



Ministry of the Interior
National Immigration Agency
Republic of China (Taiwan)

TWAC

TAIWAN ARRIVAL CARD

User Manual



Agenda

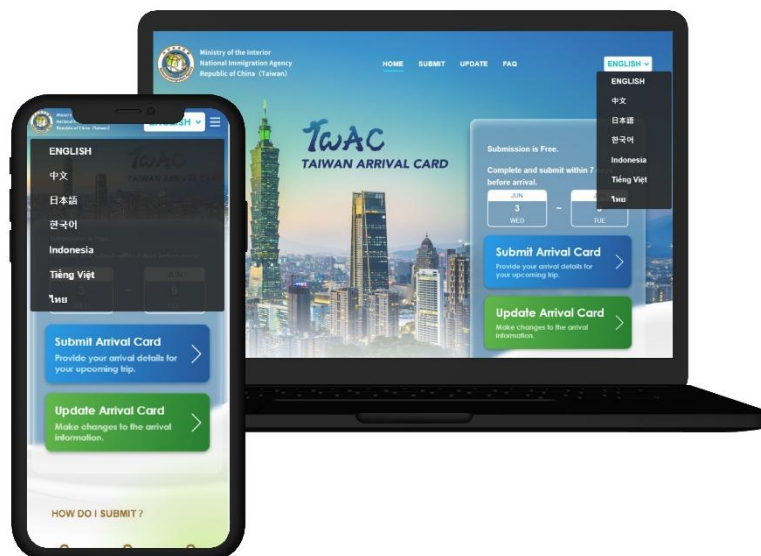
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1. Welcome to TWAC

Welcome to the Taiwan Arrival Card (hereinafter referred to as TWAC). Please open your browser and visit <https://twac.immigration.gov.tw> to access the system's homepage. You can fill out the arrival registration card up to seven days before your entry.

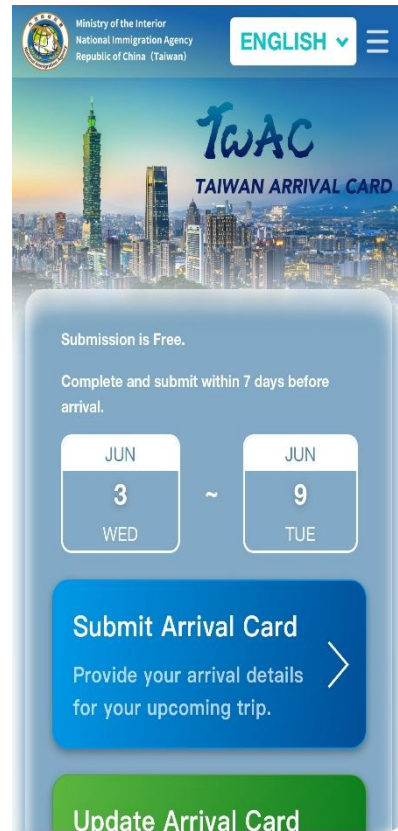


In the upper right corner of the screen, you can switch the language of the interface according to your preferred language. This system supports English, Chinese, Japanese, Korean, Indonesian, Vietnamese, and Thai.

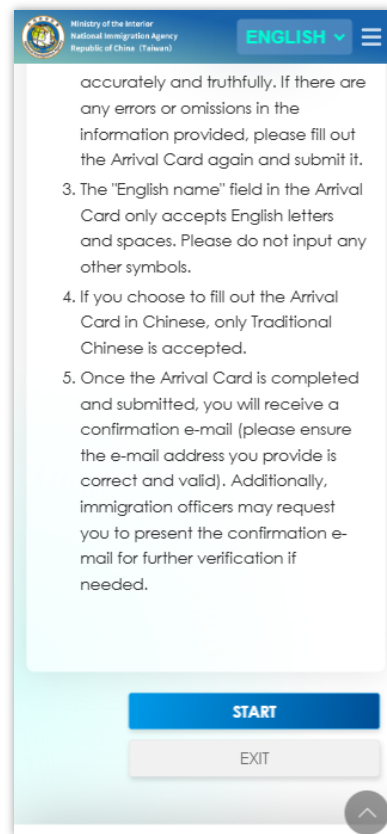
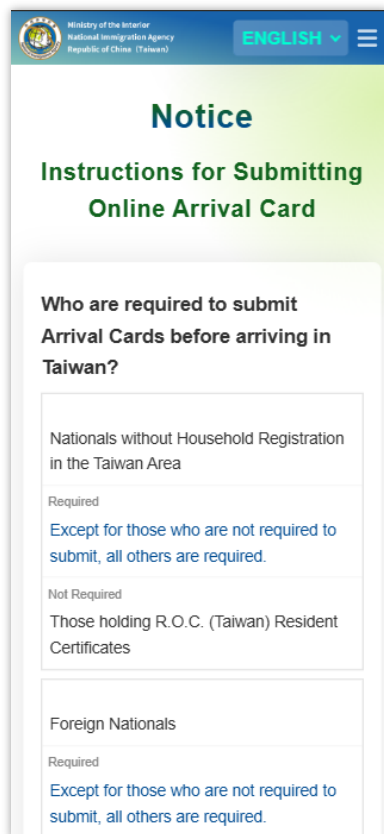


2. TWAC Submit Process (Mobile Version)

Click "Submit Arrival Card" on the homepage to enter the application eligibility information page.

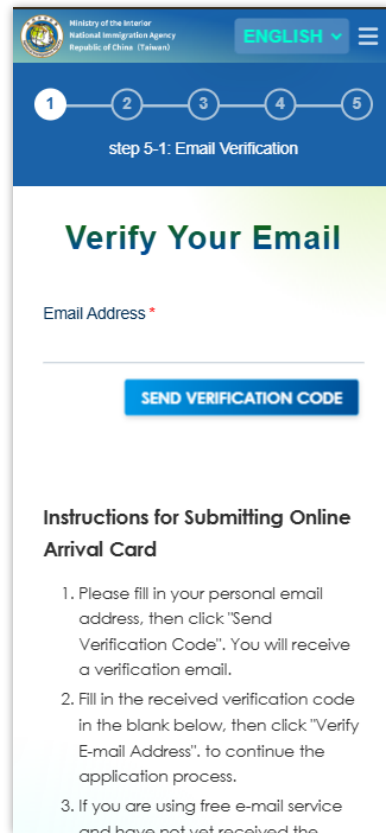


Carefully read the **Notice** page. After reading, click the **"START"** button at the bottom to begin the TWAC application process.

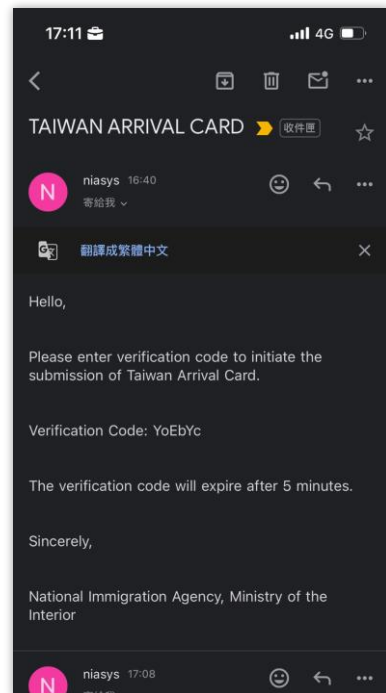
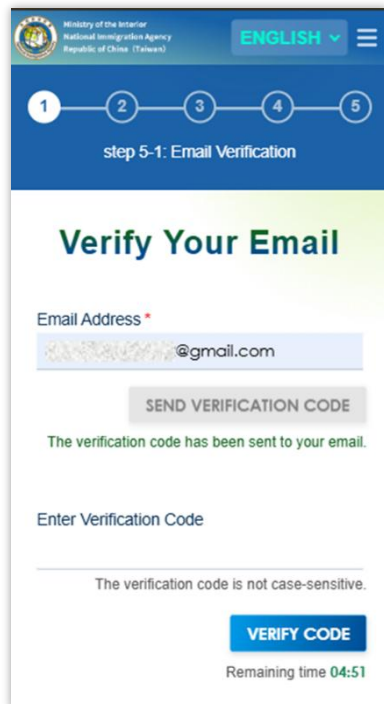


2.1. Email Verification

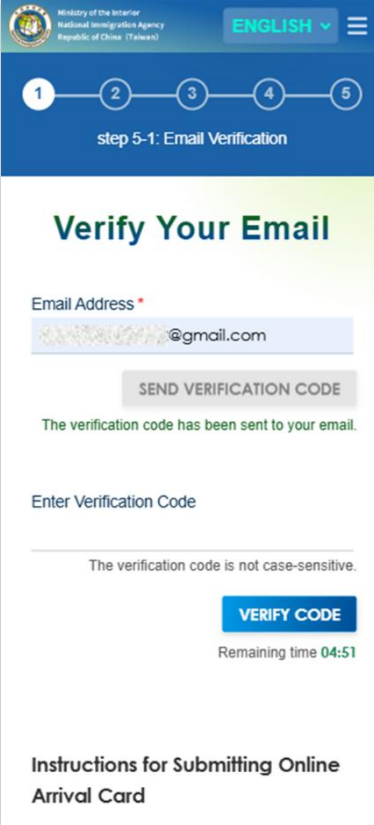
First, proceed with **Email Verification**. Enter your email address and click the **"SEND VERIFICATION CODE"** button.



The verification code is valid for **5 minutes**. Please retrieve the code from your email within this time .



Return to the system page, enter the verification code from the email, and click the "VERIFY CODE" button. Once verified successfully, you can begin filling out the Arrival Card.



Ministry of the Interior
National Immigration Agency
Republic of China (Taiwan)

ENGLISH

1 2 3 4 5
step 5-1: Email Verification

Verify Your Email

Email Address *

@gmail.com

SEND VERIFICATION CODE

The verification code has been sent to your email.

Enter Verification Code

The verification code is not case-sensitive.

VERIFY CODE

Remaining time 04:51

Instructions for Submitting Online Arrival Card

2.2. Entering Traveler Information

If you are a **solo traveler** or have a **small travel group**, you may enter information individually. This method allows up to **10 travelers** to be entered at once.

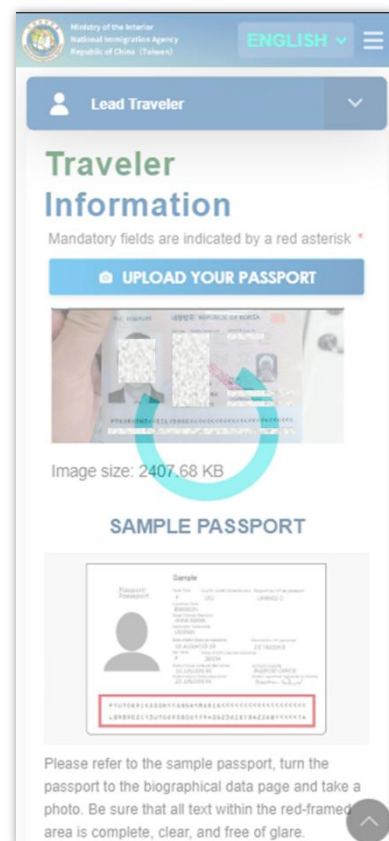
2.2.1. First Traveler

Fill in the required information for each traveler according to the field instructions on the screen. Alternatively, you can **upload a passport photo**, and the system will automatically recognize and extract the passport details.

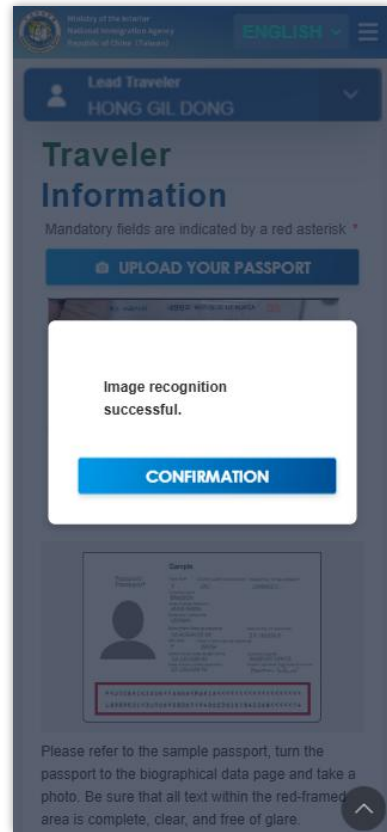
Passport Recognition

- Click the **"UPLOAD YOUR PASSPORT"** button to upload a passport photo file from your computer. The system will automatically recognize the passport details.

(The image shows the system processing the recognition—please do not close the window and wait for the result.)

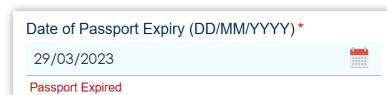
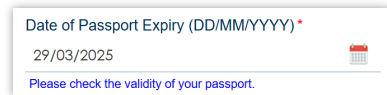


- Once the system completes recognition and displays the result message, click **"CONFIRM"** to automatically fill in the personal information fields. *(You can still edit the information after it is auto-filled.)*



Instructions for Filling in Specific Fields

- If the **passport expiration field** displays a message, please check your passport's validity. It is recommended to use a passport with at least **6 months of validity** for entry.



- If **Nationality** is selected as **ROC, REPUBLIC OF CHINA (TAIWAN)**, choose a **Visa Type**:

- **"Permit-Exempt"** → No need to fill in the **Visa Number**.
- **"Permit"** → Enter the **permit number** in the **Visa Number** field.

- If the traveler is **NOT** of ROC nationality, a **Visa Type** must be selected:

Nationality *
AUS,AUSTRALIA

Country/ Place of Birth *
Please Select

City/ State or Province

Place of Residence *
Please Select

Visa Type *
 Holding a visa No VISA

- If "Visa-Exempt", the **Visa Number** field is not required.

Visa Type *
 Holding a visa No VISA

Visa Type *
Please Select

- If the visa type is "**Diplomatic Visa**", "**Courtesy Visa**", "**Visitor Visa**", or "**Landing Visa**", enter the **visa number** in the **Visa Number** field.

Visa Type *
 Holding a visa No VISA

Visa Type *
Please Select

Visa *
 Please Select
 外交簽證 Diplomatic Visa
 禮遇簽證 Courtesy Visa
 停留簽證 Visitor Visa
 落地簽證 Landing Visa

- If **Occupation** is selected as **Other/OTHER**, the **Job Title** field must be filled in.

Occupation *
其他/OTHER

Job Title

Email Address *
beverly19890722@gmail.com

- **Email:** After submitting the Arrival Card, the system will send the electronic document to your specified email address. Please ensure you provide a valid email that can receive messages.

Email Address *

After completing the application details in order:

- To **add accompanying travelers**, click the **"ADD TRAVELERS"** button.
- If there are **no accompanying travelers**, click the **"NEXT"** button to proceed to the travel details page.

ADD TRAVELERS

NEXT

CANCEL

If the following message appears, please check whether the traveler information is complete and formatted correctly.

Email Address *

Please check all fields for "Lead Traveler" and try again.

CONFIRMATION

CANCEL

2.2.1.1. Travelers from the Second Person Onward

After clicking the **"ADD TRAVELER"** button, you can continue filling in the next traveler's information. You can switch between travelers and view the currently edited traveler's details using the **drop list above**. The filling process is the same as for the first traveler.

If you want to send this traveler's **electronic document** to the **Lead Traveler's email**, check the **"Same as Lead Traveler"** box. The system will automatically fill in the **Lead Traveler's Email Address**. If the traveler prefers to receive their document individually, leave the box unchecked and enter their **own Email Address** in the field below.

Once you complete this traveler's information:

- Click **"ADD TRAVELERS"** to add another traveler.
- If all travelers have been added, click **"NEXT"** to proceed to the **travel details section**.
- To delete the currently edited traveler, click the **"DELETE TRAVELERS"** button.

2.3. Entering Travel Details

The system will start with the **first traveler** for entering travel details. Please fill in the following information in order: **flight number**, **expected departure date**, **purpose of visit**, and **accommodation in Taiwan**.

Specific Field Instructions:

- If Purpose of Visit is "Visit Relative" (探親), you must enter the Relative's Name and Relative's Mobile No.

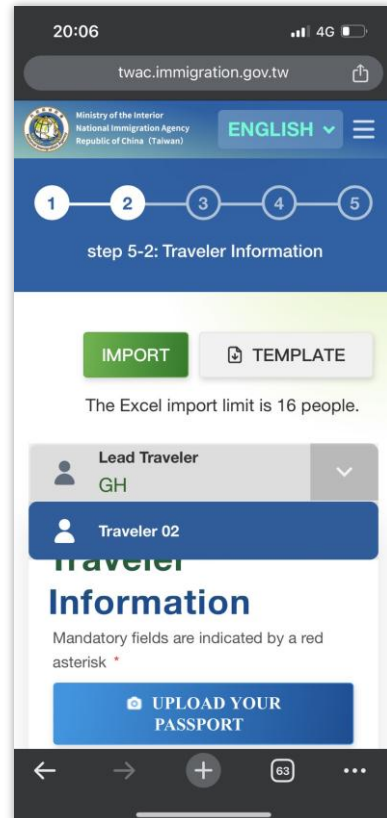
- If Purpose of Visit is "Others" (其他), you must provide a Reason.

After completing the first traveler's travel details, click the **"NEXT"** button:

- If there are additional travelers, proceed to enter the next traveler's travel details.
- If there is only **one traveler**, the process moves to the **review page**.

For the **second traveler and beyond**:

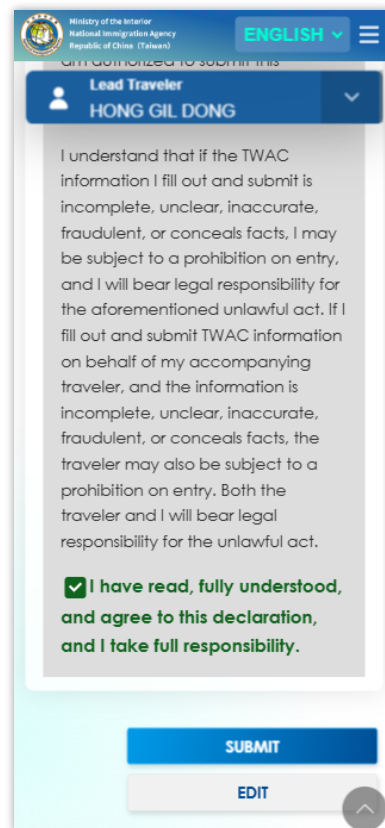
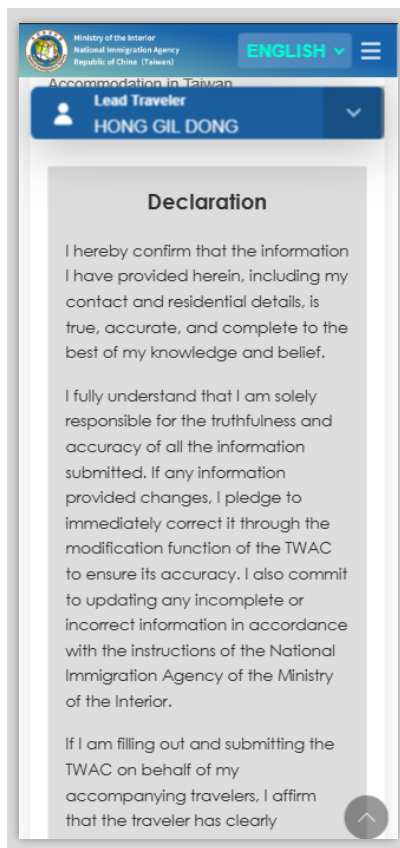
- If the travel details are the same as the first traveler, you may check "Same as Lead Traveler", and the system will automatically fill in the first traveler's travel details. If some details differ, you can still edit them except for the Expected Arrival Flight / Vessel Number.
- If the arrival flight differs from the first traveler, do not check "Same as Lead Traveler", to ensure that the Expected Arrival Flight / Vessel Number remains editable.



2.4. Confirming the Entered Information

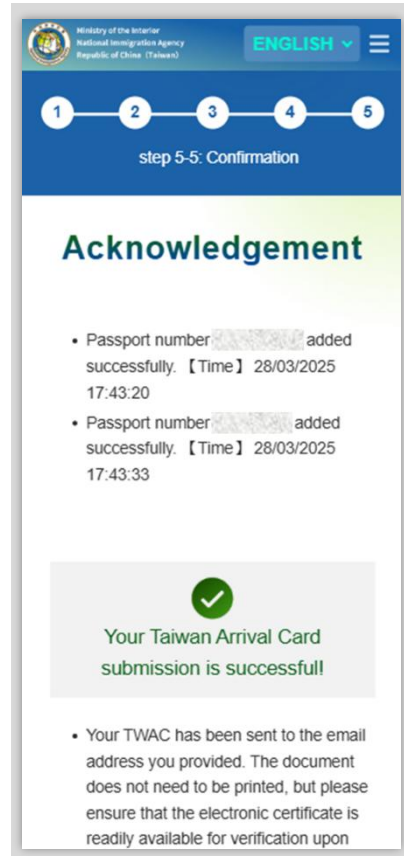
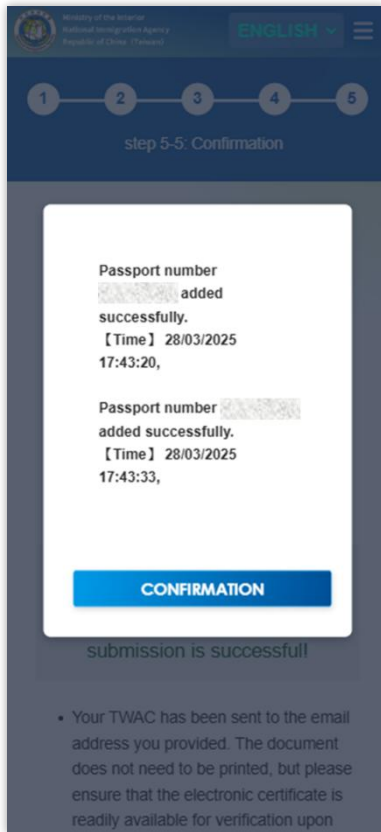
After completing the **traveler information** and **travel details**, you will proceed to the **review page** to verify that all **personal and travel information** is correct.

- If **corrections are needed**, click the **"EDIT"** button to return to the traveler information page and make the necessary changes.
- If all information is **correct**, check the **declaration statement**:
"I have read, fully understood, and agree to this declaration, and I take full responsibility."
- This confirms that you have read and accepted the declaration. Then, click the **"SUBMIT"** button to submit the application.

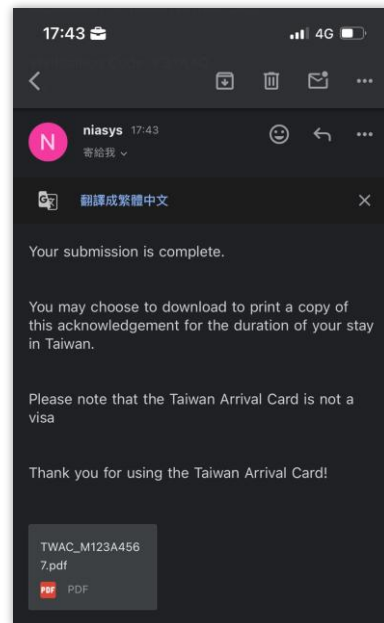


2.5. Submitting the Arrival Card

After submission, if the confirmation dialog shown below appears, the **submission was successful**. If any information needs to be updated, you can make changes **before immigration document inspection**.



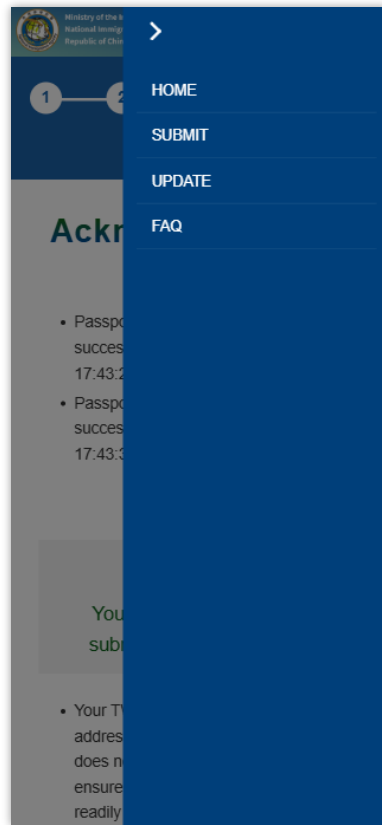
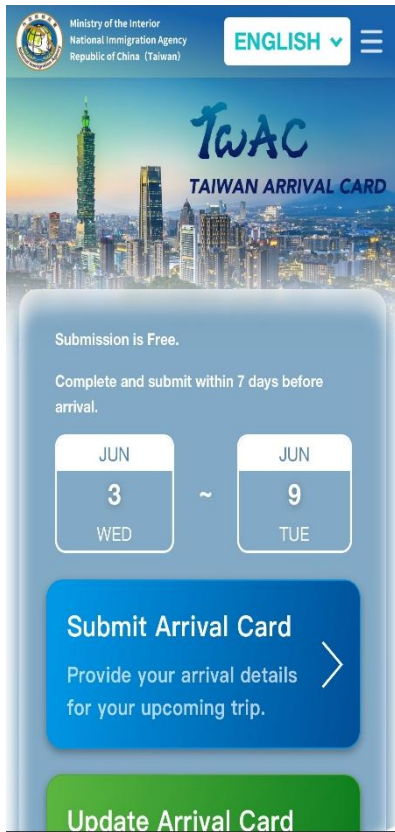
Once the **Arrival Card** is submitted, the system will send an **electronic document** to your specified email address. Please keep the document safe. If you need to **correct any information**, you must log back into the system and enter the **electronic document number** to make changes.



 TAIWAN ARRIVAL CARD	
Arrival Card No.	Z [REDACTED] 
Name in English	SOPO IBANEZ CINDY CAROLINA
Date of Birth	[REDACTED]
Nationality	COL
Passport No.	[REDACTED]
Gender	[REDACTED]
Chinese Name	
Country/Place of Birth	A [REDACTED]
Place of Residence	A [REDACTED]
Visa Type	V [REDACTED]
Visa No.	[REDACTED]
Mobile Number	1 [REDACTED]
Occupation	C [REDACTED]
Expect Arrival Flight	E [REDACTED]
Expect Arrival Date	2 [REDACTED]
Intended Departure Flight	IT [REDACTED]
Intended Departure Date	2 [REDACTED]
Purpose of Visit	S [REDACTED]
Accommodation in Taiwan	V [REDACTED]
National Immigration Agency, R.O.C.(Taiwan)	

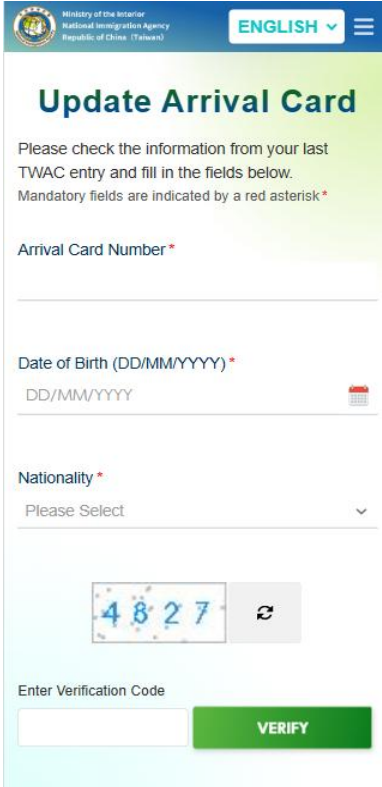
3. TWAC Update Process (Mobile Version)

Click "Update Arrival Card" on the homepage (or select "UPDATE" from menu at the right side)



On the **Update Arrival Card** page, enter the following information:

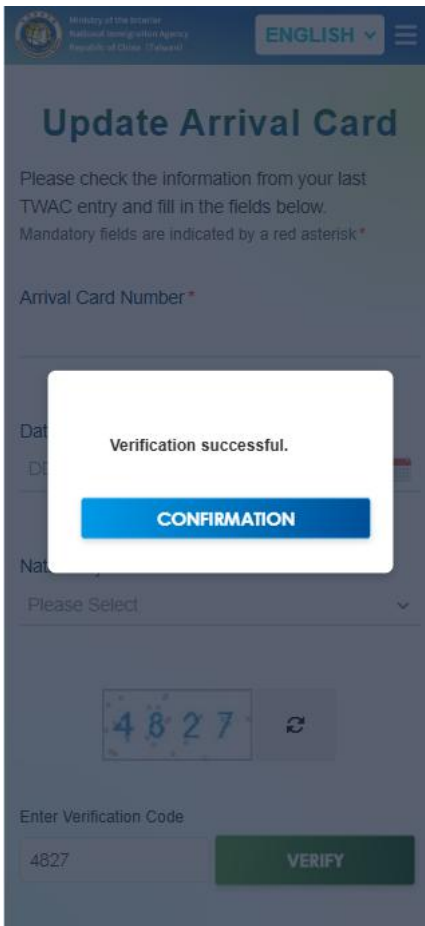
- **Arrival Card Number**
- **Date of Birth**
- **Passport Number**
- **Nationality**
-



The screenshot shows the 'Update Arrival Card' page with the following fields:

- Arrival Card Number ***: An empty text input field.
- Date of Birth (DD/MM/YYYY) ***: A date picker with the format 'DD/MM/YYYY' and a calendar icon.
- Nationality ***: A dropdown menu with 'Please Select' as the current selection.
- Verification Code**: A box displaying the code '4827' and a refresh icon.
- Enter Verification Code**: An empty text input field.
- VERIFY**: A green button.

Enter the **verification code** and click the **"VERIFY"** button. If the verification is successful, the confirmation screen will appear.



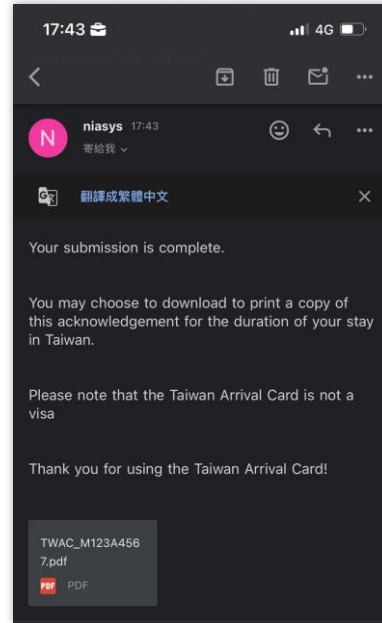
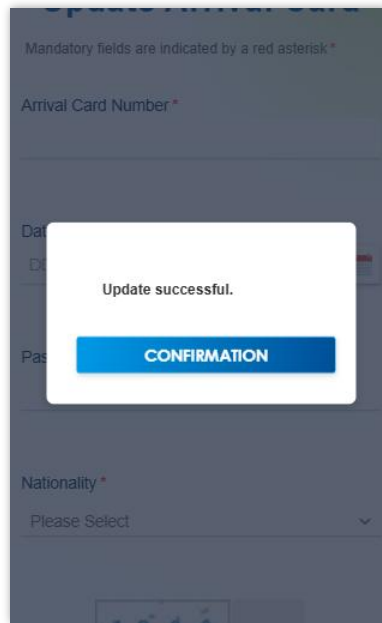
The screenshot shows the 'Update Arrival Card' page with a confirmation dialog box overlaid. The dialog box contains the message 'Verification successful.' and a blue button labeled 'CONFIRMATION'. Below the dialog box, the 'Enter Verification Code' field now contains the code '4827' and the 'VERIFY' button is visible.

After verification, click "SUBMIT" to proceed.

On the update page, all traveler and travel details will be available for editing. After making the necessary changes, click "SUBMIT" to complete the update.

Once the update is successfully submitted, the system will resend the new electronic document. Please use the latest version of the document for entry.

Once the update is successfully submitted, the system will resend the new electronic document. Please use the latest version of the document for entry.



4. TWAC Submit Process (Desktop Version)

Click "**Submit Arrival Card**" on the homepage to enter the application eligibility information page.



Carefully read the Notice page. After reading, click the "START" button at the bottom to begin the TWAC application process.

Carefully read the **Notice** page. After reading, click the **"START"** button at the bottom to begin the TWAC application process.

**Ministry of the Interior
National Immigration Agency
Republic of China (Taiwan)**

HOME SUBMIT UPDATE **FAQ** ENGLISH ▾

Notice

Instructions for Submitting Online Arrival Card

Who are required to submit Arrival Cards before arriving in Taiwan?

	Required	Not Required
Nationals without Household Registration in the Taiwan Area	Except for those who are not required to submit, all others are required.	Those holding R.O.C. (Taiwan) Resident Certificates
Foreign Nationals	Except for those who are not required to submit, all others are required.	1. Those holding resident visas 2. Those holding Alien Resident Certificates 3. Those holding diplomatic ID cards issued by the Ministry of Foreign Affairs, R.O.C. (Taiwan)
People of the Mainland Area	Those holding Multiple Entry & Exit Permits for the purpose of sightseeing	Except for those who are required to submit, all others are not required.
Hong Kong and Macau Residents	Those holding Multiple Entry & Exit Permits	Except for those who are required to submit, all others are not required.

Instructions for Submitting Online Arrival Card

- Please submit your Online Arrival Card before arriving in Taiwan.
- Please fill out the Arrival Card accurately and truthfully. If there are any errors or omissions in the information provided, please fill out the Arrival Card again and submit it.
- The "English name" field in the Arrival Card only accepts English letters and spaces. Please do not input any other symbols.
- If you choose to fill out the Arrival Card in Chinese, only Traditional Chinese is accepted.
- Once the Arrival Card is completed and submitted, you will receive a confirmation e-mail (please ensure the e-mail address you provide is correct and valid). Additionally, immigration officers may request you to present the confirmation e-mail for further verification if needed.

4.1. Email Verification

First, proceed with **Email Verification**. Enter your email address and click the "**SEND VERIFICATION CODE**" button.

The screenshot shows the 'Verify Your Email' page. At the top, there is a navigation bar with the Ministry of the Interior logo and text: 'Ministry of the Interior, National Immigration Agency, Republic of China (Taiwan)'. To the right are links for 'HOME', 'SUBMIT', 'UPDATE', 'FAQ', and 'ENGLISH'. Below the navigation bar is a progress indicator with five steps: 1. Email Verification, 2. Traveler Information, 3. Itinerary, 4. Review, and 5. Confirmation. The main heading is 'Verify Your Email'. Below it is a form with a label 'Email Address *' and a text input field. A blue button labeled 'SEND VERIFICATION CODE' is highlighted with a red box. Below the form, there are instructions for submitting an online arrival card.

Verify Your Email

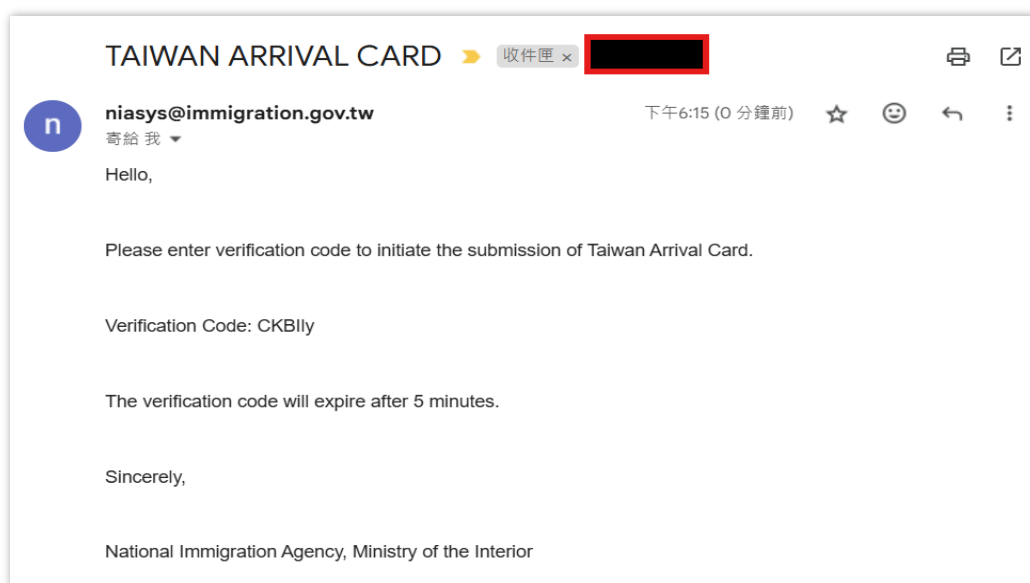
Email Address *

SEND VERIFICATION CODE

Instructions for Submitting Online Arrival Card

1. Please fill in your personal email address, then click "Send Verification Code". You will receive a verification email.
2. Fill in the received verification code in the blank below, then click "Verify E-mail Address", to continue the application process.
3. If you are using free e-mail service and have not yet received the verification email, please also check other folders (i.e. Trash or Advertisements). Alternatively, we suggest using a different email address for the application.
4. Be advised, applicants shall not use Mainland Chinese e-mail service to receive verification e-mail.

The verification code is valid for **5 minutes**. Please check your email within this time to retrieve the code.



Return to the system page, enter the verification code from the email, and click the "VERIFY CODE" button. Once verified successfully, you can begin filling out the Arrival Card.

Return to the system page, enter the verification code from the email, and click the "VERIFY CODE" button. Once verified successfully, you can begin filling out the Arrival Card.

Ministry of the Interior
National Immigration Agency
Republic of China (Taiwan)

HOME SUBMIT UPDATE FAQ ENGLISH

1 Email Verification 2 Traveler Information 3 Itinerary 4 Review 5 Confirmation

Verify Your Email

Email Address *

SEND VERIFICATION CODE

Enter Verification Code

CKBily

VERIFY CODE

Remaining time 01:11

Instructions for Submitting Online Arrival Card

1. Please fill in your personal email address, then click "Send Verification Code". You will receive a verification email.
2. Fill in the received verification code in the blank below, then click "Verify E-mail Address", to continue the application process.
3. If you are using free e-mail service and have not yet received the verification email, please also check other folders (i.e. Trash or Advertisements). Alternatively, we suggest using a different email address for the application.
4. Be advised, applicants shall not use Mainland Chinese e-mail service to receive verification e-mail.

There are two ways to enter traveler information: importing a traveler data file or entering information individually. The following instructions describe how to fill manually for each traveler.

4.2. Entering Traveler Information

There are two ways to enter traveler information: **importing a traveler data file** or **entering information individually**. The following instructions describe how to fill **manually for each traveler**.

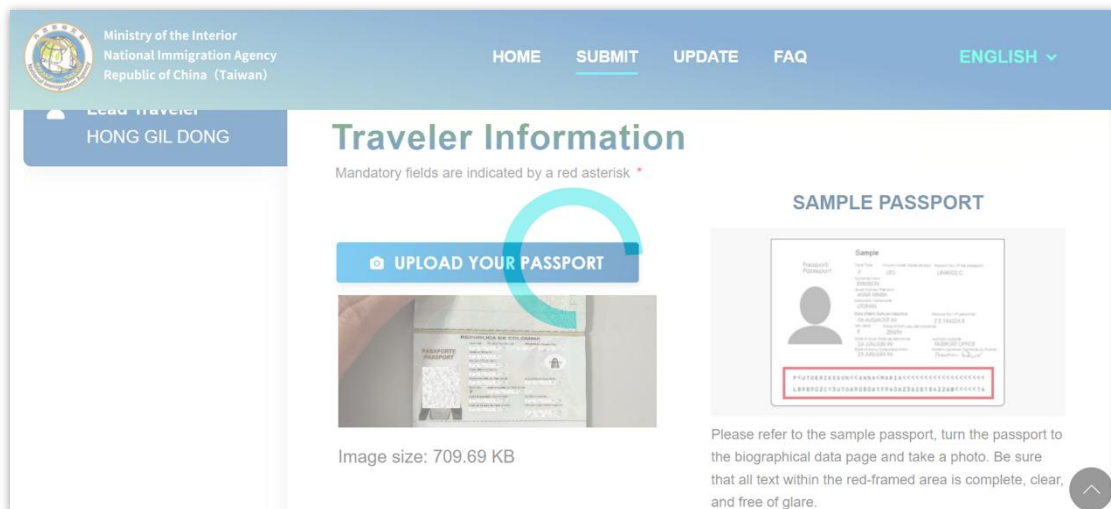
If you are a **solo traveler** or have a **small travel group**, you may enter information individually. This method allows up to **10 travelers** to be entered at once.

4.2.1. First Traveler

Fill in the required information for each traveler according to the field instructions on the screen. Alternatively, you can upload passport photo, and the system will automatically recognize and extract the passport details.

Passport Recognition

- Click the "UPLOAD YOUR PASSPORT" button to upload a passport photo file from your computer. The system will automatically recognize the passport details. *(The image below shows the system processing the recognition—please do not close the window and wait for the result.)*



Ministry of the Interior
National Immigration Agency
Republic of China (Taiwan)

HOME SUBMIT UPDATE FAQ ENGLISH

LEAD TRAVELER
HONG GIL DONG

Traveler Information

Mandatory fields are indicated by a red asterisk *

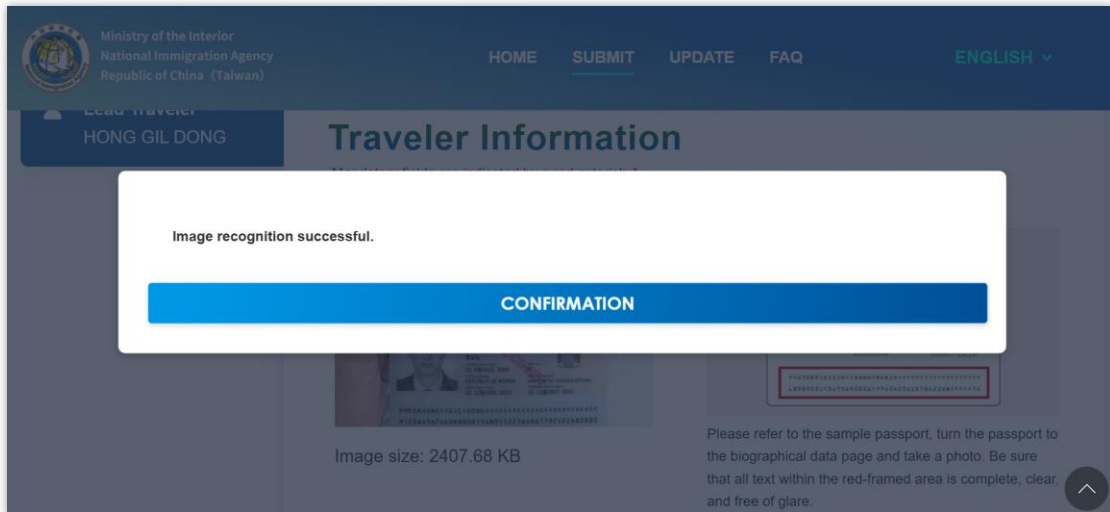
UPLOAD YOUR PASSPORT

Image size: 709.69 KB

SAMPLE PASSPORT

Please refer to the sample passport, turn the passport to the biographical data page and take a photo. Be sure that all text within the red-framed area is complete, clear, and free of glare.

- Once the system completes recognition and displays the result message, click "**CONFIRMATION**" to automatically fill in the personal information fields. *(You can still edit the information after it is auto-filled.)*



Instructions for Filling in Specific Fields

- If the **passport expiration field** displays a message, please check your passport's validity. It is recommended to use a passport with at least **6 months of validity** for entry.

Date of Passport Expiry (DD/MM/YYYY) *

29/03/2025

Please check the validity of your passport.

Date of Passport Expiry (DD/MM/YYYY) *

29/03/2023

Passport Expired

- If **Nationality** is selected as **ROC, REPUBLIC OF CHINA (TAIWAN)**, choose a **Visa Type**:

Nationality *
ROC, REPUBLIC OF CHINA(TAIWAN) ▾

Country/ Place of Birth * City/ State or Province
Please Select ▾

Place of Residence *
Please Select ▾

Entry Permit *

Number of the Permit (for "nationals without household registration in the Taiwan Area" with entry permit)

Permit-Exempt (for "nationals without household registration in the Taiwan Area" without entry permit)

- **"Permit-Exempt"** → No need to fill in the **Visa Number**.
- **"Permit"** → Enter the **permit number** in the **Visa Number** field.

Entry Permit *

Number of the Permit (for "nationals without household registration in the Taiwan Area" with entry permit)

Permit-Exempt (for "nationals without household registration in the Taiwan Area" without entry permit)

Number of the Permit *

- If the traveler is **NOT** of ROC nationality, a **Visa Type** must be selected:

Nationality *
AUS,AUSTRALIA

Country/ Place of Birth * City/ State or Province
Please Select

Place of Residence *
Please Select

Visa Type *
 Holding a visa No VISA

- If "**Visa-Exempt**", the **Visa Number** field is not required.
- If the visa type is "**Diplomatic Visa**", "**Courtesy Visa**", "**Visitor Visa**", or "**Landing Visa**", enter the **visa number** in the **Visa Number** field.

Visa Type *
 Holding a visa No VISA

Visa Type * Visa Number *
Please Select

Mobile Number *
Job Title

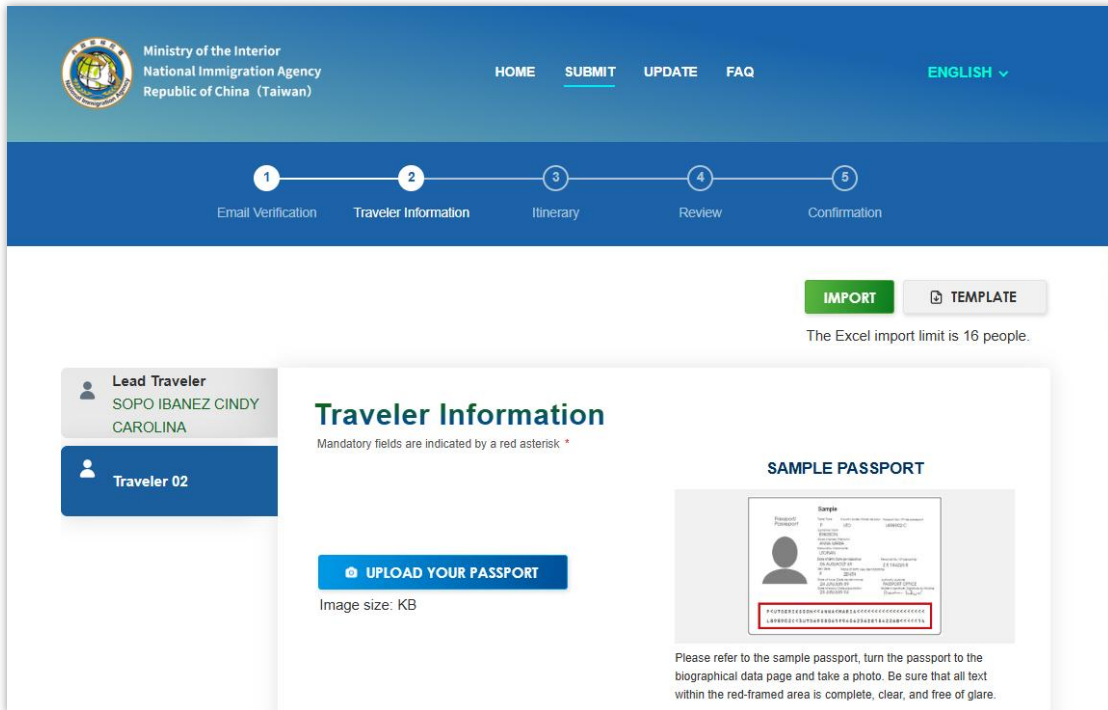
外交簽證 Diplomatic Visa
禮遇簽證 Courtesy Visa
停留簽證 Visitor Visa
落地簽證 Landing Visa
其他/OTHER

Visa Type *
 Holding a visa No VISA

Visa Type *
免簽證 Visa Exempt
Please Select
免簽證 Visa Exempt
+ Please Select

4.2.2. Travelers from the Second Person Onward

After clicking the "+ADD TRAVELER" button, you can continue filling in the next traveler's information. You can switch between travelers and view the currently edited traveler's details using the **drop list above**. The filling process is the same as for the first traveler.



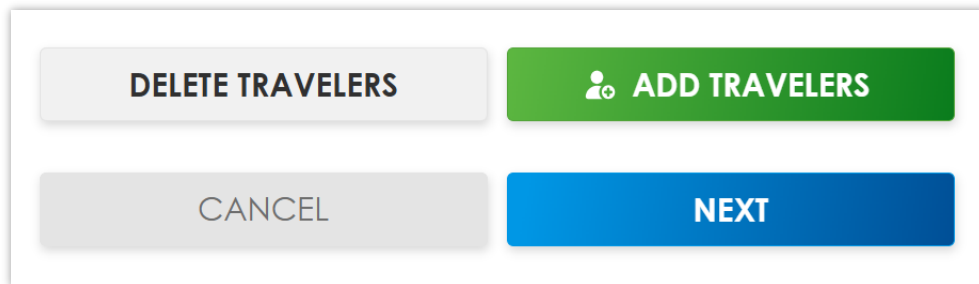
If you want to send this traveler's **electronic document** to the **Lead Traveler's email**, check the "Same as Lead Traveler" box. The system will automatically fill in the **Lead Traveler's Email Address**. If the traveler prefers to receive their document individually, leave the box unchecked and enter their **own Email Address** in the field below.

Email Address *

Same as Lead Traveler

Once you complete this traveler's information:

- Click **" +ADD TRAVELERS"** to add another traveler.
- If all travelers have been added, click **"NEXT"** to proceed to the **travel details section**.
- To delete the currently edited traveler, click the **"DELETE TRAVELERS"** button.



The system will start with the first traveler for entering traveler details. Please fill in the following information in order: flight number, expected departure date, purpose of visit, and accommodation in Taiwan.

4.3. Entering Travel Details

The system will start with the **first traveler** for entering travel details. Please fill in the following information in order: **flight number, expected departure date, purpose of visit, and accommodation in Taiwan.**

Ministry of the Interior
National Immigration Agency
Republic of China (Taiwan)

HOME SUBMIT UPDATE FAQ ENGLISH

1 Email Verification 2 Traveler Information 3 Itinerary 4 Review 5 Confirmation

Lead Traveler
SOPO IBANEZ CINDY
CAROLINA

Traveler 02
ALLISTER MARTIN
ARULAPPAN

Itinerary

Mandatory fields are indicated by a red asterisk *

Expect Arrival Flight / Vessel Number *

Intended Departure Flight / Vessel Number *

Intended Departure Date (DD/MM/YYYY) * Purpose of Visit *


Residential Address Hotel Name Transfer

Please enter the residential address below.
Please enter your residential address.


PREVIOUS NEXT

Specific Field Instructions:

- If Purpose of Visit is "Visit Relative" (探親), you must enter the Relative's Name and Relative's Mobile No.

Intended Departure Date (DD/MM/YYYY) *	Purpose of Visit *
<input type="text"/> 	5.探親 Visit Relative ▼
Relatives Name *	Relatives Mobile No *
<input type="text"/>	<input type="text"/>

- If Purpose of Visit is "Others" (其他), you must provide a Reason.

Intended Departure Date (DD/MM/YYYY) *	Purpose of Visit *
<input type="text"/> 	10.其他 Others ▼
Reason *	
<input type="text"/>	

After completing the first traveler's travel details, click the **"NEXT"** button:

- If there are additional travelers, proceed to enter the next traveler's travel details.
- If there is only **one traveler**, the process moves to the **review page**.

For the **second traveler and beyond**:

- If the travel details are the same as the first traveler, you may check "Same as Lead Traveler", and the system will automatically fill in the first traveler's travel details. If some details differ, you can still edit them except for the Expected Arrival Flight / Vessel Number.
- If the arrival flight differs from the first traveler, do not check "Same as Lead Traveler", to ensure that the Expected Arrival Flight / Vessel Number remains editable.

Lead Traveler
SOPO IBANEZ CINDY
CAROLINA

Traveler 02
ALLISTER MARTIN
ARULAPPAN

Itinerary

Mandatory fields are indicated by a red asterisk *

Please note that the itinerary for the Lead Traveler (i.e. first traveler in the group) will be automatically replicated for the rest of the members. To edit the trip details for the members, you can uncheck the box "Same as Lead Traveler".

Same as Lead Traveler

Expect Arrival Flight / Vessel Number *

EA001

Intended Departure Flight / Vessel Number *

EA001

After completing the traveler information and travel details, you will proceed to the review page to verify that all personal and travel information is correct.

4.4. Confirming the Entered Information

After completing the **traveler information and travel details**, you will proceed to the **review page** to verify that all **personal and travel information** is correct.

- If **corrections are needed**, click the **"EDIT"** button to return to the traveler information page and make the necessary changes.
- If all information is **correct**, check the **declaration statement**:
"I have read, fully understood, and agree to this declaration, and I take full responsibility."

This confirms that you have read and accepted the declaration. Then, click the **"SUBMIT"** button to submit the application.

Declaration

I hereby confirm that the information I have provided herein, including my contact and residential details, is true, accurate, and complete to the best of my knowledge and belief.

I fully understand that I am solely responsible for the truthfulness and accuracy of all the information submitted. If any information provided changes, I pledge to immediately correct it through the modification function of the TWAC to ensure its accuracy. I also commit to updating any incomplete or incorrect information in accordance with the instructions of the National Immigration Agency of the Ministry of the Interior.

If I am filling out and submitting the TWAC on behalf of my accompanying travelers, I affirm that the traveler has clearly acknowledged the information I have filled out and submitted, and I am authorized to submit this information as if it were submitted by the traveler personally.

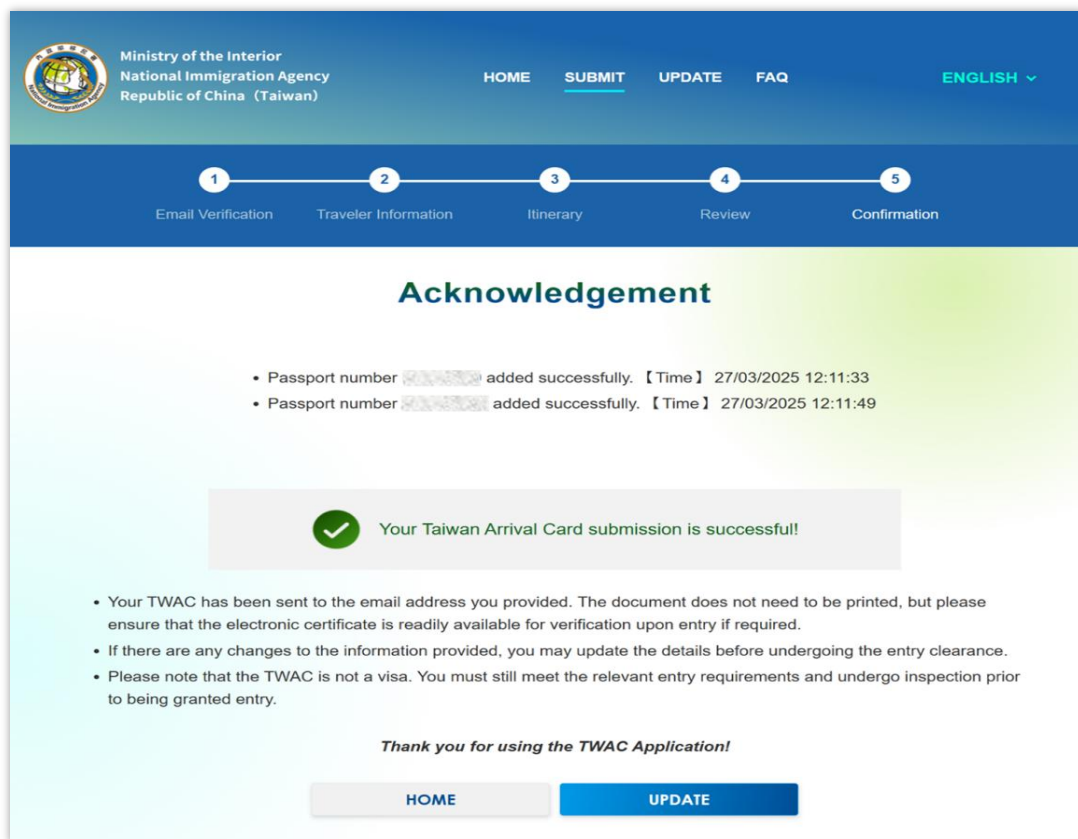
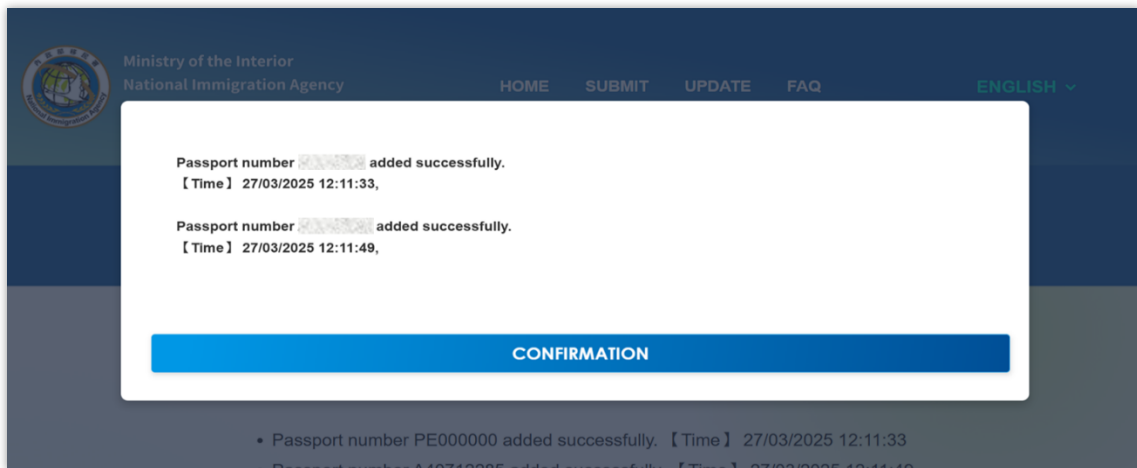
I understand that if the TWAC information I fill out and submit is incomplete, unclear, inaccurate, fraudulent, or conceals facts, I may be subject to a prohibition on entry, and I will bear legal responsibility for the aforementioned unlawful act. If I fill out and submit TWAC information on behalf of my accompanying traveler, and the information is incomplete, unclear, inaccurate, fraudulent, or conceals facts, the traveler may also be subject to a prohibition on entry. Both the traveler and I will bear legal responsibility for the unlawful act.

I have read, fully understood, and agree to this declaration, and I take full responsibility.

After submission, if the confirmation dialog shown below appears, the submission was successful. If any information needs to be updated, you can make changes before immigration document inspection.

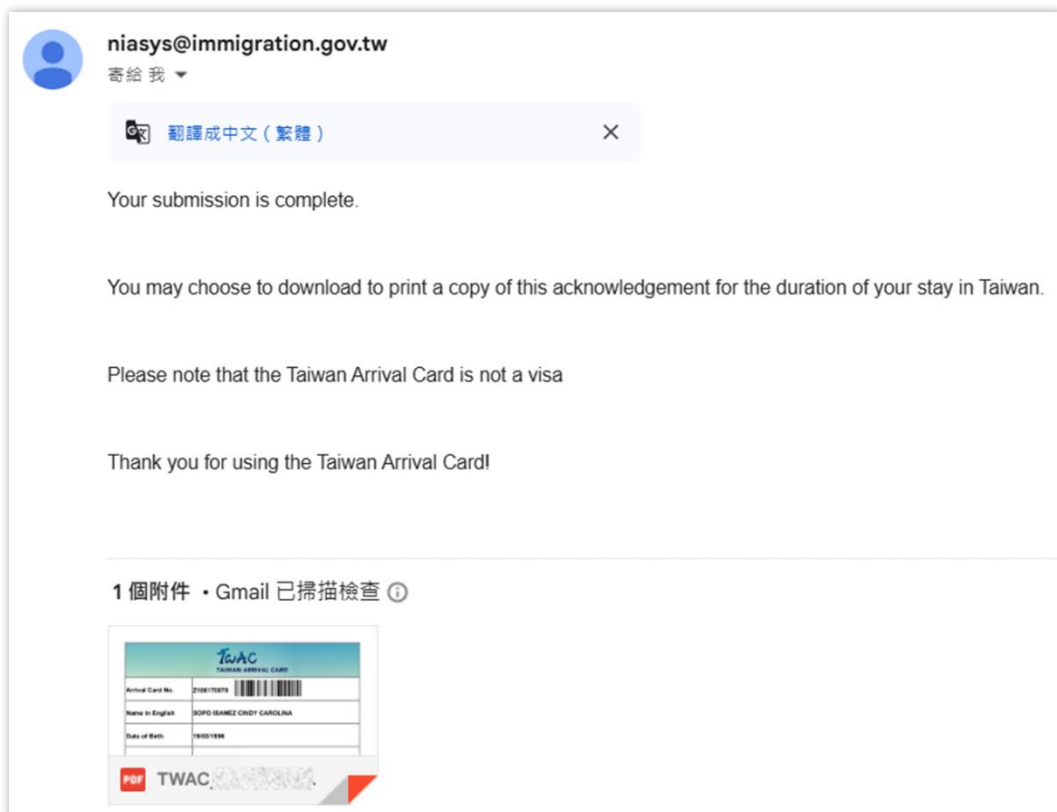
4.5. Submitting the Arrival Card

After submission, if the confirmation dialog shown below appears, the submission was successful. If any information needs to be updated, you can make changes before immigration document inspection.

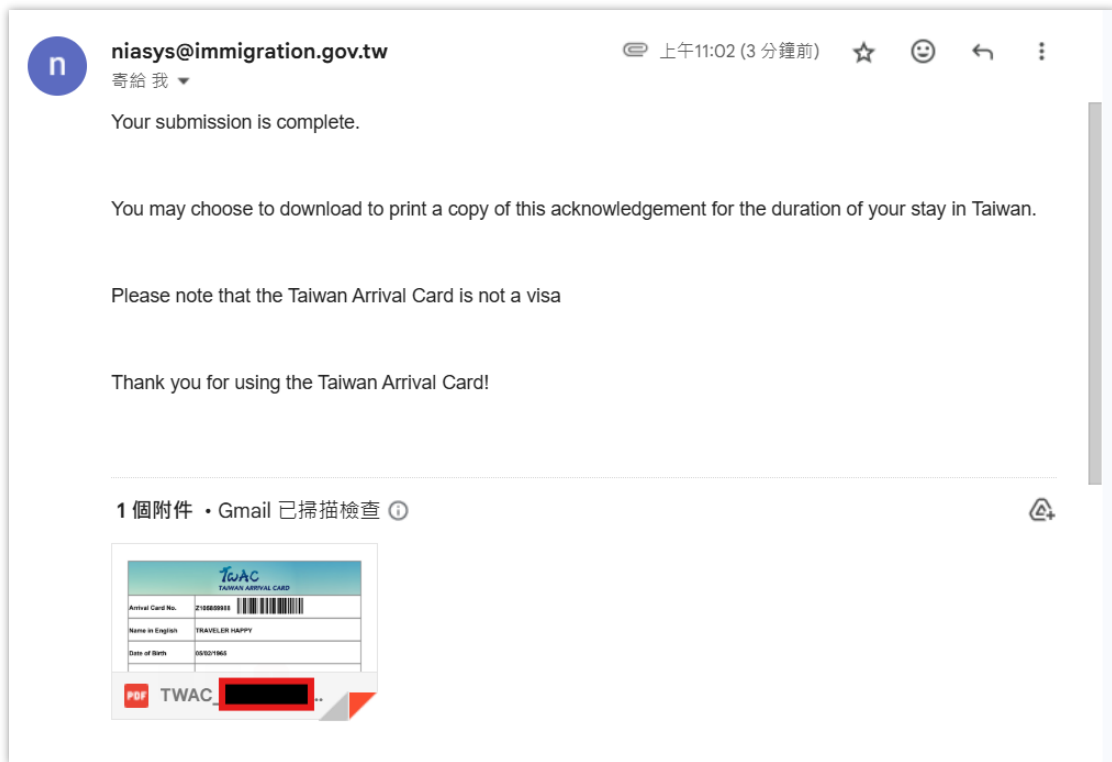


Once the Arrival Card is submitted, the system will send an electronic document to your specified email address. Please keep the document safe. If you need to correct any information, you must log back into the system and enter the electronic document number

Once the **Arrival Card** is submitted, the system will send an **electronic document** to your specified email address. Please keep the document safe. If you need to **correct any information**, you must log back into the system and enter the **electronic document number** to make changes.



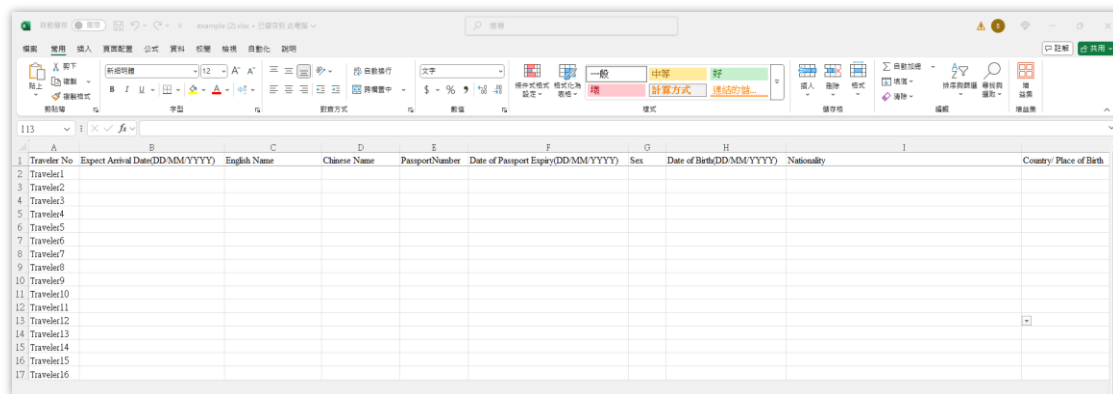
 TWAC TAIWAN ARRIVAL CARD	
Arrival Card No.	Z [REDACTED] 
Name in English	SOPO IBANEZ CINDY CAROLINA
Date of Birth	[REDACTED]
Nationality	COL
Passport No.	[REDACTED]
Gender	[REDACTED]
Chinese Name	
Country/Place of Birth	A [REDACTED]
Place of Residence	A [REDACTED]
Visa Type	V [REDACTED]
Visa No.	[REDACTED]
Mobile Number	1 [REDACTED]
Occupation	C [REDACTED]
Expect Arrival Flight	E [REDACTED]
Expect Arrival Date	2 [REDACTED]
Intended Departure Flight	IT [REDACTED]
Intended Departure Date	2 [REDACTED]
Purpose of Visit	S [REDACTED]
Accommodation in Taiwan	V [REDACTED]
National Immigration Agency, R.O.C.(Taiwan)	



4.6. Entering Traveler Information (Importing a Traveler Data File)

This method is suitable for group travelers, allowing up to **16 travelers** to be entered at once.

- Click the **"TEMPLATE"** button to download the sample **Excel** file.
- Fill in the traveler information for all group members according to the **Excel** fields. Once completed, save the file.
- Click the **"IMPORT"** button to upload. The system will automatically import the passenger information. Please follow the on-screen instructions to complete the remaining steps.



The screenshot shows an Excel spreadsheet with the following columns and rows:

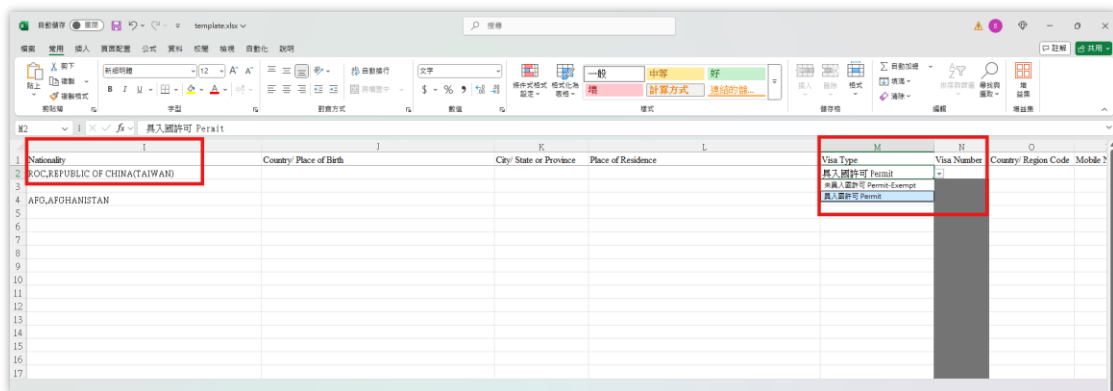
Traveler No	Expect Arrival Date(DD/MM/YYYY)	English Name	Chinese Name	Passport Number	Date of Passport Expiry(DD/MM/YYYY)	Sex	Date of Birth(DD/MM/YYYY)	Nationality	Country/Place of Birth
Traveler1									
Traveler2									
Traveler3									
Traveler4									
Traveler5									
Traveler6									
Traveler7									
Traveler8									
Traveler9									
Traveler10									
Traveler11									
Traveler12									
Traveler13									
Traveler14									
Traveler15									
Traveler16									

Instructions for Filling in Specific Fields

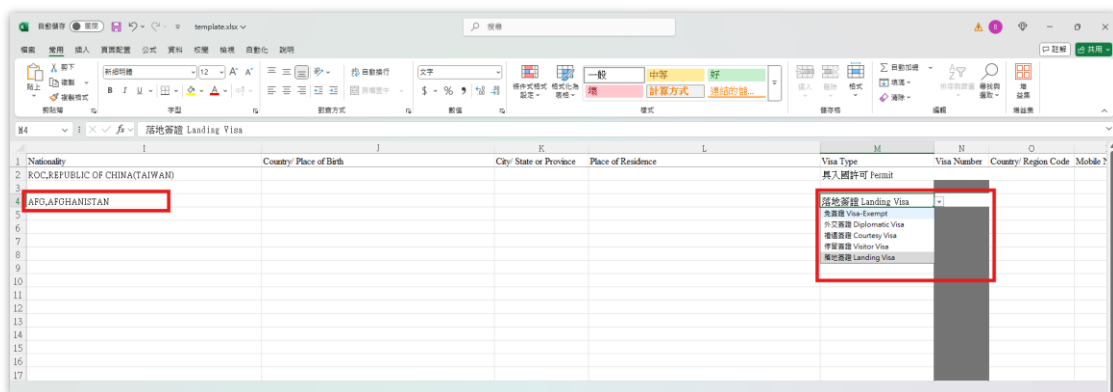
When entering the following fields, please follow these guidelines for specific situations:

- **Nationality**

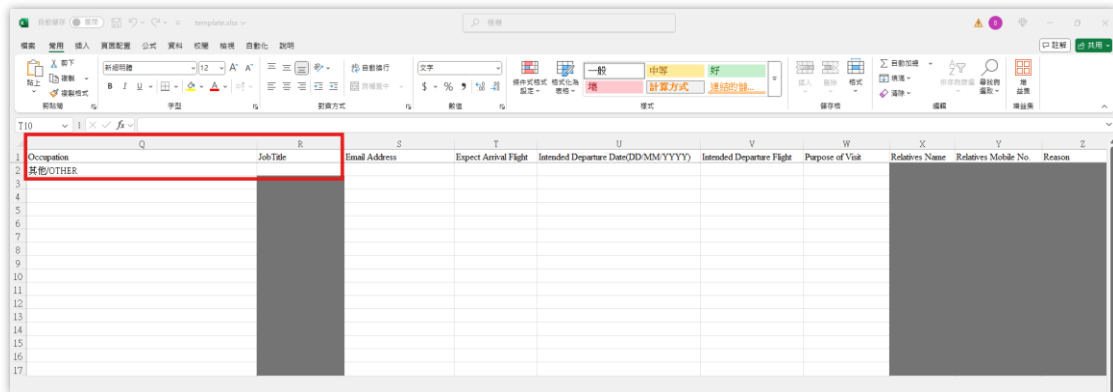
- If ROC, REPUBLIC OF CHINA (TAIWAN) is selected, choose a **Visa Type**:
 - **Permit-Exempt** → No need to enter a Visa Number.
 - **Permit** → Enter the permit number in the **Visa Number** field.



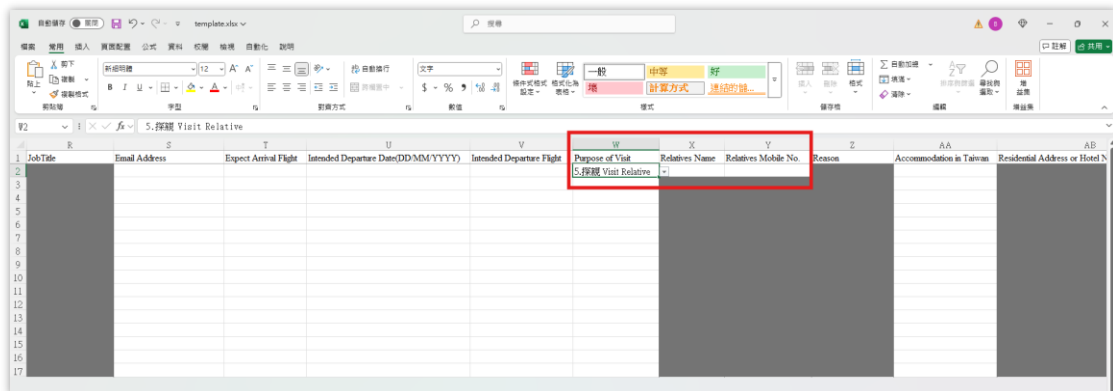
- If the you are **NOT** of ROC nationality, select a **Visa Type**:
 - If **"Visa-Exempt"**, the **Visa Number** field is not required.
 - If **"Diplomatic Visa"**, **"Courtesy Visa"**, **"Visitor Visa"**, or **"Landing Visa"**, enter the visa number in the **Visa Number** field.



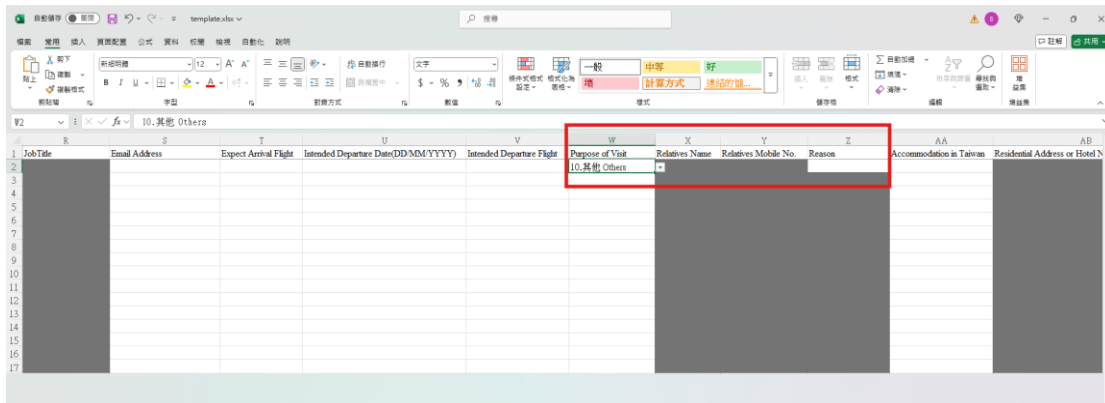
- **Occupation:** If "Other/OTHER" is selected, the Job Title field must be filled in.



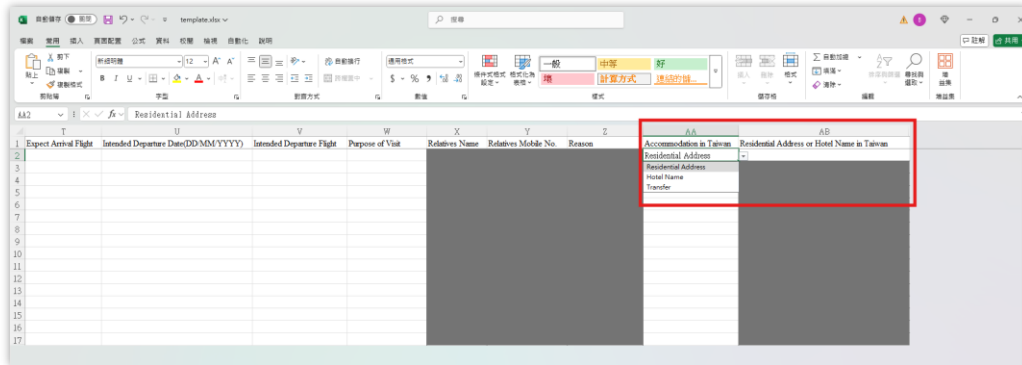
- **Purpose of Visit:**
 - If "Visit Relative" (探親) is selected, enter the Relative's Name and Relative's Mobile No.



- If "Others" (其他) is selected, provide a description in the Reason field.

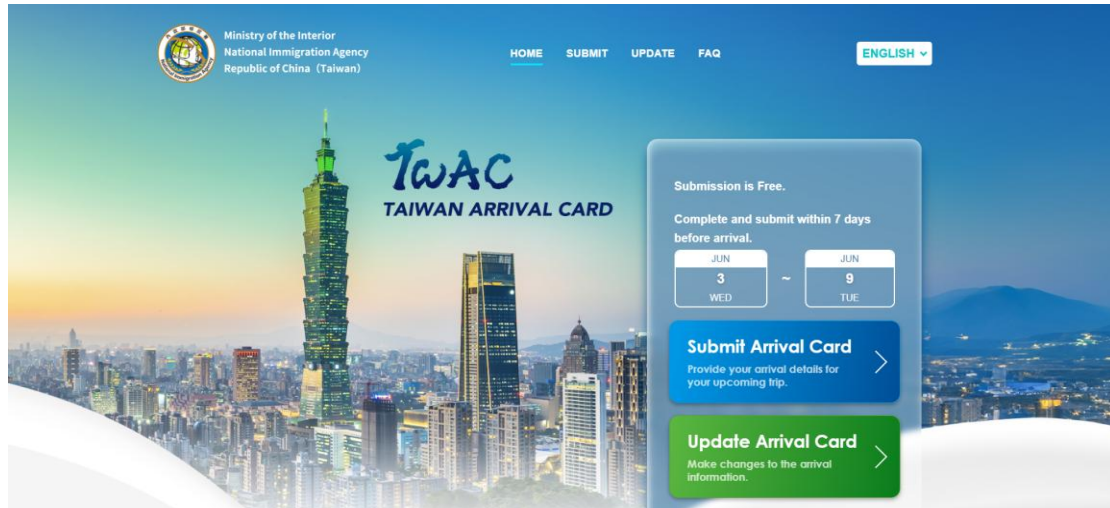


- When selecting **Accommodation in Taiwan**, if you choose **Residential Address** or **Hotel Name**, you must fill in the actual residential address or hotel name in Taiwan in the **'Residential Address or Hotel Name in Taiwan'** field.



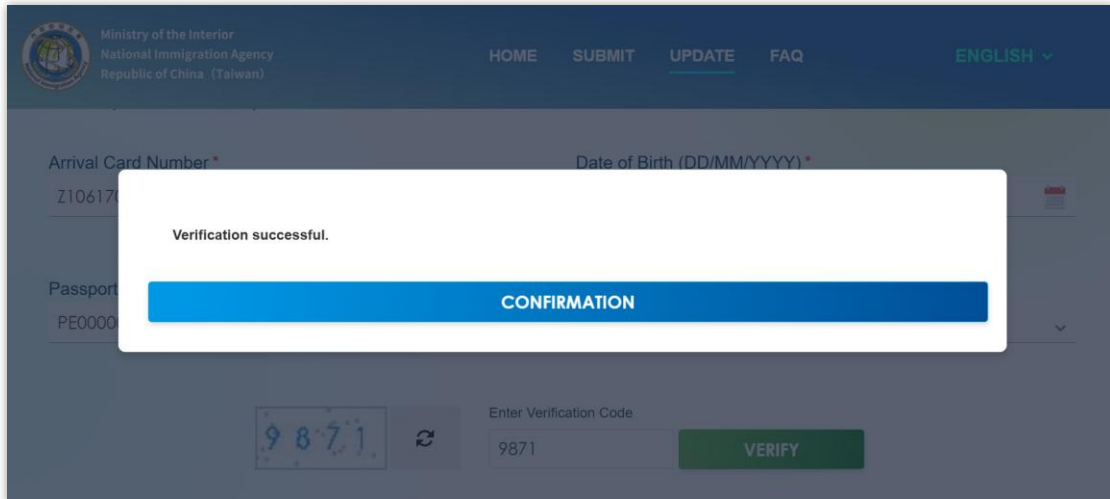
5. TWAC Update Process (Desktop Version)

Click "Update Arrival Card" on the homepage (or select "UPDATE" from the top menu).

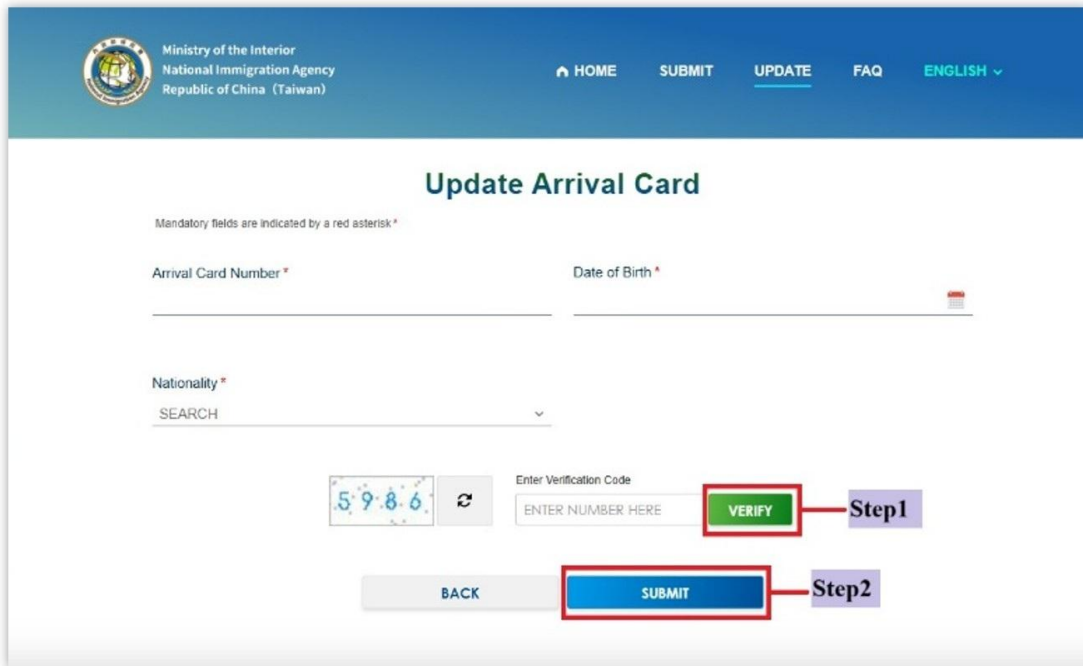


On the **Update Arrival Card** page, enter the following information: Arrival Card Number, Date of Birth, Passport Number and Nationality.

Enter the **verification code** and click the "VERIFY" button. If the verification is successful, the confirmation screen will appear.



After verification, click **"SUBMIT"** to proceed.



On the **update page**, all **traveler and travel details** will be available for editing. After making the necessary changes, click **"SUBMIT"** to complete the update.

Ministry of the Interior
National Immigration Agency
Republic of China (Taiwan)

HOME SUBMIT **UPDATE** FAQ ENGLISH

Update Arrival Card

Traveler Information

English Name *
SOPO IBANEZ CINDY CAROLINA

Chinese Name

Passport Number *
I89855555

Date of Passport Expiry (DD/MM/YYYY) *
I89855555
Please check the validity of your passport.

Sex *
 MALE FEMALE

Date of Birth (DD/MM/YYYY) *
I89855555

Nationality *
I89855555

Country/ Place of Birth *
I89855555

City/ State or Province

Place of Residence *
I89855555

Visa Type *
 Holding a visa No VISA

Visa Type *
免簽證 Visa Exempt

Country/ Region Code *
+I89855555

Mobile Number *
I89855555

Occupation *
顧問/CONSULTANT

Email Address *
I89855555@gmail.com

Date of Arrival (DD/MM/YYYY) *
27/03/2025

Itinerary

Expect Arrival Flight / Vessel Number *
I89855555

Intended Departure Flight / Vessel Number *
I89855555

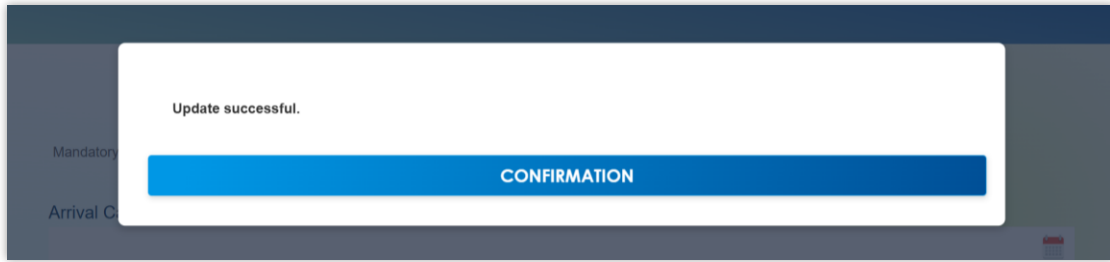
Intended Departure Date (DD/MM/YYYY) *
27/03/2025

Purpose of Visit *
3.觀光 Sightseeing / Travel / Leisure

Accommodation in Taiwan *
 Residential Address Hotel Name Transfer

Please enter the name of hotel below.
I89855555

BACK SUBMIT



Once the update is successfully submitted, the system will resend the **new electronic document**. Please use the **latest version** of the document for entry.

