



International Language Programs

Taiwan Visa Packet

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WHAT IS A VISA?

A visa is government given approval (usually stamped/inserted in a passport) for a foreigner to enter their country. Many countries allow tourists to enter their country for a limited time without a visa but all countries place restrictions on the intended purposes and length of stay. Taiwan will only allow a tourist to stay for 14 days without a visa and the tourist must show proof of their return date on their airline ticket. Without the proper visa, the individual is subject to deportation.

In short, a visa is absolutely necessary for you to work in Taiwan with an ILP employer! Actually, there are two visas that you must acquire for a legal venture in Taiwan.

1. Visitor Visa: This is the visa you must obtain before you leave to Taiwan. Authorities will not allow you to leave the Taipei airport without it and your employer will not purchase your airline ticket without it. A visitor visa is a 60 day visa that will allow you to stay in the country long enough to process your work visa application.
2. Work Visa: Once you arrive in Taiwan, your employer will apply for a work visa for you. For this visa you'll need your passport, a copy of your diploma, 13 passport photos (taken in Taiwan), and you'll need to pass a physical examination (performed in Taiwan). It generally takes 30-40 after arrival for you to be issued your work visa.

THIS PACKET PROVIDES ALL THE INFORMATION YOU NEED TO SUCCESSFULLY APPLY AND OBTAIN A VISITOR VISA.

HOW TO GET YOUR VISITOR VISA

You are ready to apply for a visitor visa as soon as you get your passport and a copy of your flight itinerary. Your flight itinerary will be sent to you via email or mail (be sure to print the flight itinerary if it was emailed to you). To obtain a 60-day visitor visa before leaving the U.S. you need to send the following to the Taiwanese Overseas Tourism Bureau for your state:

Your passport*
2 passport photos
Flight itinerary
Completed visa application
Letter from the school
Copy of the school's license
\$100 (check or money order)
Self addressed prepaid envelope for them to return your visa to you*

*The TECO office will send your passport (with the approved visitor visa stamped inside) back to you using the self addressed prepaid envelope you send to them. It is recommended that anytime you send your original passport through the mail you send it in a way that can be tracked in case it gets lost or stolen in the mail (both ways).

PLEASE NOTE: You are responsible for any costs incurred because of a visa delay (flight changes, expediting fees, etc.), so it's important that you apply as soon as possible and that everything is filled out correctly. For help in this process, feel free to contact your ILP representative.

Taiwanese Overseas Tourism Bureau Offices are scattered throughout the U.S. Listed below is the office address and phone number which serves applicants for the states of Utah, Nevada, and northern California. If you do not live in one of these states, contact your Taiwan representative to find the TECO office closest to you. It takes at least three **business days** for this to be processed once they receive your materials. With mailing time it could take almost two weeks. You can apply for your visa as early as two months in advance of your departure date. It is best to get started as soon as possible.

Taipei Economic and Cultural Office in San Francisco
TECO Office in San Francisco
555 Montgomery Street, Suite 501
San Francisco, CA 94111

Tel: (415) 362-7681
Fax: (415) 362-5382

GUIDE TO FILLING OUT YOUR VISA APPLICATION

The application form in this packet is entitled VISA APPLICATION FORM FOR ENTRY INTO TAIWAN, REPUBLIC OF CHINA. This is a basic guide to assist you in completing your visa application. This is just a guide. All applicants are personally responsible for the information they provide. Check the boxes on your application using the information below. All other information can be filled out independently.

#1 VISITOR VISA
#2 SINGLE
#12 TEACHER
#13 YOUR ASSIGNED SCHOOL*
#14 WRITE THE ADDRESS TO YOUR ASSIGNED SCHOOL*
#16 REGULAR (in most cases)
#21 EMPLOYMENT
#22 & #23 USE THE DATES ON THE ITINERARY WE WILL SEND YOU
PARTICULARS OF REFERENCE IN TAIWAN:

name: WRITE THE NAME OF YOUR EMPLOYER (Frances Chang or Sherry Kuo)*
relationship to applicant: EMPLOYER
residential address: WRITE SCHOOL'S ADDRESS*
telephone no.: WRITE SCHOOL'S TELEPHONE NUMBER*
ROC ID/ARC no.: LEAVE BLANK

*As found in your School Handbook

DON'T FORGET TO ANSWER THE QUESTIONS ON THE BACK. DISREGARD THE APPLICANT'S AGENT PORTION UNLESS YOU HAVE SOMEONE ELSE FILL OUT THE APPLICATION FOR YOU.

If you have any additional questions or concerns about filling out your visa or if you have lost or not yet received the needed documents listed above, please contact your Taiwan Representative immediately and request they send them to you as soon as possible.

E-mail the school and ILP to inform them of when you send in your visa application and of your visa arrival.