

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

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

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

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

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

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

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

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

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

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