

WEEKLY ACTIVITIES STATUS REPORT		
2 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Design a poster THEF 2021 term 2</li> <li>● Coordination with the team of THEF 2021 about design of booth app.</li> <li>● Make sure the date of THEF 2021</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Elisabeth, a student, asking by Whatsapp number about Quarantine Procedure, ARC Application Procedure and Procedure to open Bank Account in Taiwan</li> <li>● Santi, a Teacher, asked by Whatsapp number about Master Degree Teaching Chinese as a Foreign Language Department.</li> <li>● Phima, a lecturer, asked by Whatsapp number about VISA.</li> <li>● Jeane, a student, asked by Whatsapp number about MOE Taiwan scholarship.</li> </ul>
3 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Update design of poster THEF 2021</li> <li>● Meeting online internal TECSID about promotion and media partner for promotion of THEF 2021.</li> <li>● Create a link for registration form of THEF 2021</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Henny, a Parent, asking by Whatsapp number about Undergraduate Admission in Taiwan University</li> <li>● Dani, a student, asking by Whatsapp number about double degree in Taiwan University</li> <li>● Sandra, a student, asking by Whatsapp number about MOE Scholarship and University Scholarship</li> </ul>
4 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Revise the poster design for THEF 2021</li> <li>● Looking for virtual exhibition as reference for THEF 2021</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Evi, a Teacher, asking by Whatsapp number</li> </ul>

		<p>about General information about Taiwan University Program</p> <ul style="list-style-type: none"> <li>● Emmy, a Teacher, asking by Whatsapp number about TOCFL information and test schedule in Indonesia</li> <li>● Yuliana, a student, asked by Whatsapp number about the Master Degree Program in NTNU.</li> <li>● Seane, a student, asked by Whatsapp number about ICDF list universities and documents requirements for admission to apply for undergraduate study in Taiwan.</li> </ul>
5 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Sending several design, the poster of THEF 2021 to Vanessa</li> <li>● Meeting with all TEC INDONESIA staff and announce about THEF 2021</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Yenny, a student asking by Whatsapp number about TOCFL information and test schedule in Indonesia</li> <li>● Lucy, a parent, asking by Whatsapp number about University list that provide Food Science and Technology Program</li> <li>● Linda, a parent, asked by Whatsapp number about Admission Information in CYCU and University list that provide Undergraduate Business Management Department.</li> <li>● Novi, student, asking by Whatsapp number about master degree program in civil engineering with English fully taught.</li> </ul>
6 August	Administration	<ul style="list-style-type: none"> <li>● Design a digital greeting card for Moslem New Year.</li> <li>● Update weekly report</li> <li>● Follow up several universities to hold webinar info sessions.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Sharen, a student asking by Whatsapp number about TOCFL information and test</li> </ul>

		<p>schedule in Indonesia</p> <ul style="list-style-type: none"> <li>● Dave, a student, asking by Whatsapp number about Admission Schedule in Asia University and NTHU for Undergraduate Program</li> <li>● Gwan, a student, asked by Whatsapp number about the University list for Master Program in Business Management.</li> <li>● Shannon, a student, asking about undergraduate program for business international class in Taiwan universities</li> <li>● Gabriela, a student, asked for detailed information about studying in Taiwan for undergraduate students.</li> </ul>
9 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Received updated information about Visa and Legalizing Document in Surabaya TETO</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Valencia, a student, asking by Whatsapp number about Legalizing Document Procedure in Surabaya TETO</li> <li>● Dave, a student, asked by Whatsapp number about Required Admission Document in Asia University and NTHU.</li> <li>● Zena, a student, asked by Whatsapp number about MOE scholarship.</li> <li>● Lina, a worker, asked by Whatsapp number about NTU admission information for master degree.</li> </ul>
10 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Upload Islamic New Year Poster in Facebook and Instagram</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Yuliana, a student, asking by Whatsapp number about TOCFL Information</li> <li>● Gwan, a student, asking by Whatsapp number about Admission Procedure for Master Program in Taiwan University</li> <li>● Linda, a parent, asked by Whatsapp number about Overseas Chinese Student</li> </ul>

		<p>Admission Procedure and TOCFL Schedule.</p> <ul style="list-style-type: none"> <li>● Yohana, a worker, asked by Whatsapp number about NTHU admission information.</li> </ul>
11 August	Administration	<ul style="list-style-type: none"> <li>● National Holiday Islamic New Year</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● National Holiday Islamic New Year</li> </ul>
12 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Online Meeting with Ciputra University Head of International Office and Staff, discussion about Webinar Info Session Study in Taiwan.</li> <li>● Design and revise poster of THEF 2021.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Elisabeth, a student asking by Whatsapp number about University list that provide International Business Management Program and about scholarship (HES and MOE Scholarship)</li> <li>● Lucy, a parent, asked by Whatsapp number about University lists that provide Food Technology Program and Information Management.</li> <li>● Phima, a lecturer, asked by Whatsapp number about VISA updated information.</li> <li>● Ike, a student from Vocational degree program of Unair, asked by Whatsapp number about dual degree program in AU.</li> </ul>
13 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● meeting with TEC in Jakarta about MoU between TEC and PPI Taiwan (Indonesian student organization).</li> <li>● coordination and discuss about THEF Online 2021 with Mr. Andi and TEC in Jakarta.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Tria, a parent, asking by Whatsapp number about Procedure to learn Mandarin in Taiwan and Visa Information</li> <li>● Vira, a student, asked by Whatsapp number about MOE and University Scholarship.</li> </ul>

		<ul style="list-style-type: none"> <li>● Sharen, a student, asked by whatsapp number about the TOCFL test and applying program in NTHU.</li> <li>● Novita, a student, asked by Whatsapp number about admission information to apply for a master degree in Taiwan for a civil engineering program.</li> </ul>
16 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with Vanessa about the time meeting schedule.</li> <li>● Revise and design poster of THEF 2021.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Tria, parents, asking by Whatsapp number about Apply Student Visa and Legalizing Document Procedure in Surabaya TETO</li> <li>● Anita, a student, asking by Whatsapp number about updated visa Student information</li> <li>● Tania, a student, asking by Whatsapp number about University list that provide Food Technology Department English Taught.</li> <li>● Elke, a parents, asking by Whatsapp number about Visa and TETO service hours during the pandemic.</li> </ul>
17 August	Administration	<ul style="list-style-type: none"> <li>● National Holiday - Indonesia Independence Day</li> <li>● Upload Indonesia Independence Day Poster in Facebook and Instagram</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● National Holiday - Indonesia Independence Day</li> </ul>
18 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Manage a meeting with all teams of THEF ONLINE 2021.</li> <li>● coordination with Andi Azhar about virtual booth and rundown of THEF 2021.</li> <li>● Contact of head and leader of Indonesia Students Association in Taiwan (PPI Taiwan) to collaborate and join on our THEF Online</li> </ul>

		2021
	Customer Service	<ul style="list-style-type: none"> <li>● Imelda, a teacher, asked by Whatsapp number about Updated information for Visa Student and Legalizing Document in Jakarta TETO</li> <li>● Gwan, a student, asked by Whatsapp number about MOE scholarship.</li> <li>● Olivia, a student, asked by Whatsapp number about tuition fee in NTUST and requirement documents to apply in master degree program.</li> </ul>
19 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Coordination about THEF ONLINE 2021 with Dean Chen, Vanessa, Andi Azhar, all TEC Indonesia staff.</li> <li>● Coordination about rundown and cover letter to invite speakers on the THEF Online 2021 with TEC in Jakarta.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Erisma, a student, asked by Whatsapp number about How to prepare translated document for applying in Taiwan University</li> <li>● Elisabeth, a student, asked by Whatsapp number about Soochow University admission information and MOFA MOE Scholarship.</li> <li>● Anthony, a student, asking by Whatsapp number about MOE and University Scholarship Information.</li> <li>● Estu, a student, asking by Whatsapp number about Visa and TETO service hours.</li> </ul>
20 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Make a University list for MBA English Taught.</li> <li>● Coordination with Andi and TEC in Jakarta about honorable speaker to share information about TOCFL, Taiwan alumni sharing experience, and TETO.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Valencia, a student, asked by Whatsapp</li> </ul>

		<p>number about Student Visa updated information.</p> <ul style="list-style-type: none"> <li>● Lucy, a parents, asked by Whatsapp number about Admission for Undergraduate Student in Taiwan University.</li> <li>● Arief, a student, asked by Whatsapp number about Visa and requirement documents for preparation depart to Taiwan.</li> <li>● Fithri, a student, asked by Whatsapp number about MOE Scholarship.</li> </ul>
23 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Meeting and discussion with TEC in Jakarta about webinar event as an additional agenda with THEF 2021.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Pavita, a student, asking by Whatsapp number about updated information Student Visa in Surabaya TETO</li> <li>● James, a student, asking by Whatsapp number about Taiwan University LOA information</li> <li>● Valencia, a student, asking by Whatsapp number about Student Visa information and Bank Financial Statement.</li> <li>● Phina, a lecturer of Unair, asking by Whatsapp number about family Visa.</li> </ul>
24 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Make Indonesia University List for Webinar Info Session Study and Scholarship in Taiwan.</li> <li>● Revise poster of THEF 2021.</li> <li>● Contact to TETO Surabaya to participate our THEF 2021 as a speaker on Webinar Visa.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Aisyah, a student, asking by Whatsapp number about University Scholarship Information</li> <li>● Lucy, a parents, asking by whatsapp number about University list that provide</li> </ul>

		<p>Undergraduate Agribusiness or Agriculture Department</p> <ul style="list-style-type: none"> <li>● Madina, a student, asking by Whatsapp number about 2+i program.</li> <li>● Jevellin, a student, asking by Wahtsapp number about MoE scholarship for undergraduate student.</li> <li>● Liana, a parent, asking by Whatsapp number about list universities that provide design major with full English taught.</li> <li>● Yosep, a student asking by Whatsapp number about admission procedure to apply master degree in electrical engineering program in NTUST.</li> </ul>
25 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Contact Jakarta TETO Education Division Secretary, Coordination about TOCFL</li> <li>● Coordination with Xinmiao Mr. Rapon about TOCFL.</li> <li>● Meeting with TETO in Jakarta, Ms. Grace Ou and TEC in Jakarta to discuss about THEF 2021.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Zahra, a student, asking by whatsapp number about University list that provide Undergraduate Business Administration Department</li> <li>● Nicho, a student, asking by whatsapp number about Visa Information in TETO Surabaya.</li> <li>● Astri, a student, asking by Whatsapp number about contact of TETO Surabaya.</li> <li>● Mikwan, a lecturer, asking by Whatsapp number about Visa.</li> </ul>
26 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Received Updated Visa Information from Surabaya TETO</li> <li>● Discuss with Vanessa about rundown of THEF 2021.</li> </ul>



	Customer Service	<ul style="list-style-type: none"> <li>● Lucy, a parents, asked by Whatsapp number about required document for applying in Taiwan University</li> <li>● Anthony, a student asking by whatsapp number about University list that provide Undergraduate Interior Design Department.</li> <li>● Lisa, a student asking by Whatsapp number about university list that provide culinary program for master degree with English full taught.</li> <li>● Fajrin, a student, asking by Whatsapp number about scholarship study in Taiwan for Chinese studies program.</li> </ul>
27 August	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Make a proposal Letter for THEF Webinar.</li> <li>● Discussing technical aspects for webinar.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Imelda, a student, asked by Whatsapp number about Student Visa updated information.</li> <li>● Jovi, a student, asked by Whatsapp number about Student Visa updated information and requirement document for visa application.</li> <li>● Indira, a worker, asking by Whatsapp number about Visa and scholarship in Taiwan.</li> <li>● Janneth a student, asking by Whatsapp number about 2+i and Overseas Chinese student program.</li> <li>● Zainab, a lecturer, asking by Whatsapp number about list of universities that provide civil engineering or geophysics for doctoral program with English taught.</li> </ul>
30 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with Xinmiao Mr. Rapon about November TOCFL</li> <li>● Contact Jakarta TETO Education Division</li> </ul>

		<p>Secretary about TOCFL</p> <ul style="list-style-type: none"> <li>● Send TOCFL Application to TOCFL Committee to held TOCFL in November</li> <li>● Coordination with TEC Indonesia about THEF promotion and preparation</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Mulyadi, a parents, asking by Whatsapp number about Taiwan Mandarin Class and TOCFL Test Schedule in Surabaya</li> <li>● Gwan, students, asked by Whatsapp number about University list that provide Undergraduate Communication Visual Design Mandarin Taught</li> <li>● Elisabeth, a student, asked by Whatsapp number about Taiwan University that has a free application fee list.</li> <li>● Yeni, a parent, asked by Whatsapp number about Overseas Chinese Student admission procedure and TOCFL Schedule .</li> </ul>
31 August	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Send Proposal Letter for Webinar to TETO Surabaya and PPI Taiwan.</li> <li>● Asking and follow up about webinar with PPI Taiwan</li> <li>● Follow up TEC in Jakarta about proposal of webinar: TOCFL and alumni.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Nadya a student, asking by Whatsapp number about Overseas Chinese Student University Department and Admission Procedure</li> <li>● Reza a student, asking by Whatsapp number about Admission for Master Degree in Nanhua University.</li> <li>● Joanne, a student, asking by Whatsapp number about Study in Taiwan.</li> <li>● Mariana, parents, asking by Whatsapp number about univ in Taiwan that provide undergraduate degree in Computer Science major full English taught</li> </ul>