

# WEEKLY ACTIVITIES STATUS REPORT

·[5 August –9 August 2019]

Da te	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
5 Au gu st	1. Customer Service	<ul style="list-style-type: none"> <li>• Dwi visited TECSID office to ask about study in Taiwan for her son next year. she want to know about NTU, NTHU, NTNU, and NDHU universities for engineering program with Mandarin language.</li> <li>• Tantri visited TECSID office to ask about application documents in NTU for bachelor degree.</li> <li>• Sonia asked to Whatsapp number about Shih Chieh University fees and application procedure</li> </ul>	-
	2. TECSID Administration	<ul style="list-style-type: none"> <li>• Making and revising presentation file for next info session in Antartika Senior High School.</li> <li>• Designing new banner for TECSID office.</li> <li>• Follow up and calling some universities and senior high school to hold info session.</li> <li>• translating some news for website of TECSID.</li> <li>• Fixing weekly report activities of TECSID office</li> </ul>	
	3. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>• Making some proposal and offering letter to hold info session to some senior high schools in Surabaya</li> <li>• sending some proposal and offering letter to courier company to spread on some schools and universities in Surabaya.</li> </ul>	-
6 Au	1. Customer Service	<ul style="list-style-type: none"> <li>• Jason visited TECSID office to ask about universities that</li> </ul>	-

gu st		<p>provide law major for master degree students with english taught.</p> <ul style="list-style-type: none"> <li>• Joshua asked TECSID about how to solve if legalization of his diploma certificate rejected by Ministry of Foreign Affairs in Indonesia because stamp of notary not proper with their regulation.</li> <li>• Ms. Grace Ou (TETO Jakarta) contacted by Whatsapp number and asked about how many people who asked about studying in Taiwan each month.</li> </ul>	
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>• Calling each school to ask about confirmation of our offering letter to hold info session to their schools.</li> <li>• preparing material of presentation for UNDIP in Semarang and Antartika senior high school in Sidoarjo city.</li> <li>• asking to Wendy about TECSID get offering letter to join on education fair in St. Hendrikus senior high school and Atma Jaya University in Yogyakarta.</li> </ul>	-
	3. TECSID administration	<ul style="list-style-type: none"> <li>• Listing some schools in Malang</li> <li>• Listing some universities in Surabaya</li> <li>• Revising proposal for info session in Malang.</li> <li>• finding contact information for Dr. Soetomo University, 17 Agustus 1945 University, National 20 Senior High School, St. Hendrikus Senior High School Surabaya, and National 15 Senior, Trimurti Senior High School.</li> </ul>	
7 Au gu st	1. Customer Service	<ul style="list-style-type: none"> <li>• sending an email to Jason about list of universities in Taiwan that provide law major for</li> </ul>	

		<p>master degree program with English taught.</p> <ul style="list-style-type: none"> <li>• Theresia a mother of senior high school student asked by whatsapp number about legalization documents in TETOS</li> <li>• Joshue Jason visited TECSID to ask about IT program in Taiwan for master degree with english program.</li> <li>• Naomi visited TECSID to ask about business administration major for master degree with english taught.</li> </ul>	
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>• collecting data for senior high school in Semarang</li> <li>• follow up with Universitas Negeri Semarang about info session in this university</li> <li>• Rescheduling info session with Gloria 2 Senior High School to hold info session</li> <li>• Calling to ask about confirmation response to Trimurti Senior High School, National 20 Senior High School, and Santa Maria Senior High School</li> <li>• Follow up with Ms. Riska as a teacher in Antartika Senior High School to coordinate about info session in her school</li> </ul>	
	3. TECSID administration	<ul style="list-style-type: none"> <li>• Preparing universities and souvenirs to bring on Antartika Senior High School.</li> <li>• Making financial report of TECSID for August 2019</li> <li>• Arranging some brochures and stuffs in TECSID</li> <li>• Translating news of TECSID office</li> <li>• printing offering letter to hold info session in September</li> </ul>	

8 Au gu st	1. Customer Service	<ul style="list-style-type: none"> <li>● Hendra asked TECSID whatsapp about legalization and VISA procedure if his diploma and transcript still not received until September 2019.</li> </ul>	-
	2. TECSID administration	<ul style="list-style-type: none"> <li>● TECSID was invited with TETOS to attend in Taiwan Expo 2019 next September 2019</li> <li>● TECSID also was contacted with TETOS to participate in Double Tenth Day with Mr. Djimantoro</li> <li>● Contacting to a university in Taiwan who want to print their promotional material brochures again.</li> </ul>	-
9 Au gu st	1. Customer Service	<ul style="list-style-type: none"> <li>● Aqo Anastian visited TECSID office to ask about research VISA application to join research in Asia University</li> </ul>	-
	2. TECSID administration	<ul style="list-style-type: none"> <li>● Translating news of TECSID website</li> <li>● Going to printing company to print X-banner for TECSID office</li> <li>● Preparing all needs to bring on info session in Antartika Senior High School</li> <li>● Printing guests list and presence list for info session in Antartika senior high school</li> <li>● Printing offering letter and proposal to hold info session to: <ul style="list-style-type: none"> <li>○ UINSA</li> <li>○ Dr. Soetomo Univerity</li> <li>○ IT Telkom University Surabaya</li> <li>○ 17 Agustus 1945 Surabaya University</li> <li>○ Kemala Bhayangkari Surabaya Senior High School</li> </ul> </li> </ul> <p>and sending offering letter in courier company.</p>	

# WEEKLY ACTIVITIES STATUS REPORT

[12 August –16 August 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
12 August	1. Customer Service	<ul style="list-style-type: none"> <li>Joshua a students who will depart on September to Taiwan asked by Whatsapp about translation institution to translate his transcript (Tamkang University).</li> </ul>	-
	2. TECSID Administration	<ul style="list-style-type: none"> <li>Making weekly report activities for the second week in August.</li> <li>Archiving photos about Info Session on Antartika Senior High School</li> <li>Fixing weekly report activities of TECSID office</li> <li>Sending translation news to Wendy</li> <li>Asking to Wendy about Double Tenth event in Indonesia hold by TETOS.</li> <li>TECSID was called by TETOS to inform about Double Tenth event.</li> </ul>	
	3. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>Promotion, Info Session to Antartika Senior High Schools, 150 students as participants.</li> <li>meeting with Antartika senior high school's principal and Mandarin teacher.</li> </ul>	-
13 August	1. Customer Service	<ul style="list-style-type: none"> <li>Ian F. P. students of master degree in UNAIR visited TECSID office to ask about</li> </ul>	-

		short program for Psychology major.	
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Revising material of presentation for UNDIP in Semarang.</li> <li>● Contacting with Universitas Atma Jaya Yogyakarta about info session and having booth as an education expo.</li> <li>● Follow up with 17 Agustus 1945 senior high school to hold Info Session in there by call.</li> <li>● listing Universities and senior high schools in Yogyakarta to hold Info Session</li> </ul>	-
	3. TECSID administration	<ul style="list-style-type: none"> <li>● Checking weekly report of TECSID activities</li> <li>● Checking money balance and Wendy follow up about it.</li> <li>● Resending news translations to Wendy</li> <li>● Mr. Zhang called TECSID to inform and ask about our participant on Double Tenth event hold by TETOS.</li> </ul>	
14 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Noviana a parent of a student who will studying in September contacted by Whatsapp about sending documents to National Tsing Hua University address. She also needs help to check her son documents already proper or not.</li> </ul>	

	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Calling to STIKOM University, Khadijah Senior High School, and Kemala Bhayangkari Senior High School to follow up our proposal to hold info session in their schools/campus.</li> <li>● Designing placard as a souvenir to give to institutions (campus/school) who received our proposals.</li> <li>● Making MOU with Kemala Bhayangkari I Surabaya Senior high school to hold info session on September 4th.</li> </ul>	
	3. TECSID administration	<ul style="list-style-type: none"> <li>● Preparing universities and souvenirs to bring on UNDIP Semarang.</li> <li>● Making a flyer for announce about Info Session in UNDIP Semarang</li> <li>● Contacting with Wendy to ask about negotiation with UNDIP that related to Taiwan Education Fair next November.</li> <li>● Translating news of TECSID office</li> <li>● Contact with TETOS Staff, Mr. Djimantoro about his staff will send some brochures about Living in Taiwan.</li> <li>● Going to printing company to make placards as a souvenir.</li> </ul>	

15 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Dilla from hotel company visited TECSID office to give offering price in Amaris Hotel Surabaya.</li> <li>● Sending an email about Ian F.P. inquiries, list of university who provide research join with major Psychology.</li> </ul>	-
	2. TECSID administration	<ul style="list-style-type: none"> <li>● Making weekly report of TECSID activities.</li> <li>● Archiving guests lists to excel documents.</li> <li>● Making offering letter to hold info session in : <ul style="list-style-type: none"> <li>○ UPN Veteran Yogyakarta</li> <li>○ UIN Yogyakarta</li> <li>○ Universitas Negeri Yogyakarta</li> <li>○ Kolese de Britto Senior High School</li> <li>○ National 1 Senior High School Depok</li> <li>○ National 1 Senior High School Sleman</li> </ul> </li> <li>● Preparing proposal to each institution (campus/school)</li> <li>● Making a Instagram post design about Indonesia National Day, August 17 2019</li> </ul>	-
	3. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Calling and negotiation with Khadijah Senior High School to promote study in Taiwan. They have a big education expo for all</li> </ul>	

		<p>students in Surabaya next January 2020.</p> <ul style="list-style-type: none"> <li>● Calling Dr. Soetomo Senior high school to follow up offering letter to hold info session in there</li> <li>● calling to Trimurti Senior High School to follow up, and their school reject us to hold info session</li> <li>● Sending MOU with SMA Kemala Bhayangkari I Surabaya about info session event.</li> <li>● preparing brochures, souvenirs, guests list, X-banner, and proposal to bring on UNDIP Semarang, info session will be held on August 16, 2019.</li> </ul>	
16 August	1. Customer Service	<ul style="list-style-type: none"> <li>● AHMAD F asked about NCTU scholarship for master degree with Biotechnology.</li> <li>● Septi asked about Visa for student and prohibited things in luggage to Taiwan</li> </ul>	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Hold info session on UNDIP Semarang</li> <li>● some participants asked about education fair, scholarship, and other university brochures.</li> </ul>	
	3. Taiwan Education Fair	<ul style="list-style-type: none"> <li>● meeting and negotiation with UNDIP Semarang about Taiwan Education Fair 2019</li> </ul>	

		<ul style="list-style-type: none"><li>• UNDIP asked us to provide Term of reference first and letter to ask about permit.</li></ul>	
--	--	---	--



# WEEKLY ACTIVITIES STATUS REPORT

[19 August –23 August 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
19 August	1. Customer Service	<ul style="list-style-type: none"> <li>Adela from Nurul Jadid Senior High School asked by Whatsapp number about universities that provide medicine school with english program or 50% taught in English.</li> <li>Steven asked by Whatsapp number about medical check up legalization by TETOS and recommended notary to stamp it.</li> <li>Jason and Naomi visited TECSID office gain to ask NDHU and NTHU universities application and scholarship.</li> </ul>	-
	2. TECSID Administration	<ul style="list-style-type: none"> <li>Making weekly report activities for the third week in August.</li> <li>Archiving photos about Info Session on UNDIP Semarang.</li> <li>Fixing weekly report activities of TECSID office</li> <li>Sending translation news to Wendy</li> <li></li> </ul>	
	3. Taiwan Education Fair	<ul style="list-style-type: none"> <li>Informed to Wendy about meeting with UNDIP staff, UNDIP are welcome if we will hold it there.</li> <li>Sending to UNDIP thank-you letter already</li> </ul>	-

		<p>held info session there and application letter to hold Taiwan Education Fair 2019 .</p> <ul style="list-style-type: none"> <li>● UNDIP also asked to TECSID about how many universities will join to arrange venue and others compliment.</li> </ul>	
20A ugu st	1. Customer Service	<ul style="list-style-type: none"> <li>● Cantika from Nurul Jadid Senior High School asked by Whatsapp number about application guidelines if want to apply in Taiwan university with Mandarin program.</li> </ul>	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Revising material of presentation for Gloria 2 Christian School on Friday.</li> <li>● Rescheduling info session in 17 Agustus 1945 University (UNTAG) to September 9, 2019</li> <li>● Accepting info session and opening booth in Cita Hati School Surabaya.</li> <li>● Confirming with Universitas Atma Jaya Yogyakarta to hold info session there.</li> </ul>	-
	3. TECSID administration and Mandarin Language Center update	<ul style="list-style-type: none"> <li>● Updating weekly report of TECSID activities</li> <li>● Checking money balance</li> <li>● News translations</li> <li>● Contacting to PUSBA UNAIR to reserve some rooms to hold TOCFL test in October.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Coordination with Mr. Rapon about promotion of Mandarin course</li> <li>• Taking 5 placards as a souvenir for schools or university who accept our proposal of info session</li> </ul>	
21 August	1. Customer Service	<ul style="list-style-type: none"> <li>• Zakiyah visited TECSID to ask about transportation and accommodation expense for first 3 months in Taiwan.</li> </ul>	
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>• Preparing brochures and materials to bring on Gloria 2 Christian School to hold info session.</li> <li>• Printing thank-you letter to give to teacher of sGloria 2 Chritian School</li> <li>• Emailing UNNES Semarang to ask about confirmation of info session on September 2, 2019</li> <li>• Revising MOU about hold info session with Kemala Bhayangkari I Surabaya Senior high school on September 4th.</li> </ul>	
	3. TECSID administration	<ul style="list-style-type: none"> <li>• Designing of backdrop and banner for Double Tenth event with TETO Surabaya</li> <li>• Designing of flyer infographic of TECSID office</li> <li>• Designing poster of Taiwan Education Fair 2019 on November.</li> <li>• Translating news of TECSID office</li> </ul>	

		<ul style="list-style-type: none"> <li>● Coordination Ayun and Wendy about TOCFL test date</li> <li>● Coordination with Mr. Rapon about Mandarin Language Center class</li> </ul>	
22 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Balqis visited TECSID office to ask about dual degree program in AU and living in Taiwan</li> <li>● Adinda visited TECSID office to ask about LoA of dual degree program in AU, VISA application, and living cost in Taichung.</li> <li>● TECSID was informed TETO Surabaya to hold info session to Sahabat Beasiswa Surabaya next month on September 11, 2019.</li> </ul>	-
	2. TECSID administration	<ul style="list-style-type: none"> <li>● Updating weekly report of TECSID activities.</li> <li>● Archiving guests lists to excel documents.</li> <li>● making letter to loan rooms in UNAIR to hold info session and orientation (dual degree program) next week</li> </ul>	-
	3. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Checking all stuffs that need to bring on Gloria 2 Christian School info session</li> <li>● Printing guests list to bring on info session in Gloria 2 Christian School</li> </ul>	

23 Aug ust	1. Customer Service	<ul style="list-style-type: none"> <li>● Balqis contact by Whatsapp and asked about applying VISA without original LoA.</li> <li>● contacting Wendy about LoA for dual degree student</li> </ul>	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Hold info session on Gloria 2 Christian</li> <li>● some participants asked about education fair, scholarship, and other university brochures.</li> </ul>	
	3. Merlion School education fair	<ul style="list-style-type: none"> <li>● Received information from Wendy about joining Merlion school education fair on October 29, 2019.</li> <li>● asking to Wendy the details information about it.</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[26 August –30 August 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
26 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Balqis asking by Whatsapp number about LoA for dual degree program in AU, she asking e-LoA.</li> <li>● Ian P asking about Master degree in Social work major.</li> <li>● Ms. Fai staff of ITS asking by whatsapp number about meeting schedule with TETO Surabaya.</li> </ul>	-
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Archiving photos info session on Gloria 2 Catholic Senior High School</li> <li>● Making letter to loan room in UNAIR to hold Info session in UNAIR.</li> <li>● Sending translation news to Wendy</li> <li>● Asking about loan rooms procedure and fee to hold TOCFL test.</li> <li>● Making letter to offer to hold info session to POLTEKKES KEMENKES SURABAYA.</li> <li>● Translating news of TECSID in website</li> </ul>	
	3. Dual Degree Program and exchange program UNAIR-AU	<ul style="list-style-type: none"> <li>● Contacting to Wendy to ask about LoA for 23 students, dual degree program.</li> <li>● Giving name of 23 students to Wendy, for LoA administration.</li> </ul>	-

27 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Veda visiting TECSID office to ask about master degree program in business management major.</li> <li>● Mr. Ogie, parents of a student from St. Louis senior high school visiting TECSID office to ask about bachelor degree in international relations and diplomacy program.</li> <li>● Mrs. Angel, a parents of a student visiting TECSID office to ask about bachelor degree in management program taught in english, scholarship, and tuition fee in NDHU, NTHU, Tzu Chi University, and Asia University.</li> </ul>	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Revising material of presentation for UNAIR info session on Thursday, 29 August 2019.</li> <li>● Rescheduling info session in Muhamadiyah 7 Senior High School to 9/10</li> <li>● Accepting info session for Sahabat Beasiswa Surabaya..</li> </ul>	-
	3. TECSID administration and Mandarin Language Center update	<ul style="list-style-type: none"> <li>● Updating weekly report of TECSID activities</li> <li>● News translations</li> <li>● Making letter to offer info session in Malang and Surabaya schools</li> <li>● Making poster design for Double Tenth event that hold by TETO Surabaya</li> </ul>	- Asia University sending LoA for dual degree program students to TECSID office.

		<ul style="list-style-type: none"> <li>● contacting to Prof Chen and Wendy to ask about sending LoA for dual degree program students.</li> <li>● Asking to Wendy about hold TOCFL test in Surabaya.</li> </ul>	
28 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Nadia, a staff from Outbond AGE UNAIR asking about LoA student from Vocational Faculty and exchange student to Asia University.</li> <li>● Mrs. Angel asking by Whatsapp number about brochure of NTHU and NDHU to know the details information.</li> <li>● Brandon, a student asking by Whatsapp number about university that provide bachelor degree program in logistic management major taught in English</li> </ul>	<ul style="list-style-type: none"> <li>- inform to Nadia that Asia University already sent it to TECSID office but the documents still on delivery.</li> <li>- send to Mrs. Angel e-brochures because in TECSID office those university's brochures not available.</li> </ul>
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Preparing brochures, banner, and souvenirs for info session in UNAIR</li> <li>● Revising material of presentation for info session in UNAIR</li> <li>● Preparing and providing handout about study in Taiwan procedure</li> <li>● Receiving an email about UNNES (Universitas Negeri Semarang) accepting TECSID to hold info session there on 9/2.</li> </ul>	

	3. TECSID administration	<ul style="list-style-type: none"> <li>● Revising of backdrop and banner for Double Tenth event with TETO Surabaya</li> <li>● Revising poster of Taiwan Education Fair 2019 on November.</li> <li>● Translating news of TECSID office</li> </ul>	
29 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Adin, a coordinator of Sahabat Beasiswa Surabaya (Scholarship Hunter Surabaya Organisation) asking about the specific date and venue to hold info session by TECSID.</li> <li>● Fina Rosa a student from UB contacting and informing by Whatsapp number about she accepted as a student for HES program and say thank you to TECSID for all information.</li> </ul>	- already arranged the date and venue in UNAIR.
	2. TECSID administration	<ul style="list-style-type: none"> <li>● Updating weekly report of TECSID activities.</li> <li>● Archiving guests lists to excel documents.</li> </ul>	-
	3. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Holding info session in UNAIR</li> <li>● Printing guest lists for info session in UNAIR</li> </ul>	
30 August	1. Customer Service	<ul style="list-style-type: none"> <li>● Arin, a dual degree program in AU asking by Whatsapp number about filling information in VISA form.</li> <li>● Nindya, a dual degree program in AU asking by Whatsapp number about</li> </ul>	- already replied and help her to fill in the form by whatsapp number.

		<p>TOEFL score to apply VISA and requirement for graduation in AU.</p> <ul style="list-style-type: none"> <li>● Providing information for Jason about logistic management program with english taught only provide for master degree program.</li> <li>● Masytha visiting TECSID office to ask about universities in Taiwan that provides outbound program for master degree in Social work, psychology, public health.</li> </ul>	<ul style="list-style-type: none"> <li>- already inform her by whatsapp number</li> <li>- giving Masytha brochures of Asia University, National Dong Hwa University, and Chia Nan University</li> </ul>
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> <li>● Preparing brochures, X-banners, and souvenirs to bring on (Universitas Negeri Semarang) UNNES Semarang.</li> <li>● Revising material of presentation for UNNES Semarang info session (9/2).</li> </ul>	
	3. TECSID administration	<ul style="list-style-type: none"> <li>● Updating weekly report</li> <li>● Translating news</li> <li>● Contacting to Wendy to provide brochures from some universities (NTU, NTNU, NCKU, Tamkang University, Wufeng University, NCTU, NDHU, and CMU)</li> <li>● Contacting to TETOS staff about TECSID have accepted and arranged info session for Sahabat Beasiswa Surabaya Organisation on 9/11.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Emailing weekly report.</li> </ul>	
	4. Dual Degree Program and exchange program UNAIR-AU	<ul style="list-style-type: none"> <li>● TECSID received LoA for 23 students dual degree program UNAIR with Asia University.</li> <li>● 23 students come to TECSID office to get their LoA</li> </ul>	