

WEEKLY ACTIVITIES STATUS REPORT

[02 – 10 May 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 July	1. Costumer Service	<ul style="list-style-type: none"> Theresia a parent of Dylan asked by Whatsapp number about Tzu CHI University and Tamkang University. Rachel asked by Whatsapp number about Legalization of diploma certificate. 	-
	2. Language Center visiting	<ul style="list-style-type: none"> TECSID visited Xinmiao Mandarin Language Center in Surabaya to investigate about that course and teaching method. TECSID discussed with Mr. Rapon as an owner of Xinmiao language center. TECSID called some Mandarin language center in Surabaya that use traditional characters material. 	- mostly language center in Surabaya use Beijing curriculum
2 July	1. Costumer Service	<ul style="list-style-type: none"> Dania visited TECSID office to ask about VISA for Asia University Mr. Lirah P., a parent of student visited TECSID to ask about Taiwan scholarship for traditional medicine major. 	-
	2. Info session planning on July	<ul style="list-style-type: none"> TECSID will held info session on SMA Nurul Jadid Probolinggo on 14 July 2019. discussed with a teacher from SMA Nurul Jadid. 	- SMA Nurul Jadid PRobolinggo is a senior high school that has a mandarin lesson. in there, each student has to understand about MANDarin. this school also has an agreement with some universities in China
	3. TECSID administration	<ul style="list-style-type: none"> TECSID make a report of goods inventory in TECSID office. TECSID make a report of weekly report and expenses on June to July. 	
3 July	1. Costumer Service	<ul style="list-style-type: none"> Novia asked to Whatsapp number to ask about Visa Taiwan Rudy asked to whatsapp number to ask about NCU Scholarship 	- .
	2. Language Center visiting	<ul style="list-style-type: none"> Collected and contacted each mandarin language center by phone and Whatsapp to know about curriculum that used on there. 	-
	3. Info Session planning on July	<ul style="list-style-type: none"> coordinated with Mr. Khodir about facilities requirement on SMA Nurul Jadid 	-
4 July	1. Costumer Service	<ul style="list-style-type: none"> Annise asked by Whatsapp number about ICDF scholarship on 2020. 	-

	2. Language Center visiting	<ul style="list-style-type: none"> ● TECSID visited Rumah Bahasa in Surabaya. however, we could not meet with teacher of Mandarin. ● TECSID staff making an appointment and rescheduling date to meet with Mr. Huadyanto from Rumah Bahasa who teach Mandarin in there. 	-
5 July	1. Costumer Service	<ul style="list-style-type: none"> ● Dania asked and visited to TECSID, she asked about medical checkup in Surabaya clinic. ● Fauzi a parent of Raja visited TECSID to ask about Wufeng University. ● Rachel asked about medical check up form from TETO Surabaya. 	
	2. Info Session planning on July	<ul style="list-style-type: none"> ● Prepare all things that use on info session. 	
	3. Financial Report	<ul style="list-style-type: none"> ● Fixing all expenses until the beginning of July. 	

WEEKLY ACTIVITIES STATUS REPORT

[08 – 12 July 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
8 July	1. Customer Service	<ul style="list-style-type: none"> Albert asked by TECSID number contact about NTU documents requirement for bachelor degree Rachel asked by Whatsapp number about Legalization of medical check up certificate Olivia and her parents visited TECSID office and asked about Shih Chien University for bachelor degree. 	- sending Shih Chien University brochure to Olivia
	2. Infographic of Taiwan Scholarship	<ul style="list-style-type: none"> Renew and design infographic of Taiwan scholarship chart for next info session. Design poster about info session on SMA Nurul Jadid Probolinggo. 	
	3. Language Center visiting	<ul style="list-style-type: none"> TECSID contacted and follow up with Rumah Bahasa Surabaya to arrange meeting schedule. calling some language center courses in Surabaya. 	-
	4. Administration of TECSID	<ul style="list-style-type: none"> Sending weekly report and photos activities of TECSID during January to June 2019 to Wendy Fixing all expenses on July 2019. Translate some information on TECSID website to Bahasa Indonesia and give to Wendy. Sending list of participants on Chinese Teacher Training Workhsop 2018-2019 to Unair staff (AGE). Providing list of participants Chinese Teacher Training Workshop to Wendy. 	
9 July	1. Customer Service	<ul style="list-style-type: none"> Mr. Lirah P., a parent of student visited TECSID to ask about Taiwan scholarship for traditional medicine major. 	-
	2. Info session planning on July	<ul style="list-style-type: none"> TECSID will held info session on SMA Nurul Jadid Probolinggo on 14 July 2019. discussed with a teacher from SMA Nurul Jadid. 	- SMA Nurul Jadid Probolinggo is a senior high school that has a mandarin lessons. in there, each student has to understand about Mandarin. this school also has an agreement with some universities in China
	3. TECSID administration	<ul style="list-style-type: none"> TECSID make a report of goods inventory in TECSID office. 	

		<ul style="list-style-type: none"> TECSID make a report of weekly report and expenses on June to July. 	
10 July	1. Customer Service	<ul style="list-style-type: none"> Miftahul Arifin visited TECSID office and asked about Asia University double degree program with Unair for finance and accounting major. Elisa visited TECSID office and asked about scholarship information 	<ul style="list-style-type: none"> - Sending some information to Elisa by whatsapp number.
	2. Language Center visiting	<ul style="list-style-type: none"> Collected and contacted each mandarin language center by phone and Whatsapp to know about curriculum that used on there. making an appointment to meet Mr. Huadyanto 	-
	3. Info Session planning on July	<ul style="list-style-type: none"> coordinated with Mr. Khodir about facilities requirement on Nurul Jadid senior high school. sending offering letter to held info session on SMAN 1 Paiton 	-
11 July	1. Customer Service	<ul style="list-style-type: none"> dania visited to TECSID office to ask about VISA Kelly visited to TECSID office to ask about study in Taiwan Jason visited TECSID office to ask about law major with english program in Taiwan 	<ul style="list-style-type: none"> - Already send Taiwan scholarship to Kelly - Provide step of procedure to apply VISA to Dania.
	2. Language Center visiting	<ul style="list-style-type: none"> TECSID visited Rumah Bahasa in Surabaya. TECSID staff coordinate with staff of Rumah Bahasa Surabaya to open a new class with Taiwan's Mandarin. 	-
	3. TECSID administration	<ul style="list-style-type: none"> Ayun translate some news from Mandarin to Bahasa Fixing invoices of expense Reporting about Rumah Bahasa visitation to Wendy 	
	4. Info Session planning on July	<ul style="list-style-type: none"> Preparing brochures, presentation material, and souvenirs contacting Mr. Khodir as a coordinator from Nurul Jadid Senior High School 	
12 July	1. Customer Service	<ul style="list-style-type: none"> Dania asked and visited to TECSID, she asked about medical checkup in Surabaya clinic. Fauzi a parent of Raja visited TECSID to ask about Wufeng University. Rachel asked about medical check up form from TETO Surabaya. 	<ul style="list-style-type: none"> - Sending list of clinics in Surabaya that provide medical check up for departure in Taiwan.
	2. Info Session	<ul style="list-style-type: none"> held info session on Nurul Jadid senior high school and National Senior High School SMAN 1 Paiton. 	
	3. Financial Report	<ul style="list-style-type: none"> Fixing all expenses until the beginning of July. 	

		<ul style="list-style-type: none">● sending all invoices on July to Taiwan, Taichung by DHL Express.	
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WEEKLY ACTIVITIES STATUS REPORT

[15 – 19 July 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
15 July	1. Customer Service	<ul style="list-style-type: none"> • Rachel asked by Whatsapp number about VISA application. So, we send a file and explain her about information to apply VISA for students. • Dania visited TECSID office and asked about AU's email response. • Nurul as a Nurul Jadid student asked by email about business and Chinese language major for bachelor degree. Then, we reply about that problem 	-
	2. TECSID Administration	<ul style="list-style-type: none"> • Collect and grouping some photos activities during January to June 2019 • Inform to Wendy about July receipt has been sent to Taiwan. • Translating some news for website of TECSID • Resend financial report from May to June and give to Wendy. 	
	3. Language Center visiting	<ul style="list-style-type: none"> • TECSID visited Rumah Bahasa Surabaya to give some material for learning Mandarin with traditional characters. 	-
16 July	1. Customer Service	<ul style="list-style-type: none"> • Dwinita visited TECSID office and asked about some universities in Taiwan that provide Communication Studies. • Gege Ayu visited TECSID office and asked about physics major in NCTU and also scholarship procedure. • Olivia asked about Taiwan government scholarship. 	<ul style="list-style-type: none"> - Already provided and sent to her about list of Taiwan's universities that provide communication studies with English class. - Already provided and sent to her about list of Taiwan's universities that provide physics with English class. Besides, we also sent a brochure to her about NCTU.
	2. Info session and education fair in some school/universities planning on August	<ul style="list-style-type: none"> • TECSID will held info session in UNDIP, Diponegoro University on August 16, 2019. • TECSID get a proposal to join in education fair in Gloria Senior High School. • TECSID follow up to Universitas Muhammadiyah Semarang about offering letter to held info session. however in Universitas Muhammadiyah Semarang answer yet. 	<ul style="list-style-type: none"> - Follow up with UNDIP about the detail event. - Need to confirm to Gloria Senior High School. - canceled info session on 26 July 2019 in Universitas Muhammadiyah Semarang (UNIMUS) because TECSID can't held activities after July 15, 2019.

		<ul style="list-style-type: none"> Follow up to hold info session on Kolese Loyola Senior High School by phone, but still not answer our phone. 	
	3. TECSID administration	<ul style="list-style-type: none"> TECSID assist Wendy to provide some photos of THEF 2019 in April 2019. TECSID translated some news for TECSID website from Mandarin to Bahasa Indonesia. 	
17 July	1. Customer Service	<ul style="list-style-type: none"> Desty visited TECSID office and asked about Dual Degree Program between UNAIR and Asia University. Monica also visited TECSID to ask about dual degree for Hospitality Vocational Faculty in Asia University. Elisa visited TECSID office and asked about scholarship information 	- Asking to Asia University about double degree or dual degree program between AU and Unair.
	2. Language Center visiting	<ul style="list-style-type: none"> Share promotion by Whatsapp number about announcement of opening registration for Mandarin course in Rumah Bahasa. Coordination with Mr. Huadyanto to open a class for Mandarin course. 	-
	3. TECSID administration	<ul style="list-style-type: none"> TECSID assist Wendy to find some photos and financial report during January to June 2019. TECSID translated some news for TECSID website from Mandarin to Bahasa Indonesia. Asking about target of visitation some schools and universities in Indonesia. 	-
18 July	1. Customer Service	<ul style="list-style-type: none"> dania visited to TECSID office to ask about financial statement. Annisa visited TECSID office to ask about double degree in Asia University for UNAIR students. 	-
	2. Language Center visiting	<ul style="list-style-type: none"> TECSID get information from Mr Huadyanto will open exclusive class only for students who want to study Mandarin Taiwan for next August with maximum students 25 people. 	-
	3. TECSID administration	<ul style="list-style-type: none"> Ayun translate some news from Mandarin to Bahasa Fixing invoices of expense Reporting about weekly activities in TECSID. Fixing financial report with Wendy by Whatsapp number. Provide and revise some report for Wendy. 	
19 July	1. Customer Service	<ul style="list-style-type: none"> A lecture from Vocational Faculty in UNAIR visited and asked about double degree program with Asia University. Rachel asked about VISA application form from TETO Surabaya. 	

	2. Orientation Day to Study in Taiwan	<ul style="list-style-type: none"> ● Arrange the date to hold orientation day in UNAIR. ● Finding material of presentation to held orientation day. 	
	3. TECSID administration	<ul style="list-style-type: none"> ● Fixing TECSID Weekly report for third week on July. ● Collecting and reupload some photos of THEF 2019 in UMY. ● Assist Wendy to find some photos and reconfirm about some invoice receipts. ● Translating news for TECSID website from Mandarin to Bahasa Indonesia. ● Sending an email to Prof. Chen to ask about double degree program with UNAIR by email. 	

WEEKLY ACTIVITIES STATUS REPORT

[22 –26 July 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
22 July	1. Customer Service	<ul style="list-style-type: none"> Reinhart Vincentius and his mother visited TECSID to ask about VISA application Tan Mei Fang, a parent of student visited TECSID to ask about mandarin language course program in Taiwan. Rohman from Universitas Nasional Karangturi Semarang contacted whatsapp to ask about supporting material about studying in Taiwan to open Taiwan corner in his office. 	-
	2. TECSID Administration	<ul style="list-style-type: none"> Provide some material for promotion of THEF 2019 in UNISMA for Wendy Inform to Wendy about TECSID get offering proposal to join on Education Fair on St. Hendrikus Senior High School. translating some news for website of TECSID. Asking to Prof Chen by email about dual degree program with UNAIR 	
	3. orientation day for students go to Taiwan	<ul style="list-style-type: none"> TECSID invited some students who continue to study in Taiwan. Making google form as a guest list. Making presentation material Collect information of each university 	-
23 July	1. Customer Service	<ul style="list-style-type: none"> Meliana asking about Taiwan scholarship for master degree program. Gege ayu listya visited TECSID to ask about chance to get doctoral scholarship for students who already master in Taiwan. Provide information of mandarin course for Ms. Tan, her son want study of Mandarin language in Taiwan for 2 months. 	<ul style="list-style-type: none"> Already provided and sent to her about list of Taiwan's Mandarin Language Course Center in Taipei for Ms. Tan. contacting Meliana to give some information of Taiwan scholarship.
	2. Orientation day for students go to Taiwan	<ul style="list-style-type: none"> Spread of google form link to all guest lists on TECSID guest book. Spread of google form on Social media of TECSID Making presentation file for orientation day in UNAIR. Material of presentation such as: <ul style="list-style-type: none"> VISA application Registration procedure on whole campus Documents that have to show on registration day 	-

		<ul style="list-style-type: none"> o Applying ARC o Opening Bank account (documents needed) o Weather and Climate in Taiwan o Transportation to each universities o Halal food for moslems 	
	3. TECSID administration	<ul style="list-style-type: none"> • TECSID asked to Wendy about Dean Chen response about education fair on St. Hendrikus Senior High School • TECSID translating news on website. 	
24 July	1. Customer Service	<ul style="list-style-type: none"> • Reinhart and his mother visited TECSID to ask about legalization of diploma certificate. • Dania visited TECSID to ask about working permit 	<ul style="list-style-type: none"> - Helping Reinhart and his mother to applying legalization of diploma certificate on Ministry of Law and Human Rights in Indonesia. - Sending information to Gege about the deadline. Sending again list of universities that provide physics programs (photonics)
	2. Orientation Day	<ul style="list-style-type: none"> • Revising presentation file for orientation day in UNAIR. Material of presentation such as: <ul style="list-style-type: none"> o VISA application o Registration procedure on whole campus o Documents that have to show on registration day o Applying ARC • Inform to some schools to share information about this event. 	<ul style="list-style-type: none"> - Revising and Adding some new information about material of orientation related to increasing of new guest of orientation day.
	3. TECSID administration	<ul style="list-style-type: none"> • TECSID translated some news for TECSID website from Mandarin to Bahasa Indonesia. • Asking about target of visitation some schools and universities in Indonesia. • making proposals for info session in senior high schools around Surabaya city and Semarang city. 	-
25 July	1. Customer Service	<ul style="list-style-type: none"> • Hari Santoso visited TECSID office to ask about NTNU Mandarin Language Course Center procedure and deadline. • Reinhart Vincentius visited TECSID office to ask about how to apply and upload some documents on the Ministry of Foreign Affairs website. • Dimas Aji visited TECSID office to ask about dual degree program in AU from vocational UNAIR faculty. • Dania asked by Whatsapp number about financial statement for AU. 	<ul style="list-style-type: none"> - helping and guide Reinhart to apply legalization of his documents. informing to him also about NTHU want to extend the deadline until August 31, 2019 for sending some documents there.

		<ul style="list-style-type: none"> ● Rachel asked by Whatsapp number about VISA application. 	
	3. TECSID administration	<ul style="list-style-type: none"> ● Ayun translate some news from Mandarin to Bahasa ● Listing students who will continue to study in Taiwan. ● Archiving some information of each applicant. ● Asking to Wendy about Dean Chen response, education fair in St. Hendrikus Surabaya and about dual degree program between Asia University and UNAIR. ● Provide and revise some weekly report. 	
26 July	1. Customer Service	<ul style="list-style-type: none"> ● A lecture from Vocational Faculty in UNAIR visited and asked about double degree program with Asia University. ● Ryan a student from UNAIR asked about summer program in NCKU, VISA application. ● Reinhart visited TECSID office to ask about failed uploading document and rejected documents application from Ministry of Law and Human Rights legalization. 	
	2. Orientation Day to Study in Taiwan	<ul style="list-style-type: none"> ● Follow up to Facility and Infrastructure Division on UNAIR about rent a room for orientation day. ● Finding material of presentation to held orientation day. 	
	3. TECSID administration	<ul style="list-style-type: none"> ● Fixing TECSID Weekly report for fourth week in July. ● Translating news for TECSID website from Mandarin to Bahasa Indonesia. 	

WEEKLY ACTIVITIES STATUS REPORT

[29 July –2 August 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
29 July	1. Customer Service	<ul style="list-style-type: none"> Reinhart Vincentius visited TECSID about legalization of diploma certificate in Ministry of Foreign Affairs Kikik a student from Brawijaya University asked about master degree with major marketing, business, and communication. Sonia visited TECSID office to ask about MOE Scholarship and fees to study in NTU Taiwan. 	<ul style="list-style-type: none"> guided Reinhart to submit documents on Ministry of Foreign Affairs website application Provide Kikik list of universities with her interest.
	2. TECSID Administration	<ul style="list-style-type: none"> Listing TECSID offering letter that already send to some senior high school and universities. Follow up and calling some universities and senior high school to hold info session. translating some news for website of TECSID. 	
	3. orientation day for students go to Taiwan	<ul style="list-style-type: none"> Reminding all participants of orientation day to come and visit Orientation Day on August 1, 2019 Coordinating with Infrastructure and Facilities Division on UNAIR to hold Orientation Day Preparing presentation files, brochures for parents, and souvenirs. 	-
30 July	1. Customer Service	<ul style="list-style-type: none"> Ayu visited TECSID to ask brochure of NCKU and Tzu Chi University scholarship Joshua asked about legalization diploma certificate Sharon asked about Visa visitor for her parents Reinhar's mother asked about registration form on NTHU by phone 	-
	2. Orientation day for students go to Taiwan	<ul style="list-style-type: none"> revising presentation file for orientation day in UNAIR. Material of presentation such as: <ul style="list-style-type: none"> VISA application Registration procedure on whole campus Documents that have to show on registration day Applying ARC Halal food for moslems 	-

	3. TECSID administration	<ul style="list-style-type: none"> Follow up some schools and universities to hold info session making weekly report Revising proposal for info session in Surabaya, Sidoarjo, and Malang cities TECSID translating news on website. 	
31 July	1. Customer Service	<ul style="list-style-type: none"> Dania asked about living study and part time job in Taiwan by Whatsapp number kikik asked about legalization diploma certificate and registration for next spring 2020 by Whatsapp number 	
	2. Orientation day for students go to Taiwan	<ul style="list-style-type: none"> Reminding all participants Printing handout materials of presentation Preparing brochures of universities and stuffs for next orientation day 	
	3. TECSID administration	<ul style="list-style-type: none"> List and archiving some students information who accepted in Taiwan universities. Making a presentation for next info session on Antartika Senior High School in Sidoarjo Contacted to a teacher in St. Hendrikus Senior High School to ask about confirmation to join education fair deadline. 	
1 August	1. Customer Service	<ul style="list-style-type: none"> Jemmy H visited TECSID office to ask about senior high school in Taiwan Sianne visited TECSID office to ask about Taiwan scholarship Richard visited TECSID office to ask about universities in Taiwan that provide international business Joshua visited TECSID office to ask about living and working permit in Taiwan Dania visited TECSID office to ask about pick up service from Asia University 	-
	2. Orientation Day	<ul style="list-style-type: none"> Parents and students who will study in Taiwan attend Orientation Day some parents also ask about working permit, weather, and transportation on Taiwan Students also ask about making ARC 	-
	3. TECSID administration	<ul style="list-style-type: none"> TECSID making weekly report. Asking to Wendy about target of visit some senior high school and universities. 	-

		<ul style="list-style-type: none"> • copying handout of presentation material for parents and students who attend Orientation day • copying guide of mrt station 	
2 August	1. Customer Service	<ul style="list-style-type: none"> • Hari Santoso asked TECSID office about NTNU and NTU Mandarin Language Course Center procedure and deadline. • Sharon asked about visitor visa online • Joshua asked about legalization document and visitor VISA extend in Taiwan 	-
	2. TECSID administration	<ul style="list-style-type: none"> • Ayun translate some news from Mandarin to Bahasa • Archiving photos of orientation study in Taiwan events • Archiving photos of Nurul Jadid and SMAN 1 Paiton senior high school info session • Sending offering letter to some schools in Surabaya and Sidoarjo by email • Coordinating with Mr. Rapon Rianto about Mandarin Language Center Course 	