



## ***VISA APPLICATION INSTRUCTIONS***

The ***PASSPORT*** is the travel document issued by your home country. It is used for identification purposes and for recording visas permitting entrance into foreign countries. A passport should be applied for well in advance of your anticipated departure. It often takes **4-6** weeks to acquire one. If you do not have a passport, apply for one immediately at your nearest Federal Courthouse or Post Office. You must have a passport before you can apply for a VISA. (Morrison Academy does not reimburse costs of obtaining a passport.)

The ***VISA*** is the document provided by the host country giving permission to enter that country. You will be responsible to apply VISA at the TECO (Taipei Economic & Cultural Office) nearest to your location. The VISA must be obtained ***prior*** to departure.

It is ***EXTREMELY*** important that you follow each step, and in the order given, of the VISA process as outlined below:

### **STEP ONE (You do)**

Our office will need the following items to apply for your Work Permit as quickly as possible. If your spouse (with no Morrison contract) would like to be considered as a sub, please send me the following items as well.

- a. Copy of the inside page of your passport (photo and signature). Please make sure the copies **CLEARLY** show the full name and passport number. Faxed copies are normally not clear enough so please mail a hard copy or scan/email.
- b. One picture of employee ('full-face'). (Email is fine.)
- c. Copy of your college diploma. You may have already sent those in with your initial Morrison Academy application. If your maiden name showed on your diploma, please also mail a copy of your marriage license.
- d. Your Chinese name. If you have friends to give you a name, ask them to write it down in Chinese characters and mail to our office. If you don't mind, the office can pick one for you.
- e. Copy of National Criminal Record Certificate (issued within the last 6 months). For example, US citizens need to apply for an "Identity History Summary Check" from the FBI [fbi.gov](http://fbi.gov).
- f. **Even if your spouse does not need to apply for a work permit, we still need the same background check for him/her.**

You will also need to have the following documents for VISA application (STEP THREE):

- TECO-authenticated copy of your marriage license (if married)
- TECO-authenticated copies of ALL accompanying children's birth certificates (if applicable)
- TECO-authenticated copies of medical reports (non-working spouse and ALL accompanying children above 6 years of age) **\*Citizens of certain countries are exempt from the medical tests. We will let you know if medical tests are needed.**

Since each TECO has its authorization area, the TECO nearest to your location may not be able to process your documents. We suggest you contact them ahead of time to make sure you are working with the right office.

### **STEP TWO (We do)**

Once our office has all of the documents mentioned in STEP ONE, we will begin processing the paperwork for your official work permit. Please understand that time is ***crucial***, as it takes at least 15

working days to process your work permit. Therefore, your promptness in sending these necessary documents is most appreciated! Our office will mail you the official work permit after it's approved.

### **STEP THREE (You do)**

It will now be your responsibility to contact TECO (Taipei Economic & Cultural Office) about your RESIDENT VISA application. TECO list is attached.

In general, you need to have the following items ready:

- a. "REAL" Passports and a photocopy of the inside pages (photo and signature pages)
- b. Fill out the VISA application forms online (<https://visawebapp.boca.gov.tw>) and then print them out. Everyone needs to fill out one application form. The completed forms with bar codes and other required documents ought to be submitted to the TECO which you have selected while filling out the application forms. (You'll need to choose General VISA Applications on the website and then check "Resident Visa" under Category on the application form.)
- c. Two recent "full face" photos (white background) of everyone applying for VISA
- d.
  1. For employee – original and a photocopy of work permit (will be mailed to you)
  2. For non-working spouse and accompanying children – TECO-authenticated documents (marriage license, children's birth certificates, medical reports\*) and photocopies. \*Medical reports might not be needed, depending on nationality. If TECO asks for medical reports, please check with Sabrina [sabrina@mca.org.tw](mailto:sabrina@mca.org.tw) first.
- e. Airline tickets/itinerary
- f. Application fee (The fee might change. Currently, it's US\$160 per person for US citizens. Please check with TECO before you send documents and money.)
- g. A copy of Morrison contract

Some TECO might ask more documents. Please contact TECO before you mail your documents or go there in person. For some TECO, it can take up to 14 working days to process the VISA(S) and return the passports to you. Should you choose to send these documents to TECO by mail, we strongly suggest that you use *registered* mail (or FedEx or DHL or UPS), making sure that you *include a pre-paid and self-addressed registered mail envelope for TECO to use in returning your passports.*

**Morrison Academy will REIMBURSE most costs related to the processing of Taiwan entry visas. This would ONLY include National Criminal Record Certificate application fee, TECO-related expenses i.e. notary/authentication services, as indicated above, required pictures for use in visa processing, as well as expenses incurred with the medical exam required by Taiwan law in order to process an entry visa. You MUST submit appropriate receipts for reimbursement.**

When you receive your VISA, which will be a sticker in your passport, please check your passport(s) *very* carefully to ensure you have indeed received a RESIDENT VISA. Contact the school immediately if you do NOT receive the proper VISA.

Throughout the entire VISA process, we will do our best to ensure that all goes as smoothly as possible. In order to assist us in this endeavor, please understand that we will need your current address, phone number, and email address. PLEASE notify us immediately if any of your personal information changes. You may reach our office in the following ways:

**Mailing address:** Morrison Academy  
216 Si Ping Rd.  
Taichung 406 TAIWAN

**Phone:** 8864-2297-3927, ext. 101

**Fax:** 8864-2292-1174

**Email:** Tim McGill, Superintendent  
[mcgillt@mca.org.tw](mailto:mcgillt@mca.org.tw)  
Sabrina Lee, Superintendent's Secretary  
[sabrina@mca.org.tw](mailto:sabrina@mca.org.tw)