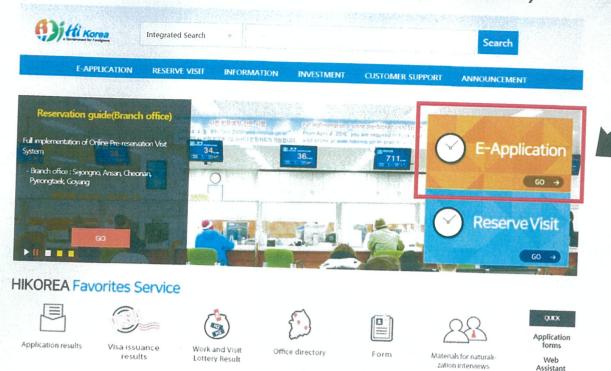
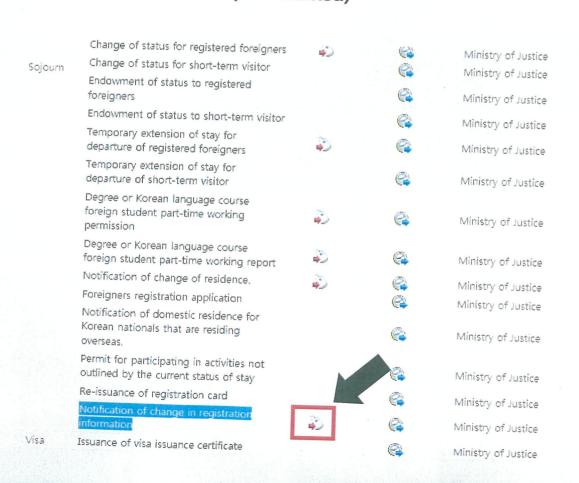
### 1. Login and Click the 'E-Application' button (red-marked)



#### 2. Click the 'Mouse' button (red-marked)



## 3. Click all marked buttons and click the 'APPLY'

e-Application

② Apply -> ② Pay service charge -> ③ Receive -> ④ Process

Administrative process

Reserving an appointment

② Visit and reserve an appointment -> ② Visit the immigration office or its branch office at the reserved date -> ③ Apply -> ④ Receive -> ③ Process X Applications that were not processed on that day can be found under Status of

e-application

· Reception time

e-Application : Available on weekdays from 07:00 to 22:00 (Not available on Saturdays, Sundays and holidays)

Reserving an appointment: Available every day throughout the year

· Process time

e-Application : within 3 days

· Reserving an appointment : Immediately

Administrative organization Competent department

Local immigration office or branch office

Residence policy division of the immigration bureau.

• Immigration Laws Article 35

Related laws and regulations • Immigration Laws Enforcement Ordinance Article 44

Immigration Laws Enforcement Regulation Article 49 Section 2

Phone Number

Time received

(Time processed)

02-2650-6399

Miscellaneous

e-Applications can be applied within 14 days of the change. An appointment for visitation can be reserved within 13 days of the change.

application to be viewed by the public servant in char effed under E-government Law, section 36, article 1. ✓ I agree.



# 4. Fill the blanks and click the 'APPLY' button for reporting

Passport expiration date		* Phone number
* E-mail		* Cell phone
a Information to repo	ort	
* Enter New Passport Number①		►See Passport Samples ◀
Re-enter New Passport Number ①		
New Passport Date of Issue②	Example) 2018.12.26	中华人民共和国 PEOPLE'S REPUBLIC OF CHINA OF CHIN (1) E000000000
* New Passport Date of Expiry®	Example) 2028:12:26	
* Phone number		女/F 中国/CHINESE
* Cell phone		北京/BEIJING ② 06 2月/FEB 2012
* E-mail		LE / SHANDONG 05 2/4/FEB 2022
Date of application	2019.04.11	公安部出入建筑是基
different from the fact, vo	f your reported information is ou may be punished for false with the Immigration Act.	POCHN
		APPLY CANCEL

#### <CAUTION>

- \* The reporting can be returned or denied if the information entered is incorrect or invalid
- \*\* Those subject to fines for not fulfilling their reporting obligations in time cannot use the on-line reporting service and have to visit the immigration office in person