

WEEKLY ACTIVITIES STATUS REPORT

[1- 4 June2021]

1 June		<ul style="list-style-type: none"> ● National Public Holiday ● Pancasila Day 	
	Administration	<ul style="list-style-type: none"> ● Posting a digital poster on Instagram of TECSID about “Hari Lahir Pancasila”. 	
2 June	Administration	<ul style="list-style-type: none"> ● Coordination rundown, number of participants, and all material with Universitas Hang Tuah Surabaya and Universitas Negeri Malang for Webinar Info Session on June 4, 2021. ● Update weekly report ● Coordination with UBAYA and UKDC about Webinar Info Session Time 	
	Customer Service	<ul style="list-style-type: none"> ● Dewanti, lecturer of ITS, asking by Whatsapp number about legalization documents procedure. ● Soni, a student, asking by Whatsapp number about legalization documents by Kemenkumham (Ministry of Law and Human Rights) steps. ● Sweetina, Lecturer of Universitas Muhammadiyah Semarang, asking by Whatsapp number about legalization documents in Ministry of Law and Human Right, Ministry of Foreign Affair and TETO. 	

3 June	Administration	<ul style="list-style-type: none"> ● Design e-certificate of Webinar Info Session with Universitas Hang Tuah Surabaya and Universitas Negeri Malang ● Update weekly report ● Check and update financial report of Mei and June ● Make a google form for registration of Webinar in "Universitas Surabaya" and "Universitas Katolik Darma Cendika". ● Make a digital poster about Webinar:Info session event in "Universitas Surabaya" and "Universitas Katolik Darma Cendika". 	
	Customer Service	<ul style="list-style-type: none"> ● Dylan, a student, asking by whatsapp number about translation documents and translator contact person. ● Dyah, a Student, asking by whatsapp number about MOE Scholarship Awardee Announcement ● Arif, a student, asking by whatsapp number about Taiwan Scholarship and Requirement document 	
4 June	Administration	<ul style="list-style-type: none"> ● Update weekly report 	
	Webinar Info Session	<ul style="list-style-type: none"> ● Universitas Hang Tuah Surabaya ● Universitas Negeri Malang 	
	Customer Service	<ul style="list-style-type: none"> ● Phima, lecturer of UNAIR, asking by Whatsapp number about legalization documents and confirmation procedure that has been received by MOE scholarship. 	

		<ul style="list-style-type: none"> ● Dony, an alumni of UNAIR, asking by Whatsapp number about universities list that includes LPDP Indonesia scholarship. ● Dave, a student, asking by Whatsapp number about University List for Undergraduate Business Administration or Management 	
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WEEKLY ACTIVITIES STATUS REPORT
[7- 11 June2021]

7 June	Customer Service	<ul style="list-style-type: none"> ● Pardi, a lecturer, asking by Whatsapp number about MOE Scholarship announcement of scholarship awardee list. ● Dewanti, a lecturer, asking by Whatsapp number about legalization problem in Ministry of Law and HUman Rights. ● Santi, a Teacher, asking by Whatsapp number about TOCFL Information ● Gracia, a Student, asked by Whatsapp number about Taiwan University Information 	
	Administration	<ul style="list-style-type: none"> ● Editing and revising the material of PPT for info session sharing. ● update weekly report ● check and update the financial report. 	
8 June	Administration	<ul style="list-style-type: none"> ● Update weekly report 	

		<ul style="list-style-type: none"> ● Coordination with UBAYA about the poster and link of registration. ● Revise the design of e-certificate of Universitas Negeri Malang webinar info session. 	
	Customer Service	<ul style="list-style-type: none"> ● Phima, lecturer of UNAIR asking by Whatsapp number about scholarship from MOE Taiwan procedure and further step, VISA, etc. ● Nisa, a student, asked by Whatsapp number about university list that provide bachelor degree in Taiwan for Design major with english full taught program. ● Hanson, a student, asked asked by Whatsapp number about inquire about preparations for departure to Taiwan and quarantine information ● Fenny, a parent, asked asked by Whatsapp number about TOCFL Information and TOCFL Preparation Class in Surabaya 	
9 June	Administration	<ul style="list-style-type: none"> ● Design e-certificate of Webinar Info Session with Universitas Surabaya ● Update weekly report ● Check and update financial report of Mei and June ● Posting and promote info session e-poster about info session in Universitas Surabaya ● Received TOCFL Test Result and Share to the participants 	
	Customer Service	<ul style="list-style-type: none"> ● Mrs. Suzan, parents, asked by Whatsapp number about study in 	

		<p>Kun Shan university and detailed program there.</p> <ul style="list-style-type: none"> ● Mrs. Carolina Chandra, parents, asking by Whatsapp number about VISA procedure for students. ● Tina, a student, asked by Whatsapp number about Visa Procedure and Legalization Documents ● Dave, a student, asked by Whatsapp number about Undergraduate Program for Business Administration English Taught in Taiwan University 	
10 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● repost and share poster about webinar info session with “Universitas Katolik Darma Cendika”. 	
	Customer Service	<ul style="list-style-type: none"> ● Eka Satria, parents, asked by Whatsapp number about HES program. ● Ananda, a Lecturer, asked by Whatsapp number about Legalization Documents Procedure in TETO Surabaya ● Rania, a Student, asked by Whatsapp number about University list for Undergraduate Business Management Program English Taught ● Lutfi, a students, asked by Whatsapp number about Taiwan University Scholarship and MOE Scholarship Information 	
	Webinar Info session	<ul style="list-style-type: none"> ● Webinar info session with “Universitas Surabaya” 	
11 June	Administration	<ul style="list-style-type: none"> ● update weekly report 	

		<ul style="list-style-type: none"> ● Coordination with UKDC International Office Staff about Info Session 	
	customer service	<ul style="list-style-type: none"> ● fanny student, asked by Whatsapp number about study in Taiwan information ● Maria, asked by Whatsapp number about study in Taiwan, Scholarship Information. ● Zainal, asked by Whatsapp number about Scholarship Information. 	

WEEKLY ACTIVITIES STATUS REPORT

[14- 18 June2021]

14 June	Customer Service	<ul style="list-style-type: none"> ● Satria, a student, asked by Whatsapp number about study in Taiwan, learning chinese language in Taiwan procedure and tuition fee. ● Lutfi a Student, asked by Whatsapp number about Asia University Admission Information for 2022 Spring Semester ● Amanda, a student, asked by Whatsapp number about Admission information and Taiwan University Information 	
	Administration	<ul style="list-style-type: none"> ● Update weekly report. ● Update financial report ● Make a design poster for “Dragon Boat Festival”. 	
15 June	Administration	<ul style="list-style-type: none"> ● revise the design of the e-certificate of Universitas Surabaya webinar info session. 	

		<ul style="list-style-type: none"> ● Make a list of universities that provide a design major for bachelor degree in full english taught program. 	
	Customer Service	<ul style="list-style-type: none"> ● Mrs. Yenny, parents, asked by Whatsapp number about a list of universities that provide Design major in full english taught for bachelor degree students. ● Fanny, students, asking about study in Taiwan and living costs in Taiwan. ● Lia, a student, asked by Whatsapp number about list of universities that provide Interior Design Departemn Chinese Taught for Bachelor Degree 	
16 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Coordination with UKDC about Webinar info session 	
	Customer Service	<ul style="list-style-type: none"> ● Bella, a Teacher, asked by Whatsapp number about Master Degree Admission Information ● Ming Lin, a parents, asked by Whatsapp number about Universities that provide Humanities and Social Science Department in Taiwan ● Gerry, a Student, asked by Whatsapp number about TOCFL Information and University Admission Information 	
17 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● make a list of universities that provide international business and management with full english taught. 	
	Customer Service	<ul style="list-style-type: none"> ● Nia, student of UNTAG, asked by WA number about document, 	

		<p>timeline, and detailed information about study in Taiwan for master degree</p> <ul style="list-style-type: none"> ● Jihan, a student, asked by Whatsapp number about Taiwan University Information, and Admission Procedure ● Rizal, a student, asked by Whatsapp number about Business or Finance Department in Taiwan University 	
18 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● update guest list ● revise and edit PPT for Webinar Info Session on UKDC 	
	Customer Service	<ul style="list-style-type: none"> ● Dave, a student, asked by Whatsapp number about Requirement document for Admission in Taiwan University ● Maria, parents, asked by WA number about list of univ for design and communication visual major for bachelor degree with full english taught program ● kenneth, student maple leaf school, asked by WA number about legalization document procedhure 	
19 June	Webinar Info Session Study and Scholarship in Taiwan	<ul style="list-style-type: none"> ● Webinar Info Session Study and Scholarship in Taiwan - UKDC 	

WEEKLY ACTIVITIES STATUS REPORT
[21- 25 June2021]

21 June	Customer Service	<ul style="list-style-type: none"> ● Imelda, a student, asked by Whatsapp number about Student Visa Application Procedure in Jakarta TETO and Surabaya TETO ● Natalia, a Student, asked by Whatsapp number about TOCFL Information and Contact Person for TOCFL Riau Organizer Contact ● Tiffany, a student, asked by Whatsapp number about Admission information and Taiwan University Information 	
	Administration	<ul style="list-style-type: none"> ● Update weekly report. ● Update financial report 	
22 June	Administration	<ul style="list-style-type: none"> ● Received Revised E-Certificate from UM ● Contact with TETO Surabaya about update VISA regulation ● Contact with TEC in Jakarta about update VISA and information from TETO in Jakarta 	
	Customer Service	<ul style="list-style-type: none"> ● Joshua, Students , asked by Whatsapp number about explanation of TOCFL Score and Taiwan University Admission Procedure ● Charoline, students, asked by Whatsapp number about HES information. 	
23 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Update financial report ● update photos activity of TECSID ● Coordination with Vanessa about sending invoices of TECSID operational expenses. 	
	Customer Service	<ul style="list-style-type: none"> ● Zahra , a Student, asked by Whatsapp number about 	

		<p>Updated Information for Student Visa in Surabaya TETO</p> <ul style="list-style-type: none"> ● Maya, a parents, asked by Whatsapp number about Pandemic Situation in Taiwan and Quarantine Information 	
24 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Contact Mr. Rapon to Ask about Xinmiao Mandarin Class Report ● TETO Surabaya Staff asked by Whatsapp number about printing place and TECSID Office Hour information in detailed. 	
	Customer Service	<ul style="list-style-type: none"> ● Dave, student of UNTAG, asked by WA number about English Proficiency Test Score to Apply in Taiwan University ● Reza, a student, asked by Whatsapp number about Taiwan University Information (Tuition Fee, Mandarin Class), and Admission Procedure. ● Rizal, a student, asked by Whatsapp number about University List for Business or Finance Department Mandarin Taught in Taiwan University and University Tuition Fee. 	
25 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Update guest list 	
	Customer Service	<ul style="list-style-type: none"> ● David , a student, asked by Whatsapp number about Requirement document (Language Proficiency Test Certificate)for Admission in Taiwan University ● Nadia, Students, asked by WA number about University List for Master Degree in Civil 	

WEEKLY ACTIVITIES STATUS REPORT

[28- 30 June2021]

28 June	Customer Service	<ul style="list-style-type: none"> ● Valencia, a student, asked by Whatsapp number about Student Visa Information, Quarantine Information (Procedure and Fee) ● Catherine, a Student, asked by Whatsapp number about Admission Information for 2022 Spring Semester (required documents, admission timeline) 	
	Administration	<ul style="list-style-type: none"> ● Update weekly report. ● Update financial report ● Scan all invoices on June and recheck all invoices from January to June. 	
29 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Recheck and upload some photos activities of TECSID ● Share with students about VISA regulation in a pandemic situation. 	
	Customer Service	<ul style="list-style-type: none"> ● Jennifer, students, asking about study in Taiwan and University information ● Maya, a parents, asked by Whatsapp number about Updated information about Student Visa Procedure and Quarantine Information 	
30 June	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Received TOCFL 8&9 May Certificate. ● Uploaded TECSID Activities Photo to Google Drive ● Archive and prepare all invoices to send to Taiwan 	

		<ul style="list-style-type: none"> ● coordination about KPI and next activities planning of TECSID. 	
	Customer Service	<ul style="list-style-type: none"> ● Marry , a Teacher, asked by Whatsapp number about Master Degree In Teaching Chinese for Foreign Department Admission Information ● Deriyan, student, asked by Whatsapp number about VISA and departure time to Taiwan, vaccine, and information to depart to Taiwan in this fall semester. 	