

Checklist for Taiwan Tourist Visa Application (FDW)

GENERAL INFORMATION	APPLICANT CHECK	AGENT CHECK
Foreign Domestic Worker who wishes to enter Taiwan for their personal trip is NOT ELIGIBLE to apply. Single entry valid for 3 months will be granted. (Please ensure the visa validity covers your travel date).	☐	☐
The FDW is travelling to Taiwan to assist in looking after young children aged 12 and below or looking after elderly with special needs (Humanitarian Reasons).	☐	☐
All documents should be printed on A4-sized paper. Supporting documents that are BLURRED, and unverifiable supporting documents will result in rejection of visa application.	☐	☐
Your passport must contain 2 unused visa pages (Amendment and endorsement pages cannot be used to fulfill this requirement). Fray, torn or damage to the personal information page cannot be used for visa application.	☐	☐
Separate all the application documents for different applicants into individual sets.	☐	☐
NO staples/ pins/ paper clips should be used on the visa form and supporting documents.	☐	☐
Remove passport cover and DO NOT attach cancelled passport to the application.	☐	☐
ARRANGE REQUIRED DOCUMENTS ACCORDING TO THE CHECKLIST BELOW		
All visa applications must be applied using an online General visa form only via https://visawebapp.boca.gov.tw	☐	☐
You must provide your ORIGINAL valid SIGNED passport including one copy of the Biodata page with at least 6 months' validity beyond the validity of the visa.	☐	☐
2 identical recent passport-sized color photographs taken against a white background (35mmx45mm).	☐	☐
Certification of Employment (ORIGINAL) of the applicant's employer to verify his employment status such as designation, salary, date hired, date and purpose of travel to Taiwan.	☐	☐
If the applicant's employer is unemployed, Homemaker, Retiree and the application is sponsored either by their spouse/ working child/ parents a letter of employment (ORIGINAL) and issued within recent the 1 month from either the employer's spouse/ parent/ working child must be submitted.	☐	☐
Depending on the purpose of the domestic helper accompanying her employer, please submit the following as proof of relationship: *Helper assists to look after employer's children – photocopy of birth certificate(s) of travelling children. *Helper to assist to look after elderly parent(s) of employer – copy of the birth certificate of the employer.	☐	☐
Proof of sufficient funds. Provide the latest recent 3 months transacted Singapore bank statement of the helper's employer (provide the 1st and last page copy of the bank statements with transactions). * Overseas bank account statement/ credit and debit card transactions will not be accepted for application. * Provide CLEAR printout. Blurred and unverifiable bank statements will result in rejection of visa applications.	☐	☐
Print out the validity and expiry status of the helper's work pass by scanning the QR code on her work pass using the free SgWorkPass app available on Goggle Play Store or Apple AppStore to obtain the latest pass information. This printout must show the current date, confirm that the pass is valid and covers the helper's trip to Taiwan and the return to Singapore (Screenprint within the recent 5 days of application date).	☐	☐
Screenprint from the helper's sing pass 'My Employment Info' reflecting the employer's name, salary and address. (Screenprint within the recent 5 days of application date).	☐	☐
Letter of guarantee from the FDW employer.	☐	☐
ADDITIONAL DOCUMENTS		
If the employer of the helper is a formal national of the People's Republic of China visiting relatives in Taiwan, a proof of kinship between the helper's employer and a relative in Taiwan (birth certificate or Taiwan household certificate) and photocopy of the relative's passport, a resident status in Taiwan identity card, Alien Resident Certificate (ARC); applicable to foreigner residing in Taiwan due to work) and an invitation letter from a relative.	☐	☐
Documents that can prove that the helper's employer have left PRC for a duration of 4 years and more	☐	☐
VISA PROCESSING TIME UPON SUBMISSION		
3 Working days	☐	☐
1 working day (with an additional fee of \$65).	☐	☐