

WEEKLY ACTIVITIES STATUS REPORT		
1 December	Administration	<ul style="list-style-type: none"> ● Recheck and update financial report ● Send Mandarin Teacher Training E-Certificate ● Forward some information from I-Shou University regarding Mandarin Learning Scholarship from THEF 2021 Quiz winner ● Update information about participants of Mandarin Teacher Training and THEF to TETO Indonesia in Surabaya Office.
	Customer Service	<ul style="list-style-type: none"> ● Aisyah, a lecturer from Universitas Bengkulu, asked by WhatsApp number about PhD Program in Taiwan University and Scholarship Opportunities in Taiwan University ● Hans, a student from Universitas Brawijaya, asked by WhatsApp number about Master Degree Admission Information ● Kurnia, a parents, asked by WhatsApp number about bachelor degree of business management program for full taught in English
2 December	Administration	<ul style="list-style-type: none"> ● Sending a list of contact person of MOU universities in Indonesia to Vanessa ● looking for universities in Taiwan that provide culinary program for bachelor degree in English taught
	Customer Service	<ul style="list-style-type: none"> ● Michael, a student, asked by WhatsApp number about Admission information in Taiwan University. ● Sania, a student, asked by WhatsApp number about Admission for Bachelor degree and TOCFL Schedule
3 December	Administration	<ul style="list-style-type: none"> ● update financial report
	Customer Service	<ul style="list-style-type: none"> ● Tami, a parent, asked by WhatsApp number about Bachelor Degree Admission in Taiwan University for International Students

		<ul style="list-style-type: none"> ● Junita, a parents, asked by WhatsApp number about the University list that provides a Master Degree Hospitality Program in Taiwan University
6 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report
	Customer Service	<ul style="list-style-type: none"> ● Mike, a parents, asked by WhatsApp number about Bachelor Degree Admission in Taiwan University ● Joyceline, a student, asked by WhatsApp number about Mandarin Language Center List and Learning Mandarin Program in Taiwan ● Belinda, a teacher, asked by WhatsApp number about TOCFL test result and TOCFL Certificate ● Linda, a student, asked by WhatsApp number about the HES program ● Lianasari, a parent, VISA for students ● Dhira, a student, asked by WhatsApp about VISA for next semester
7 December	Administration	<ul style="list-style-type: none"> ● update TECSID website and check the news there ● follow up UMY rector about receipt of honorarium of forum event
	Customer Service	<ul style="list-style-type: none"> ● Habib, a student, asked by WhatsApp number about Contact person for Admission in Asia University ● Rahayu, a teacher, asked by WhatsApp number about Taiwan University Admission Information
8 December	Administration	<ul style="list-style-type: none"> ● Update TECSID Website
	Customer Service	<ul style="list-style-type: none"> ● Yuliana, a Student, asked by WhatsApp number about admission procedure and required document in Taiwan University ● Fanny, a teacher, asked by WhatsApp number about the Elite Scholarship Program and MOE Scholarship Information ● Ghea, a lecturer, asked by WhatsApp

		number about the MOE Scholarship for master degree student in information management program
9 December	Administration	<ul style="list-style-type: none"> ● Coordination with I-Shou University about Mandarin Class
	Customer Service	<ul style="list-style-type: none"> ● Ais, a Student, asked by WhatsApp number about Admission information in NTHU ● Meta, a student, asked by WhatsApp number about Medical Checkup Information and Legalization Documents for Taiwan University ● Angel, a student, asked by WhatsApp number about TOCFL 2022 Schedule ● Husnaini, a student, asked by WhatsApp number about the MOE Taiwan Scholarship schedule in 2022
10 December	Administration	<ul style="list-style-type: none"> ● Prepare for Mandarin Teacher Training Review Session ● follow up the MOU signing between UNDIP and NCUT
	Customer Service	<ul style="list-style-type: none"> ● Mika, a parent, asked by WhatsApp number about HES information ● Junita, a parents asked by WhatsApp number about CCU and Fujen Catholic University Admission Information Nindia, a student, asked by WhatsApp number about NCYU scholarship for master degree program ● Fauzi, a student, asked by WhatsApp number about a dual degree program in Taiwan for graduated students in civil engineering ● Akbar, a student, asked by WhatsApp number if a graduate student (alumni) from Taiwan university can apply for a job in Indonesia and Taiwan
13 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Update website

		<ul style="list-style-type: none"> ● Send I-Shou University Mandarin a course schedule and meeting link
	Customer Service	<ul style="list-style-type: none"> ● Angel, a student, asked by WhatsApp number about TOCFL Schedule in Indonesia ● Jonathan, a student, asked by WhatsApp number about Chinese Course in NTNU information ● Fitria, a student, asked by WhatsApp number about a dual degree program in Taiwan for graduated students in accounting ● Gerry, a student, asked by WhatsApp number about the MOE Taiwan Scholarship schedule in 2022.
14 December	Administration	<ul style="list-style-type: none"> ● Coordination with I-Shou University about Mandarin Class
	Customer Service	<ul style="list-style-type: none"> ● Belinda, a teacher, asked by WhatsApp number about TOCFL Test Result Information ● Abi, a student, asked by WhatsApp number about Chinese Course in Taiwan University ● Lala, a student, asked by WhatsApp number about master degree in Chinese Literature department
15 December	Administration	<ul style="list-style-type: none"> ● Coordination planning activities for 2022. ● Update financial report ● Upload National Taichung University of Science and Technology Admission information and TMU international Education Fair Information in TECSID IG and FB
	Customer Service	<ul style="list-style-type: none"> ● Yeni, a parent, asked by WhatsApp number about Shih Chien University admission information ● Iqbal, a student, asked by WhatsApp number about Updated Quarantine

		<p>Information</p> <ul style="list-style-type: none"> ● Ais, a Student, asked by Whastapp number about Admission and scholarship information in NTHU
16 December	Administration	<ul style="list-style-type: none"> ● coordination planning activities for 2022. ● Coordination with Miss Meichi about regarding delivery TOCFL certificate
	Customer Service	<ul style="list-style-type: none"> ● Iqbal, a student, asked by WhatsApp number about Surabaya TETO Visa Information ● Mike, a student, asked by WhatsApp number about HES Information ● Zakki, a student, asked by WhatsApp number about MOE Scholarship Information
17 December	Administration	<ul style="list-style-type: none"> ● Prepare for Mandarin Teacher Training Review Session
	Customer Service	<ul style="list-style-type: none"> ● Nadia, a student, asked by WhatsApp number about TOCFL Schedule in Indonesia ● Niko, a student, asked by WhatsApp number about Bachelor Degree Admission in Taiwan University ● Ardian, a student, asked by WhatsApp number about Master degree Chemical Engineering program in Taiwan University
19 December		<ul style="list-style-type: none"> ● Review Session Mandarin Teacher Training
20 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Update TECSID Website ● Upload Information about Asia University Virtual Exchange Program
	Customer Service	<ul style="list-style-type: none"> ● Jocelyne, a student, asked by WhatsApp number about admission procedure in Taiwan University ● Merry, a student, asked by WhatsApp number about Financial Statement for applying Visa in Taiwan ● Annisa, a student, asked by WhatsApp

		number about legalization Procedure in Surabaya TETO
21 December	Administration	<ul style="list-style-type: none"> ● Design DongZhi Festival Poster ● Upload Dong Zhi Festival Poster in IG and FB
	Customer Service	<ul style="list-style-type: none"> ● Elisabeth, a student, asked by WhatsApp number about legalization Procedure in Surabaya TETO ● Hani, a parent, asked by WhatsApp number about the Taiwan University Education Fair. ● Meta, a student, asked by WhatsApp number about Student Visa Application Procedure
22 December	Administration	<ul style="list-style-type: none"> ● Coordination about sending present for Forum event speakers.
	Customer Service	<ul style="list-style-type: none"> ● Aimy, a student, asked by WhatsApp number about admission information in Taiwan University ● Adinda, a student, asked by WhatsApp number about admission information in NTUST
23 December	Administration	<ul style="list-style-type: none"> ● Update TECSID Website
	Customer Service	<ul style="list-style-type: none"> ● Hera, a parent, asked by WhatsApp number about required documents admission in Taiwan University ● Sania, a student, asked by WhatsApp number about University List that provide Public Health Department
24 December	Administration	<ul style="list-style-type: none"> ● Coordination Xinmiao Student TOCFL Certificate and Score Report with Xinmiao
	Customer Service	<ul style="list-style-type: none"> ● Syam, a student, asked by WhatsApp number about apply Student Visa in Surabaya TETO ● Hera, a parent, asked by WhatsApp number about Financial Statement for applying in Taiwan University
27 December	Administration	<ul style="list-style-type: none"> ● Update Weekly Report

		<ul style="list-style-type: none"> ● Send Information about Asia University Virtual Exchange Program to Indonesian University International Office ● Promote poster about webinar event that is held by Asia University.
	Customer Service	<ul style="list-style-type: none"> ● Dea, a student, asked by WhatsApp number about TOCFL Score Qualification ● Syams, a student, asked by WhatsApp number about Medical Checkup and Vaccination information for Applying Student Visa
28 December	Administration	<ul style="list-style-type: none"> ● design an e-poster about International admission from CMU in TECSID's Instagram.
	Customer Service	<ul style="list-style-type: none"> ● Adnan, a student, asking about Master Degree in English Literature Admission Information and MOE Scholarship Information ● Nunuk, a student, asking about Master Degree in Nursing Department admission information and MOE Scholarship Information ● Celine, a student, asked by WhatsApp number about TOCFL Information
29 December	Administration	<ul style="list-style-type: none"> ● Distribute November 7th 2021 TOCFL Certificate and Score Report. ● Design the e-poster about New Year greeting cards for Instagram.
	Customer Service	<ul style="list-style-type: none"> ● Viona, a student, asking about Bachelor degree admission information in NTU, NTHU and NCKU ● Sania, a student, asked by WhatsApp number about Study in Taiwan information and Quarantine information ● Reint, a student, asked about Bachelor Degree in Computer Science Department and MOE Scholarship Information
30 December	Administration	<ul style="list-style-type: none"> ● Collect Some information about Taiwan

		<p>University Admission Guidelines.</p> <ul style="list-style-type: none"> ● check news on TECSID's website.
	Customer Service	<ul style="list-style-type: none"> ● Linda, a parent, asking about bachelor degree admission information in CTBC Business School and Providence University ● Jovita, a student, asking about Master Degree Program Admission and Scholarship information. ● Nur Aini, a student, asked by WhatsApp number about the HES program.
31 December	Administration	<ul style="list-style-type: none"> ● posted the greeting card of Happy new Year 2022.
	Customer Service	<ul style="list-style-type: none"> ● Aurelia, a student, asked by WhatsApp number about TOCFL Schedule Information. ● Andini, a student, asked by WhatsApp number about MOE scholarship. ● Alfi, a lecturer, asked by WhatsApp number about ICDF scholarship.