

2. Starting an application tutorial

24 Steps

Created by

Taiwan Gold Card Office

Creation Date

Jun 13, 2024

Last Updated

Apr 11, 2025

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 "Employment Gold Card" icon under the "Online Application".

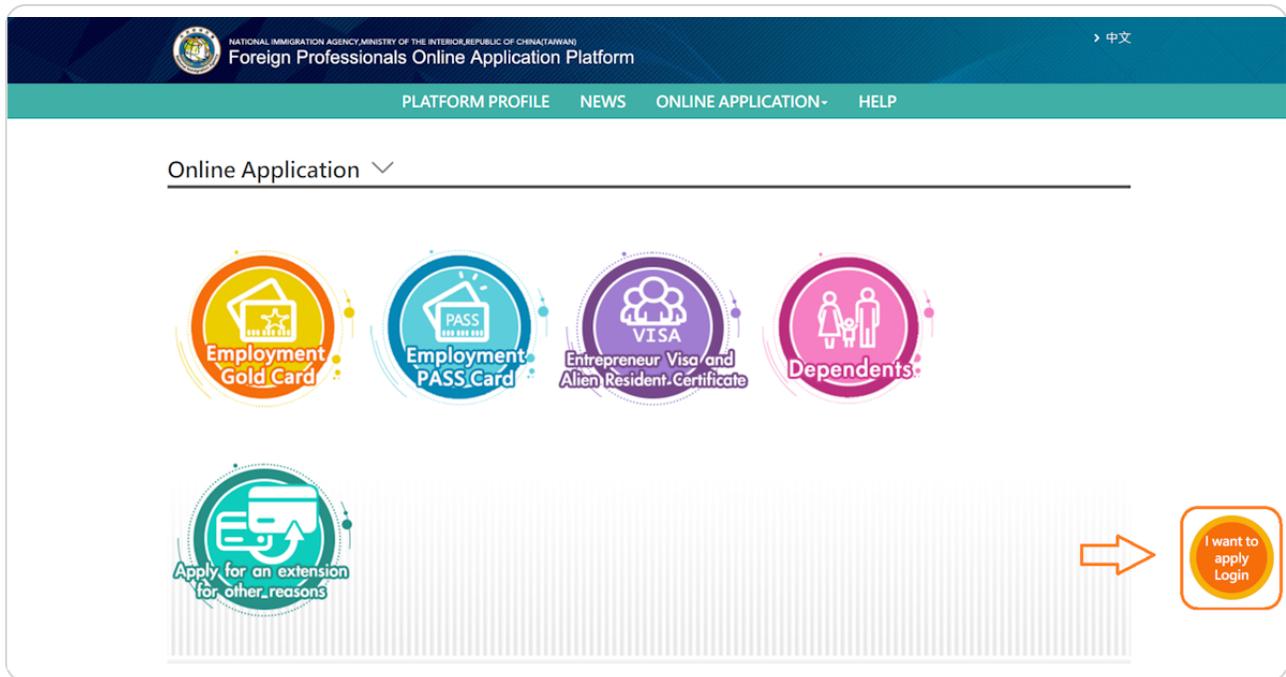
The screenshot shows the website interface for the National Immigration Agency of the Republic of China (Taiwan). The header includes the agency's name and a navigation menu with 'PLATFORM PROFILE', 'NEWS', 'ONLINE APPLICATION', and 'HELP'. The 'Online Application' dropdown menu is open, displaying four main icons: 'Employment Gold Card' (highlighted with an orange border), 'Employment PASS Card', 'Entrepreneur Visa and Alien Resident Certificate', and 'Dependents'. Below these is an 'Apply for an extension for other reasons' icon. A callout box points to this icon with the text: 'The bulletin information will publish some updated information about Gold Card.' Below the icons is an 'Information' section with the following bullet points:

- 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

STEP 3

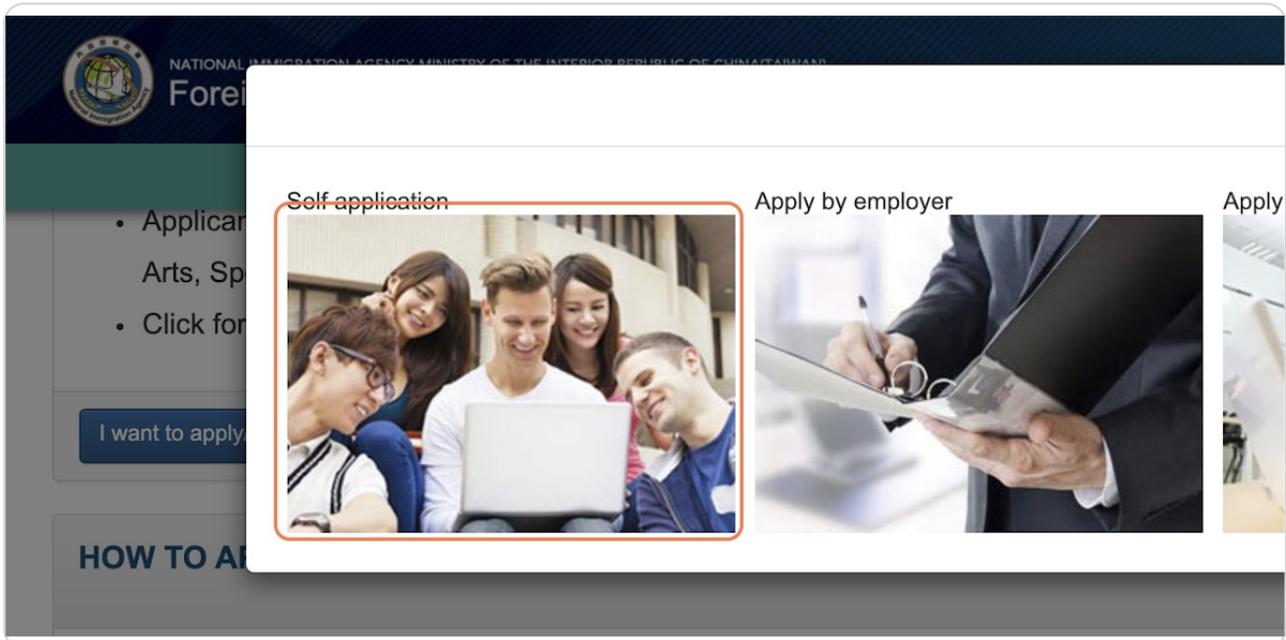
Click on the "I want to apply/Login" button at the bottom right of the portal

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.



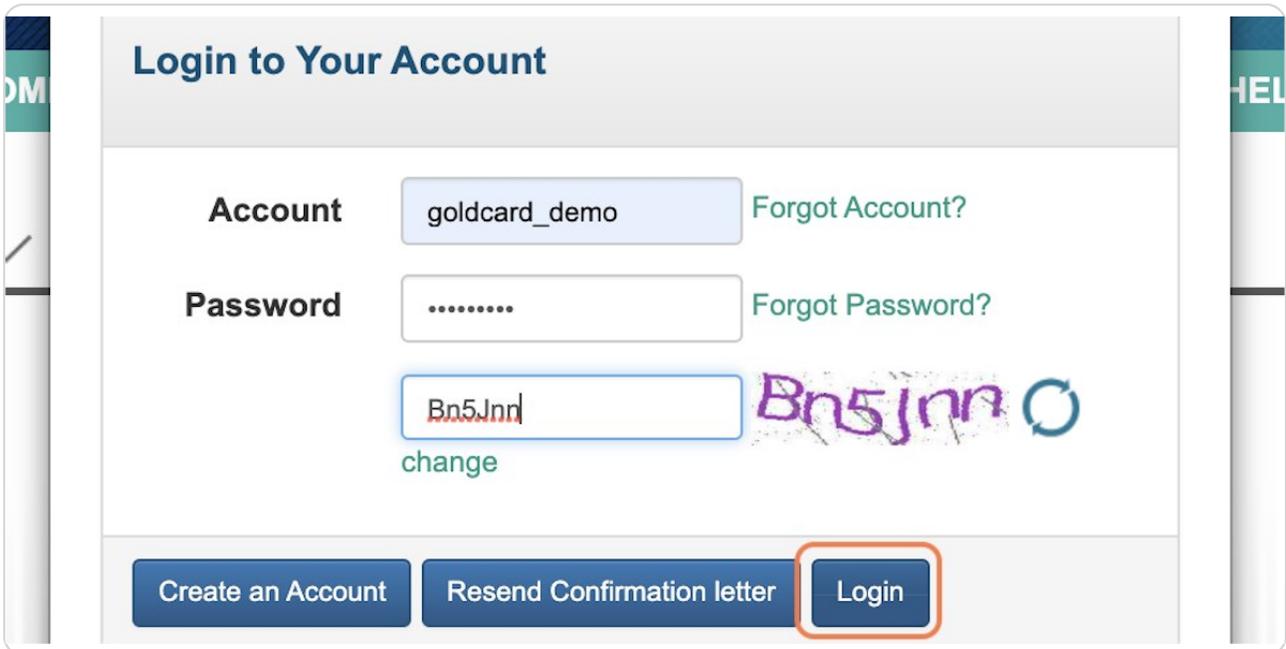
STEP 4

Click the "Self application" icon



STEP 5

Log in to your account



STEP 6

Two-factor authentication

The system will send a verification code to the email address you used when registering. Please enter the verification code and press the "Submit" button.

Email Verification

Email verification code Verification code sent!

Please enter the 6-digit verification code sent to @gmail.com.

STEP 7

Under the "Application" tab, select "Apply as New Applicant or Renew an Expired Card."

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

Application - Case Status Check - Online Payment

To Do List

- Apply as New Applicant or Renew an Expired Card
- Apply for Extension as a Non-Expired Card Holder
- Request a Change of Information on Employment Gold Card
- Replace a Lost, Stolen, or Damaged Employment Gold Card
- Apply to Change Location of Passport Inspection or Card Collection

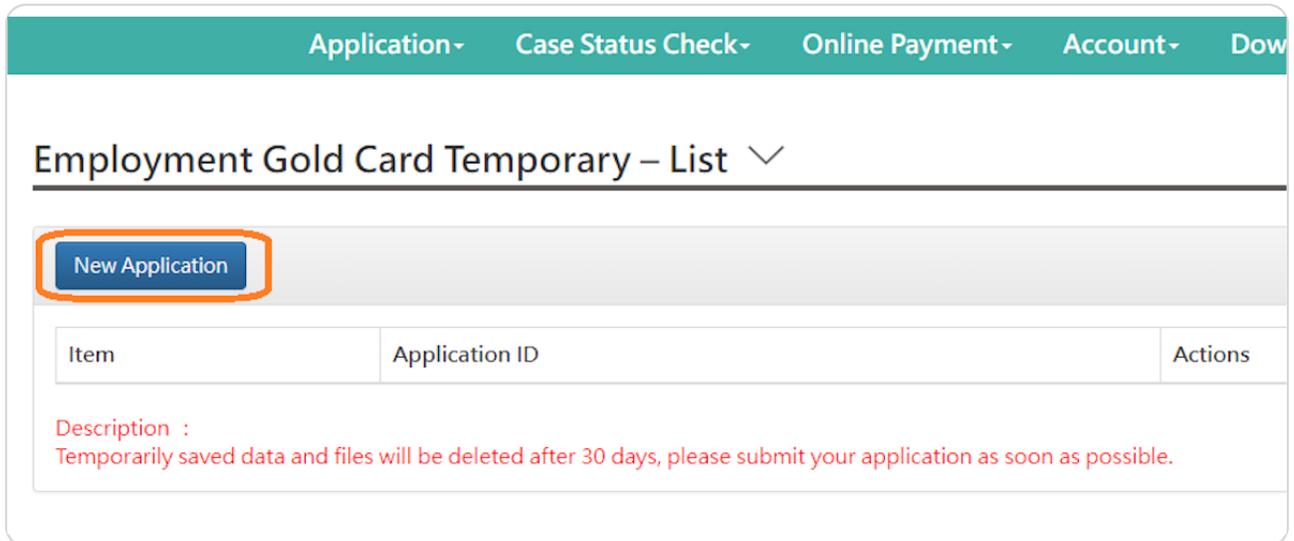
Important	Subject
<input checked="" type="checkbox"/>	外國人於 Extend o
<input checked="" type="checkbox"/>	有關外國 期或補發
<input checked="" type="checkbox"/>	資訊安全 Password
<input checked="" type="checkbox"/>	配合「外 限制性註

Create an application

8 Steps

STEP 8

Select the "New Application" button



The screenshot shows a web application interface with a teal header bar containing navigation links: "Application-", "Case Status Check-", "Online Payment-", "Account-", and "Dow". Below the header, the page title is "Employment Gold Card Temporary – List" with a dropdown arrow. A grey bar below the title contains a blue "New Application" button, which is highlighted with an orange rectangular box. Below this bar is a table with three columns: "Item", "Application ID", and "Actions". Under the "Item" column, there is a red text description: "Description : Temporarily saved data and files will be deleted after 30 days, please submit your application as soon as possible."

STEP 9

Read and agree to the application details and answer several questions

NOTE 1: The number and type of questions will vary based on your individual circumstances. Please provide truthful answers according to your situation. The National Immigration Agency (NIA) will reject your application if any false information is provided. Then, click "OK" to continue.

NOTE 2: Applicants from specific nationalities or with certain circumstances are not eligible to apply for the Taiwan Employment Gold Card. For more information, please refer to this FAQ: <https://goldcard.nat.gov.tw/en/faq/what-identities-are-not-eligible-to-apply-for-the-employment-gold-card/>

New Application

Applications must provide all required information and accompanying documents, which shall be defined based on your answers in the questions page. Please answer all questions in order, reviewing any incorrect answers to facilitate the subsequent agency review process. If, after review, it is revealed there are inconsistencies with your answers (such as nationality, domestic/foreign application, and documents held upon entry into Taiwan), the application will be rejected **without refund**.

If you have concerns or feel that the questions page is unclear, refer to the "[Taiwan Employment Gold Card Office website](#)". Information on how to contact the office is also available at the bottom of this page.

Agree

Do you hold, or have you ever held, an Employment Gold Card:

Your Nationality or Identity:

Are you applying for the card in R.O.C.:

Do you have R.O.C. nationality:

STEP 10

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

6. 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.

7. Citizens of People's Republic of China, hereinafter referred to as People of the Mainland Area, are not eligible to apply for the Employment Gold Card. Once People of the Mainland Area who have resided abroad for over four years and have obtained citizenship of the country where they reside, they will not be subject to the regulation of the "Act Governing Relations between the People of the Taiwan Area and the Mainland Area" Article 3, the provisions of this Act pertaining to the people of the Mainland Area shall likewise apply to the people of the Mainland Area who reside outside the Mainland.

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

9. If the employment gold card is blurred, destroyed, lost, or information change, the fee of each application NT\$500 will be charged for the re-issuance application. 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, 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. By using the service, you have read above terms of service and agree to terms stated above.

Agree

OK Cancel

st be
be
he
lification
▼
ality (lf
▼

STEP 11

Please confirm your status

If you choose "domestic application", you must be currently located in Taiwan. If you leave Taiwan before the end of the NIA's Information Check review (please refer to our detailed timeline here: <https://goldcard.nat.gov.tw/en/faq/how-long-does-the-application-take/>) and choose "domestic application", the NIA has the right to reject your application.

New Application

Applications must provide all required information and accompanying documents, which shall be defined based on your answers in the questions page. Please answer all questions in order, reviewing any incorrect answers to facilitate the subsequent agency review process. If, after review, it is revealed there are inconsistencies with your answers (such as nationality, domestic/foreign application, and documents held upon entry into Taiwan), the application will be rejected **without refund**.

If you have concerns or feel that the questions page is unclear, refer to the "Taiwan Employment Gold Card Office website". Information on how to contact the office is also available at the bottom of this page.

Agree

Do you hold, or have you ever held, an Employment Gold Card:

No

Your Nationality or Identity: U.S.A

Are you applying for the card in R.O.C.: Yes (Domestic Application)

Your current visa or resident card in the R.O.C.:

- A valid residence certificate issued by the R.O.C. (ARC)
- A visa-exempt entry (did not specifically apply for a visa)
- Enter the country with a visa method that does not impose a stay limit of 60 days or more.
- Enter the country with a visa method that imposes a stay limit of 60 days or more.
- Enter the country with a visa method that allows a stay of less than 60 days.

STEP 12

The application form is divided into six sections. Please complete each section sequentially

1. Basic Data
2. Passport Data
3. Visa Application
4. Resident
5. Profession
6. Upload Document

Employment Gold Card Application - Adding ▾

Basic Data | Passport Data | Visa Application (Submit the Passport) | Resident | Profession | Upload Document

STEP 13

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

> 中文 | Logout Countdown : 25:31 | Logout

line Payment- | Account- | Download-

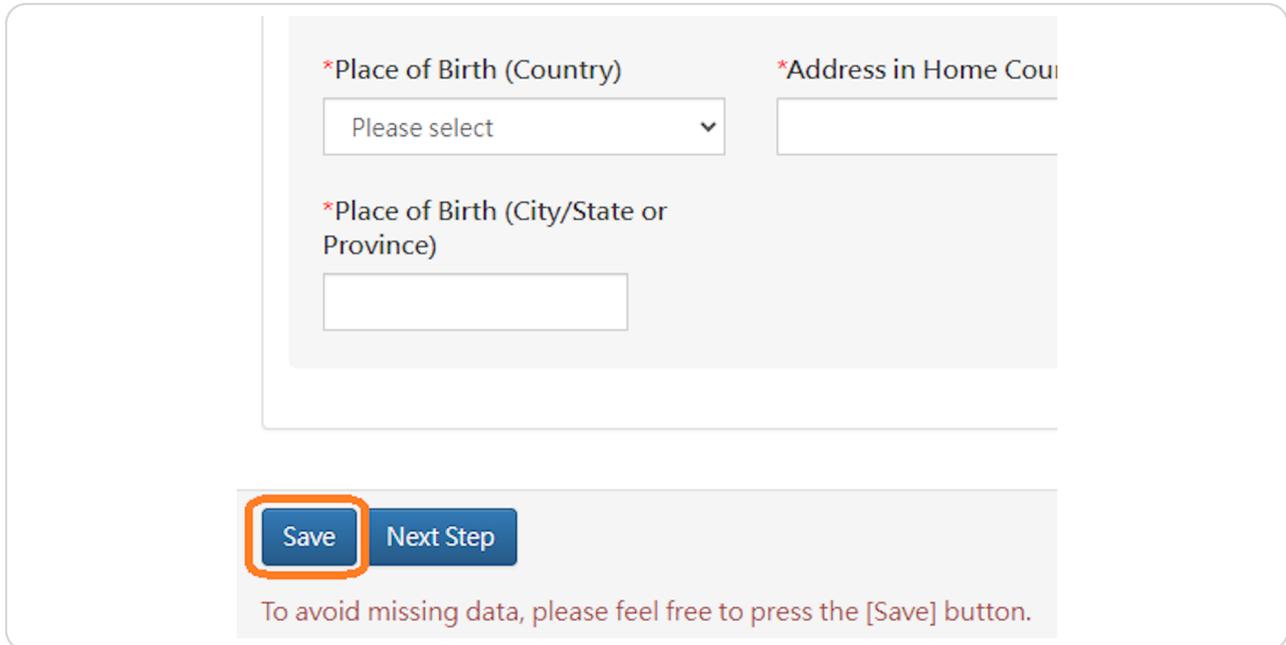
Resident | Profession | Upload Document

Name in Chinese | *Date of Birth  1988/08/08

STEP 14

You can click "Save" at the bottom left at any time while filling out the form to prevent losing any data.

NOTE: After clicking "Save," the system will identify any incomplete sections of the application form and automatically navigate to the unfinished tab.



The screenshot shows a portion of a web form. It includes three input fields with red asterisks indicating they are required: '*Place of Birth (Country)' with a dropdown menu showing 'Please select', '*Place of Birth (City/State or Province)' with a text input field, and '*Address in Home Country' with a text input field. At the bottom, there are two buttons: 'Save' and 'Next Step'. The 'Save' button is highlighted with an orange border. Below the buttons, a red text message reads: 'To avoid missing data, please feel free to press the [Save] button.'

STEP 15

The first page of the application form: Basic Data

1. Please make sure your English name matches the English name on the passport you used to enter Taiwan. If your English name has a hyphen (-), please replace it with a blank space.
2. After filling in the information on this page, please click "Next Step" to continue.

Important note for applicants from Hong Kong, Macau, and Mainland China:

NOTE 1: Hong Kong and Macau residents holding other passports, please refer to this FAQ:

<https://goldcard.nat.gov.tw/en/faq/if-hong-kong-residents-hold-other-foreign-passport-s-what-should-they-pay-attention-to-when-applying-for-a-gold-card/>

NOTE 2: Residents of Hong Kong and Macau who were born in mainland China need to provide additional information. Please refer to this FAQ:

<https://goldcard.nat.gov.tw/en/faq/what-documents-do-hong-kong-and-macao-applicants-born-in-mainland-china-need-to-attach/>

NOTE 3: Applicants born in mainland China must provide additional information, please refer to this FAQ for details:

<https://goldcard.nat.gov.tw/en/faq/what-documents-do-i-need-to-provide-if-i-was-born-in-mainland-china/>

Basic Data | Passport Data | Visa Application(Submit the Passport) | Resident | Profession | Upload Document

1.

*English surname *English given name Name in Chinese *Date of Birth

*Gender Please select *Nationality *Current position Please select *Highest Academic Qualification Please select

*Marital status Please select *Email

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.

*Place of Birth (Country) Please select *Address in Home Country *Telephone Number in Home Country Former or Other Nationality (if any) Please select

*Place of Birth (City/State or Province)

2.

Save Next Step

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

Fill in the required information

9 Steps

STEP 16

The second page of the application form: Passport Data

1. Passport Information: Please fill in the details of the passport you will use to enter Taiwan.
2. Passport Issue Date and Expiry Date: If the system does not show earlier or later years, please select the earliest or latest year displayed in the menu, then adjust accordingly.
3. Original Passport Number: If you have previously used another passport to enter Taiwan, please provide that passport number.
4. Next Step: After filling out the information on this page, click “Next Page” to continue.

Basic Data **Passport Data** Visa Application(Submit the Passport) Resident Profession Upload Document

*Passport Type
1.

2. *Passport No. *Passport of Issue Date *Passport Expiry Date *Passport of Issue Place
Passport still valid for more than 6 months

3. Original Passport No.

4.

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

STEP 17

The third page of the application form: Visa application

1. Application Location/Office: As part of the application process, you are required to visit a Taiwanese embassy or overseas mission to submit your passport for verification (applicants from Hong Kong and Macao are exempt from passport verification). Please select a Taiwanese embassy or mission that is convenient for you. Please be aware that while some embassies may be closed physically, they are still accessible through the application system. For more information, please refer to the Ministry of Foreign Affairs:

<https://en.mofa.gov.tw/OverseasOfficeLink.aspx?n=1573&sms=957>

2. If you are unsure whether you have been issued a visa to the Republic of China, please confirm with the Ministry of Foreign Affairs at: <https://www.boca.gov.tw/lp-191-2.html>. If MOFA is unable to find your previous visa, you may select "Yes" and then leave your visa information blank.

3. Once you have completed filling out the information on this page, please proceed by clicking "Next Page".

The screenshot displays the third page of a visa application form. At the top, question 1 asks for the application location, with two dropdown menus. Question 2 asks if it's the first time applying to Taiwan, with radio buttons for 'No' and 'Yes'. Question 3 asks if the applicant has ever been issued an ROC Visa, with radio buttons for 'No' and 'Yes'. Questions 4 through 11 are similar yes/no questions regarding criminal records, illegal entry, health issues, overstaying, drug trafficking, visa refusals, and previous applications. At the bottom, there are three buttons: 'Back', 'Save', and 'Next Step'. A note at the very bottom states: 'To avoid missing data, please feel free to press the [Save] button.'

STEP 18

The fourth page of the application form: Resident

1. If you are an overseas applicant and don't have a residence address in Taiwan, you can leave it blank for now. However, you must provide and update your residence address on your gold card within 30 days of moving. The address should be written in Traditional Chinese. If you have trouble with this, you can use Google Translate or contact the Gold Card Office for help. Refer to the examples in the FAQ: <https://gold-card.nat.gov.tw/zh/faq/how-do-i-fill-in-my-residence-address/>
2. If you have previously had an ARC or a uniform ID number in Taiwan, please enter your unified number. If you can't remember your unified number, contact the Immigration Service Center: <https://www.immigration.gov.tw/5475/5478/141386/127061/127076/>
3. After entering the information on this page, click "Next Page" to continue.

Basic Data Passport Data Visa Application/Submit the Passport Resident Profession Upload Document

*Valid Term of Employment Gold Card Applied for: 1 Year(s) 2 Year(s) 3 Year(s)

Service location / unit: Please fill name of the company you work for (e.g., Apple Inc.)

Service hotline:

*Method of Collection: In person in Taiwan

*Location of Collection: Please select

Once the application is approved, you need to download "R.O.C. (Taiwan) Resident Authorization (Employment Gold Card)" and present it to the custom upon arrival. Collect your Employment Gold Card at designated locations.
Contact Information of Service Station of National Immigration Agency, Ministry of Interior

Taiwan Company Address: Select City Select Dist.

Village Neighborhood Street/Road

Lane Alley Number & Floor

Please fill out the form with Traditional Chinese characters. For fields such as neighborhood, lane, and alley, please enter the numbers directly without additional text for "neighborhood/streets/alley". The village, township, and neighborhood information are not mandatory. If you have any concerns about filling out the address, please refer to the explanatory document by visiting the link.

1. Residence Address (Same as work address): Select City Select Dist.

Village Neighborhood Street/Road

Lane Alley Number & Floor

Please fill out the form with Traditional Chinese characters. For fields such as neighborhood, lane, and alley, please enter the numbers directly without additional text for "neighborhood/streets/alley". The village, township, and neighborhood information are not mandatory. If you have any concerns about filling out the address, please refer to the explanatory document by visiting the link.

If you do not have a residence in Taiwan, please submit an application for a change of residence address within 30 days of entry in accordance with laws and regulations.

Telephone No. in Taiwan: *Mobile No. in Taiwan:

No Mobile No. in Taiwan

2. ID No. (optional):

1. At present, Taiwan's Uniform Identification (ID) Number format is divided into two formats. The old format consists of 2 English letters plus 8 numerical digits, and the new format consists of 1 English letter plus 8 numerical digits. If you once had a ID number in the old format but have converted to a new ID number, please use your new ID number to apply.

2. If you are not a Hong Kong or Macao resident, ID Number means ARC Number.

Name of Your Relatives or Friends in Taiwan:

Applicant Relationship with Your Relatives or Friends in Taiwan:

R.O.C. ID/ID No. of Your Relatives or Friends in Taiwan:

Name of School or Company, Person of Your Relatives or Friends in Taiwan:

Nationality of Your Relatives or Friends in Taiwan: Please select

Telephone No. of Your Relatives or Friends in Taiwan:

Residential Address of Your Relatives or Friends in Taiwan:

Email Address of Your Relatives or Friends in Taiwan:

3.

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

STEP 19

The fifth page of the application form: Profession

Once you have chosen your area of expertise, please click "Next Page" to proceed

Basic Data Passport Data Visa Application(Submit the Passport) Resident **Profession** Upload Document

1. Please note that if you change your Field of Expertise, the required documents that you have uploaded will be reset. Please confirm the Field of Expertise for your application before uploading the required documents.
2. If you are not certain which Field or Regulation you should choose, please visit the "Taiwan Employment Gold Card" website for further details. Contact information is also listed at the bottom of the webpage.

***Profession**

Please select

[Contact Information of Qualification of Foreign Special Professionals](#)

⚠ Important: If you are applying under a regulation relating to "a most recent monthly salary of over NT\$ 160,000", please pay attention to these definitions:

In respect of the conditions for qualification as a foreign special professional, as announced by the respective central competent authorities, the condition of "previously or currently holding a position in a foreign state or in the ROC with a most recent monthly salary of at least NT\$160,000" has been clarified by the Ministry of Labor in the letter Lao-Dong-Fa-Guan-Zi No. 10805114652 dated November 5, 2019, as follows:

Most recent monthly salary of at least NT\$160,000 means a monthly salary or average monthly salary of NT\$160,000 or above within the three years preceding the month of the application; documentary proof of salary or tax payment means one of the following:

1. Salary withholding certification or tax certification. But if such certification cannot be presented owing to provisions of tax law, it may, after explanation of the tax law provisions preventing its presentation, be replaced by employer's certification.
2. The employment contract of intended future employment in the ROC.

[Back](#) [Save](#) [Next Step](#)

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

STEP 20

The last page of the application form: Upload Document

1. Click "Choose File" to select the photo you want to upload. Please ensure the uploaded photos meet the requirements listed below.
2. (Optional) The system offers an automatic cropping function for headshots. To use this, click "Cropping photo automatically," then click "Choose File" to select the photo you want to crop, and then click "Upload and Crop" on the right. After the system completes cropping, click "Download" to save the cropped photo file, note the download location, click "Close," and then upload the cropped photo using the method described above.
3. Please upload all the necessary documents. The required documents will vary based on your field of expertise and other information. Do not encrypt the uploaded files, and ensure each file is no larger than 1024KB.
4. To add more files for upload, click the "+" on the right. You can upload up to 5 files. If you need to upload additional files, it is recommended to combine them into a single PDF file.

Basic Data Passport Data Visa Application(Submit the Passport) Resident Profession Upload Document

1. *Upload Photo: No file chosen

Applicants should submit color head shot, front, without hat, with facial features, white background photographs taken with six months. The chin to crown (crown is the position of the top of the head if there were no hair) must be between 70 to 80 per cent of the vertical height of the picture. *Width * High of photo within the range of * 413 pixels * 531 pixels * (+10%).

2.

Profession

Qualifications of A Certified Applicant

Required Docs

1. Files should be in .JPG|.JPG|.PNG|.BMP|.PDF format. Uploaded documents must be clear. No words or graphics should be added on the ID card or passport, e.g., Photocopy/COPY.
2. File size should be smaller than 1024K.
3. Please scan the required documents in original size and then upload.
4. All documents are required to scan and upload both sides unless those blank sides.
5. Documents for the review by the Ministry of Labor (based on the qualifications and conditions for foreign special professionals) and the matters indicated by the Ministry of Labor for employment gold card applicants. Documents not made in Mandarin or English shall be attached with translations. Documents issued in the Mainland area have to be attested and examined by the institutions instituted or appointed by the Executive Yuan, or non-governmental organizations entrusted by the Executive Yuan (Strait Exchange Foundation) in accordance with the rule in Article 7 of "Act Governing Relations between Peoples of the Taiwan Area and the Mainland Area". Documents from the following countries/regions must be verified by an overseas ROC representative office: Afghanistan, Algeria, Bengal, Bhutan, Myanmar, Cambodia, Cameroon, Cuba, Ghana, Iran, Iraq, Laos, Nepal, Niger, Nigeria, Pakistan, Senegal, Somalia, Sri Lanka, Syria, Philippines, Thailand, Vietnam, Malaysia, and Indonesia.
6. Processing times may be longer for Hong Kong/Macau applicants who have previously worked in Mainland China or applicants who were born in Mainland China. We apologize for any inconveniences.

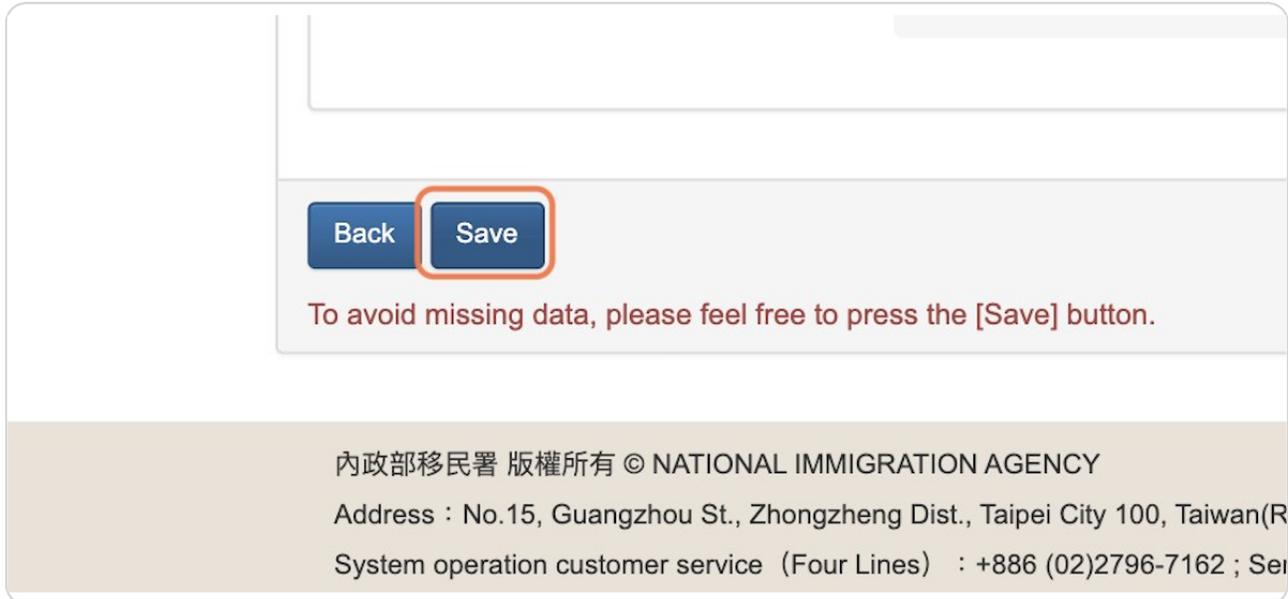
* Passport with at least 6-month validity remaining

3. No file chosen 4.

STEP 21

Once you have finished uploading all files, click "Save".

The system will check the unfinished parts of the application form and automatically jump to the first unfinished page found. Please follow the instructions to review and change the relevant information and click "Save".



Back Save

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

內政部移民署 版權所有 © NATIONAL IMMIGRATION AGENCY
Address : No.15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan(R
System operation customer service (Four Lines) : +886 (02)2796-7162 ; Ser

STEP 22

After completing all the required fields, you will be directed to an application preview page.

Please review your application carefully before submitting it.

Employment Gold Card Application - Preview ∨

Basic Data Passport Data Visa Application(Submit the Passport) Resident Profession Upload Document Preview

*Identity: Other Nationality, Oversea Application

Basic Data

* English surname	<input type="text"/>	* English given name	<input type="text"/>	Name in Chinese	<input type="text"/>
* Date of Birth	<input type="text"/>	* Gender	<input type="text"/>	* Nationality	<input type="text"/>
* Current position	<input type="text"/>	* Highest Academic Qualification	<input type="text"/>	* Marital status	<input type="text"/>
* Email	<input type="text"/>				
* Place of Birth (Country)	<input type="text"/>	* Address in Home Country	<input type="text"/>	* Telephone Number in Home Country	<input type="text"/>
* Place of Birth (City/State or Province)	<input type="text"/>	Former or Other Nationality (If any)	<input type="text"/>		

STEP 23

After reviewing your entire application and ensuring it is ready for submission, click the "Send" button to proceed.

* Subfield Publishing

Back Send

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

內政部移民署 版權所有 © NATIONAL IMMIGRATION AGENCY
Address : No.15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan

STEP 24

Congratulations! Your application is almost complete. You can now proceed to the payment step.

Please write down your Application No. for future reference.

NATIONAL IMMIGRATION AGENCY-MINISTRY OF THE INTERIOR-REPUBLIC OF CHINA(TAIWAN) > 中文 LIN MAY LEE - Logout Countdown : 29:53 Logout

Foreign Professionals Online Application Platform

Application - Case Status Check - Online Payment - Account - Download -

Employment Gold Card Application - Completing the application ▾

Application No.: 111551035860

Congratulations for completing the application process. Please move to the online payment area for payment. After the payment is completed, your application will be submitted for further review.
We hereby certify that the Agency has the right to reject or refuse to issue any relevant application permit.

Online Payment

內政部移民署 版權所有 © NATIONAL IMMIGRATION AGENCY
Address : No.15, Guangzhou St., Zhongzheng Dist., Taipei City 100, Taiwan(R.O.C.)
System operation customer service (Four Lines) : +886 (02)2796-7162 ; Service Hours : 8:30am - 5:30pm (GMT+8)