

## Employing overseas graduates for hospitality services by Employers Application Flow Chart

In employing graduated foreign students, overseas Chinese students and ethnic Chinese students for hospitality services, employers shall comply with subparagraphs 8-11 of paragraph 1 under Article 46 of the Employment and Service Act respecting the eligibility, qualification and review standard of the workers.

In accordance with Article 21-1 of the regulations on the Permission and Administration of the Employment of Foreign Workers, employers shall advertise recruitment at the national employment service information websites for at least 7 days to recruit domestic workers.

Employers must recruit domestic workers in accordance with Article 17 of the regulations on the Permission and Administration of the Employment of Foreign Workers, Employers shall advertise at the national employment service information websites for at least 7 days or advertise at newspapers for 2 days, after expiry date, advertise at the national employment service information websites for employment of local workers for at least 3 days.

Advertise at National employment service information websites for recruitment

Register for recruitment at Public employment Service institution

The recruitment of domestic labor is insufficient

Apply for certificate of recruitment at Public employment service institution.

The validity of certificate of recruitment is 90 days.

Employers apply for Employment permit at Ministry of Labor

Employers must apply before the **predetermined hire date**

Recruit foreign and overseas Chinese graduates from overseas, or recruit foreign and overseas Chinese graduates in Taiwan.

1. Recruit foreign and overseas Chinese graduates from overseas: complete a health examination within 3 working days after arriving.
2. Recruit foreign and overseas Chinese graduates in Taiwan, proceed to health examination within 3 months before the date of Employment permit application.
3. Within 30 days prior to or after the expiration of 6, 18, and 30 months from the start date of Employment permit, employee need to go to the designated hospital for regular health check-ups
4. In addition, apply for Alien Resident Certificate and National Health Insurance in accordance with the provisions of law.

Employment permit expires

For foreigners who depart 15 days prior to the expiration day of the employment permit, employers have to inform the county/city government to process the verification of employment termination.

Inform Ministry of Labor to apply for reference filing for departure

Employee who depart at the expiration of the employment permit, or complete the verification of departure, exempt from reference filing for departure.