

WEEKLY ACTIVITIES STATUS REPORT		
4 Jan	Administration	<ul style="list-style-type: none"> ● update the weekly report of last December ● Update guest list consultation ● Make a letter of proposal to send all schools and universities in Indonesia to hold virtual info session in 2021
	Customer Service	<ul style="list-style-type: none"> ● Richard, a student, asking by Whatsapp number about Taiwan version Mandarin Class ● Mr. Budi, a lecturer, asking by email and Whatsapp number about the procedure for legalizing document in TETO ● Junita, a student, asking by Whatsapp number about VISA and how to pay tuition fee for scholarship recipients. ● Dita, a student, asking by Whatsapp number about scholarships that cover living cost during study in Taiwan.
5 Jan	Administration	<ul style="list-style-type: none"> ● Send a letter of proposal to send all schools and universities in Indonesia to hold virtual info session in 2021 ● Collect the information and latest information about VISA for student to TETO. ● Make a digital poster for PUSBA Mandarin program for the first term in 2021. ● Check and update information in the website of TECSID.
	Customer Service	<ul style="list-style-type: none"> ● Jihan, a student, asking by Whatsapp number about IGP program in NCTU ● Evan, a student, asking by Whatsapp number about list universities with Agrotechnology program full Chinese taught for Master degree. ● Angel and Adienda, a student, asking by Whatsapp number about Mandarin program class in UNAIR.

6 Jan	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Make a digital flyer to announce the latest information related to VISA applications for Indonesian students in this pandemic era. ● Posting on Instagram, Facebook, and Website information to update VISA application for Indonesian students from TETO.
	Customer service	<ul style="list-style-type: none"> ● Edward, student, asking by Whatsapp number about Mandarin Class in Airlangga University ● Eka, student, asking about Mandarin Class in Airlangga University ● Nikita, a student, asking by Whatsapp number about pharmacy program for Undergraduate student.
7 Jan	Administration	<ul style="list-style-type: none"> ● Contact some of Mandarin Teacher asking about possibility to hold info session and sharing session in their school. ● Posting in social media of TECSID about latest information about international students who take in this spring semester. Source of information from Prof. Yinghuei Chen.
	Customer service	<ul style="list-style-type: none"> ● Noven, a student, asking by whatsapp number about Updated information Visa from TETO ● Dzaky, student, asking by Whatsapp number about Updated information Visa from TETO
8 Jan	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Coordination with Ayun about this year

		planning for TECSID activities.
	Customer service	<ul style="list-style-type: none"> ● Mrs. Lusi, a lecturer, asking by Whatsapp number about the procedure for legalizing document in TETO ● Irfa, a lecturer, asking by whatsapp about the procedure to enter Taiwan for Spring Student in Pandemic Situation
11 Jan	Administration	<ul style="list-style-type: none"> ● update the weekly report ● Update guest list consultation ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Make a design of digital poster about sharing and info session in Poltekpar Bali. ● Posting the poster information about info session with POLTEKPAR BALI.
	Customer service	<ul style="list-style-type: none"> ● Maya, parents, asking by Whatsapp number about English Proficiency Test. ● Dyah Tri, a student, scholarship recipient of AU scholarship from lucky draw at 2020 THEF ONLINE, asking about admission timeline to apply in AU.
12 Jan	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Revise and prepare the material of presentation for info session in POLTEKPAR BALI.
	Customer service	<ul style="list-style-type: none"> ● Muzzamil, a student, asking by Whatsapp number about scholarship in Taiwan. ● Melia, a student, asking by Whatsapp number about how to register in Info session in POLTEKPAR BALI. ● Endyastuti, a student, asking by Whatsapp number about mandarin class program in

		UNAIR.
13 Jan	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Coordination with IO of POLTEKPAR BALI about info session in Jan. 14, 2020 by google meet.
	Customer service	<ul style="list-style-type: none"> ● Wika, student, asking by Whatsapp number about the procedure for legalizing document in TETO
14 Jan	Administration	<ul style="list-style-type: none"> ● Contact some of Mandarin Teacher asking about possibility to hold info session and sharing session in their school. ● Hold info session in POLTEKPAR BALI by virtual with Google meet. ● Contact and coordination with UNISMA about info session virtual. ● Make a digital poster about info session in Politeknik Negeri Pontianak (Polytechnic State of Pontianak)
	Customer service	<ul style="list-style-type: none"> ● Tanggap, a lecturer, asking by Whatsapp number about Hospitality and Tourism University in Taiwan
15 Jan	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Contact with Mr. Rapon discuss about TOCFL. ● Posting poster about info session study and Scholarship in Taiwan, in UNISMA. ● Contact with POLITEKNIK NEGERI PONTIANAK (Polytechnic State of Pontianak) about further information info session.
	Customer service	<ul style="list-style-type: none"> ● Fina, a student, asking by whatsapp

		<p>number about IMES Program in NCCU</p> <ul style="list-style-type: none"> ● Dewi and May, a student, asking by Whatsapp number about VISA.
18 Jan	Administration	<ul style="list-style-type: none"> ● Update the weekly report ● Update guest list consultation ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Coordination to prepare info session with UNISMA International Office. ● Posting on social media of TECSID about MOE TAIWAN scholarship and TEC in Indonesia official by MOE Taiwan.
	Customer service	<ul style="list-style-type: none"> ● Imelda, a lecturer, asking by Whatsapp number about PhD program in NDHU and MOE Scholarship ● Nadia, a lecturer, asking by Whatsapp number about MOE Scholarship ● Lukman, a student, asking by Whatsapp number about MOE Scholarship and the procedure for legalizing document in TETO
19 Jan	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Info Session Study and Scholarship in Politeknik Negeri Pontianak. ● Posting on social media of TECSID about International Program for Bachelor Degree in NTHU. They send an email to TECSID to help share this information.
	Customer service	<ul style="list-style-type: none"> ● Irene, a lecturer of Politeknik Negeri Pontianak, asking by Whatsapp about MOE TAIWAN scholarship. ● Jagat, a student, asking by Whatsapp number about 2+i program.

		<ul style="list-style-type: none"> ● Fina, a student, asking by Whatsapp number about TOCFL test timeline.
20 Jan	Administration	<ul style="list-style-type: none"> ● Check and follow up all of the proposal letters to hold info and sharing sessions. ● Hold info session with UNISMA.
	Customer service	<ul style="list-style-type: none"> ● Yuliati, parent, asking by Whatsapp number about TOCFL Schedule and website. ● Nadine, a student, asking by Whatsapp number about mandarin language certificate as a requirement document to apply scholarships should use TOCFL or HSK ● Dina Ayu, a student, asking by Whatsapp number about Mandarin program for Undergraduate student in Taiwan. ● Lelly Marini, a student, asking by Whatsapp number about language score and requirement documents to apply scholarships.
21 Jan	Administration	<ul style="list-style-type: none"> ● Contact some of Mandarin Teacher asking about possibility to hold info session and sharing session in their school. ● Contact with TETO in Surabaya about shipment brochures some universities in Taiwan for TECSID.
	Customer service	<ul style="list-style-type: none"> ● Yorika, a lecturer, asking by Whatsapp number about MOE Scholarship. ● Nadia, a lecturer, asking by Whatsapp number about MOE Scholarship. ● Angel, a student, asking by Whatsapp number about Mandarin class program in UNAIR fee for UNAIR's student.

22 Jan	Administration	<ul style="list-style-type: none"> ● Make a digital poster of Info Session Virtual in St. Louis senior high school
	Customer service	<ul style="list-style-type: none"> ● Nadine, a student, asking by whatsapp number about scholarship admission and TOCFL. ● Frederick, a student, asking by Whatsapp number about Undergraduate programs in Marketing and Management with English full taught.
25 Jan	Administration	<ul style="list-style-type: none"> ● Update the weekly report ● Update guest list consultation ● Check and follow up all of the proposal letters to hold info and sharing sessions.
	Customer Service	<ul style="list-style-type: none"> ● Arif, parents, asking by Whatsapp number about Info Session Study and Scholarship for Master Degree. ● Luisa, parents, asking about TOCFL for overseas student.
26 Jan	Administration	<ul style="list-style-type: none"> ● Info Session Study and Scholarship in St. Louis 1
	Customer Service	<ul style="list-style-type: none"> ● Mutammimah, a lecturer, asking by Whatsapp number about MOE scholarship. ● Steffy, a student, asking by Whatsapp number about Taiwan scholarships for undergraduate students.
27 Jan	Administration	<ul style="list-style-type: none"> ● Coordination with Prof Zhou about 2021 Online Mandarin Teacher Training
	Customer service	<ul style="list-style-type: none"> ● Hanum, a student, asking by Whatsapp number about the procedure for legalizing documents in TETO and MOE Scholarship. ● Hans, a student, asking by Whatsapp number about TOCFL test time schedule.

28 Jan	Administration	<ul style="list-style-type: none"> ● Meeting preparation of THEF 2021 with Prof. Chen, Andi Azhar, and all TEC staff. ● Coordination with Ayun to make letter proposal to hold info session to some schools and universities.
	Customer service	<ul style="list-style-type: none"> ● Angelina, a student, asking by Whatsapp number about master degree program in I-Shou University. ● Linda, a worker, asking by Whatsapp number about Master degree for Public Relations program in English taught.
29 Jan	Administration	<ul style="list-style-type: none"> ● Make a digital poster about HES information. ● Update weekly report and guest list.
	Customer service	<ul style="list-style-type: none"> ● Sanda, a teacher, asking by whatsapp number about TOCFL Schedule and website. ● Tan, parents, asking about NTHU program details for International students (undergraduate student) ● Kylie, a student, asking by Whatsapp number about list of Universities for MOE Taiwan Scholarship. ● Putri, a student, asking by Whatsapp number about HES program information.