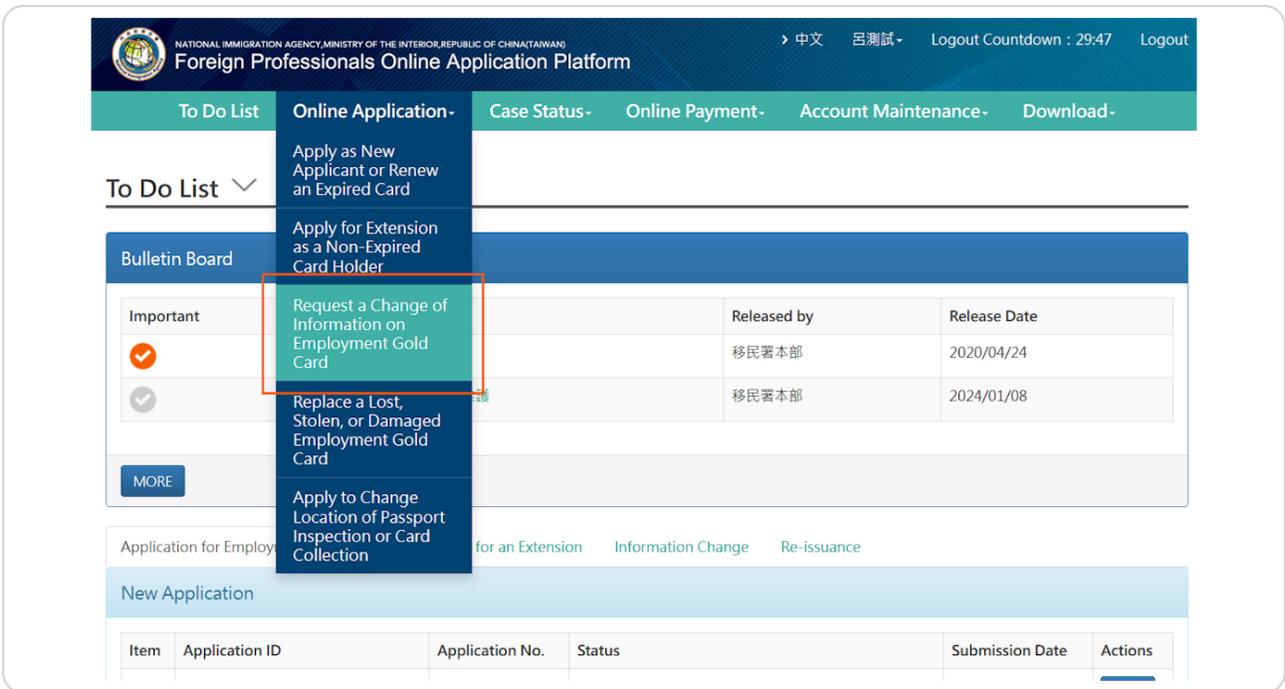
**NOTE: The portal "Logout countdown" is set to 30 minutes.**

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"**



## STEP 7

Please read the Notice and check the "Agree" box Then click "OK" to continue



NATIONAL  
Fore

To De

### Information

Are you  
information

Inquire

4. The information provided to the application system must be correct, authentic and complete. The Agency shall fail to proceed on inspection and may rule against your application. If you are applying as a non-applicant, it is regarded that the applicant's authorization has been obtained for this application. The Agency shall not be responsible for any dispute between you and the applicant.

5. As per the preceding paragraph, if the application is not personally submitted by the applicant, please fill out the application form on behalf of the employment gold card applicant using their information.

6. The holder of Employment Gold Card must possess at least 6-month effective passport or traveling document, and Employment Gold Card (or "Proof of Employment Gold Card Oversea Approval") upon arrival at ports of Taiwan and follow procedure of examination according to competent regulations.

7. The Information provided by applicants is collected, processed and used based on the "Personal Information Protection Act" and its Enforcement Rule. Proper security measures are adopted according to the Law to prevent stealth, disclosure, alteration or infringement in other ways due to the violation of this Law. However based on Article 28 of the Law, it does not apply to damages caused by natural disaster, incident or other force majeure, 3rd party illegal collection of information, and the Government of Taiwan will not be responsible for compensation of loss or damage.

8. We hereby certify that the Agency has the right to reject or refuse to issue any relevant application permit.

9. For applications to replace an Employment Gold Card due to defacement, loss, mislaying, or change of information, the fee is NT\$500 per card, except that the fee for residents of Hong Kong or Macau is NT\$2,600 per card. If you apply for the re-issuance of a residence permit due to change in residence address or passport number, you are exempted from charges and fees arising therefrom in accordance with Article 7 of the Charges and Fees Act.

10. If you include your dependent family members' information in advance, this system only provides applicants with the opportunity to fill in an unofficial application. The official application for dependent family members should wait until the applicant of the Employment Gold Card, Employment Pass Card, or Entrepreneur Visa and Alien Resident Certificate, receives the resident qualification, before preparing the required documents and submitting the application to the overseas R.O.C.(Taiwan) embassy in person.

11. If holders of a household registration in Taiwan are not eligible to apply.

12. Please verify whether you have had any criminal records within the territory of the R.O.C. If you have violated the law, you may be expelled from the country in accordance with relevant laws and regulations.

13. By using the service, you have read above terms of service and agree to terms stated above.

29:39 Logout

oad-

Agree

\*A lease agreement or proof of water/electricity bill payment must be provided to update your residential address. As the application process for address update can be performed online, you do not need to personally visit the agency.

## STEP 8

### 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.

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

› 中文 呂測試 - Logout Countdown : 29:21 Logout

To Do List Online Application- Case Status- Online Payment- Account Maintenance- Download-

#### Information Change of Employment Gold Card Application - Adding

\*UI No.

\*Date of Birth

Are you going to change the following information? (If not, then you do not have to check the following items).

Changes in passport information.

Submission for change of new UI No. only.

Application to Change UI No. for Personal Reasons (such as indecent homophony)

Only changes in email address or mobile phone number.

\*A lease agreement or proof of water/electricity bill payment must be provided to update your residential address. As the application process for address update can be performed online, you do not need to personally visit the agency.

## STEP 9

### 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.

The screenshot displays the 'Foreign Professionals Online Application Platform' interface. At the top, there is a navigation bar with the logo of the National Immigration Agency, Ministry of the Interior, Republic of China (Taiwan), and the text 'Foreign Professionals Online Application Platform'. The navigation bar includes links for 'To Do List', 'Online Application', 'Case Status', 'Online Payment', 'Account Maintenance', and 'Download'. A language selector is set to '中文', and there is a 'Logout' button with a 'Logout Countdown : 29:52' timer.

The main content area is titled 'Information Change of Employment Gold Card Application - Adding'. Below this title, there are several tabs: 'Basic Data', 'Passport Data', 'Resident', 'Profession', and 'Upload Document'. The 'Basic Data' tab is currently selected.

The 'Basic Data' tab contains a form with the following fields and values:

*English surname	*English given name	Name in Chinese	*Date of Birth
ETHANVBNVBNDFG	HUNT	呂測試	1992/05/03

Below the first row, there is a note: 'Online applications cannot be made if the date of birth (day/month/year) cannot be provided. Please submit the application in person.'

*Gender	*Nationality	*Current position	*Highest Academic Qualification
MALE	IRAN	STAFF OF A PUBLIC SCHOOL	2-YEAR JUNIOR COLLEGE

*Marital status	*Email	*Place of Birth (Country)	*Address in Home Country	*Telephone Number in Home Country	Former or Other Nationality (if any)
DIVORCE	yida9912121@yahoo.com.tw	JAPAN	f	f	

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

At the bottom of the form, there is a 'Next Step' button.

## STEP 10

### "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.

The screenshot shows the 'Information Change of Employment Gold Card Application - Adding' page. The 'Upload Document' tab is active. The page contains a navigation bar with 'To Do List', 'Online Application', 'Case Status', 'Online Payment', 'Account Maintenance', and 'Download'. Below the navigation bar, there are tabs for 'Basic Data', 'Passport Data', 'Resident', 'Profession', and 'Upload Document'. The 'Upload Document' tab is selected, showing a profile picture and a list of required documents. The list includes: 'Upload Photo', 'Profession', 'Qualifications of A Certified Applicant', 'Attachment Uploaded', 'Required Docs', 'Passport with at least 6-month validity remaining', 'Employment Gold Card', 'Documents certifying changes (related documents certifying changes: renewed passport, police reports or declarations certifying damaged, lost or reissuance of document)', and 'Other relevant supporting documents, if there is no information then do not attach'. Each item has an 'Upload' button and a plus sign icon.

## 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.



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

> 中文 呂測試 - Logout Countdown : 29:58 Logout

To Do List Online Application - Case Status - Online Payment - Account Maintenance - Download -

### Information Change of Employment Gold Card Application - Completing the application ∨

**Application No. : 112551036230**

Congratulations on completing the application. Your application will now be submitted for further review.  
We hereby certify that the Agency has the right to reject or refuse to issue any relevant application permit.