

WEEKLY ACTIVITIES STATUS REPORT		
1 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Update financial report ● Discussing about KPI and TECSID activities report with Vanessa ● Check and revise the photos activity of TECSID
	Customer Service	<ul style="list-style-type: none"> ● Imelda, a student, asking by Whatsapp number about Legalizing Document Procedure in TETO Jakarta ● Merry, a Teacher, asking by Whatsapp number about Study in Taiwan during Pandemic Situation and Master Degree information
2 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● sending scan of financial report and invoices to Vanessa ● Sending link of news of THEF 2021 event to Vanessa ● Recheck the scan file of financial expenses and report with Vanessa.
	Customer Service	<ul style="list-style-type: none"> ● Kelly, a student, asked by Whatsapp number about Undergraduate admission information for International Student and Overseas Chinese Student. ● Yulita, a student, asked by Whatsapp number about Legalizing Documents Procedure in TETO Jakarta. ● Deriyan, a student, asked by Whatsapp number about VISA application, requirement documents, and TETO operational hours during the "Emergency of restriction people activities " by the government. ● Aan, lecturer UPN Jatim, asked by Ehsatsapp number about VISA and regulation to enter Taiwan for next semester.

5 July	Customer Service	<ul style="list-style-type: none"> ● Pavita, a student, asked by Whatsapp number about TETO Surabaya Legalizing Procedure and Next Step after receiving LOA from University. ● Hanson, a student, asking by Whatsapp number about document needed before departure to Taiwan, Legalizing Document Procedure and Quarantine information ● Michelle, a student asking by Whatsapp number about Undergraduate admission information, especially about how to write studyplan
	Administration	<ul style="list-style-type: none"> ● Coordination with Airlangga University Language Center about Mandarin Class ● Scan all the TOCFL Certificate and Send it to Vanessa ● Coordination with Airlangga University (AGE) about planning activities sharing sessions with TECSID. ● Coordination in internal of TECSID about upload and submit news on website of TECSID
6 July	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Coordination With Xinmiao Teacher about TOCFL Certificate distribution procedure ● Send information to All May TOCFL Participant to take their Certificate ● Update financial report
	Customer Service	<ul style="list-style-type: none"> ● Gwan, a parent asking by Whatsapp number about the TOCFL Schedule in Indonesia. ● Miwa, a worker, asked by Whatsapp number about a list of universities for master degree that provide a Biological major with english fully taught. ● Lisa, a worker, asked by whatsapp number about a nursing program for 2+i.
7 July	Administration	<ul style="list-style-type: none"> ● Received information from TETO Surabaya,

		<p>experience of scholarship recipients from MOFA Fellowship and post in TECSID Social Media</p> <ul style="list-style-type: none"> ● Update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Yenny, parents, asked by Whatsapp number about study Taiwan University Information (Admission Procedure and Scholarship) ● Imanuel, a Teacher, asking by Whatsapp number about Taiwan University Teaching Chinese for Foreign Department list ● Zulfan, a lecturer, asked by Whatsapp number about the VISA application procedure.
8 July	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Update financial report ● Share to instagram about program 2+i in Instagram story
	Customer Service	<ul style="list-style-type: none"> ● Lili, a student , asking by Whatsapp number about North Region Taiwan University in North Region Information (Study Major and Department Information) ● Brian, a student, asking by whatsapp number about Overseas Chinese Student information, especially about Admission Information. ● Zulfikar, a student of UNAIR, asked by Whatsapp number about a master degree for chemistry program in english full taught.
9 July	Administration	<ul style="list-style-type: none"> ● update weekly report ● Update list of guests ● Coordination internal TECSID about activities planning for next month.
	customer service	<ul style="list-style-type: none"> ● Mingling , parents, asking by Whatsapp number about tuition fee for Visual Design Communication Department in NCCU and

		<p>Department Information in NTNU</p> <ul style="list-style-type: none"> ● Miftakhul, a lecturer of ITSNU, asked by Whatsapp number about regulation to enter Taiwan and VISA for new students.
12July	Customer Service	<ul style="list-style-type: none"> ● Phima, a lecturer of Unair, asked by Whatdapp number about VISA for her baby. ● Kusuma, a lecturer of UNIPDU (pesantren darul ulum univ), asked by whatsapp number about doctoral scholarship. ● Ganesha, a student, asking by whatsapp number about legalization procedure ● Deriyan, a student, asked by Whatsapp number for a photo and TETO's office regulation to enter there during the pandemic situation. ● Lita, a student, asked by whatsapp number about MOE scholarship and admission procedure to apply in several universities for undergraduate degree programs.
	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Check news on website and TECSID media social ● Update news on TETO about Visa and legalization service.
13 July	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Update list of customer consultation
	Customer Service	<ul style="list-style-type: none"> ● Glane, a student, asked by Whatsapp number about studying in Taiwan. ● Lucy, a student, asking by whatsapp number about a master degree in Taipei for mathematics program with english full taught ● Michella, a student asking by Whatsapp number about Overseas Chinese Student Admission information ● William, a student asking by Whatsapp number about list of universities that

		provide Pharmacy Department for undergraduate program in english full taught
14 July	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Coordination with Jakarta TETO Education Division Secretary, Miss Meichi about TOCFL ● Coordination with Xinmiao Mr. Rapon about next TOCFL
	Customer Service	<ul style="list-style-type: none"> ● Amin, a student, asked by Whatsapp number about the legalization document procedure. ● Hilman, a student asking by Whatsapp number about list of universities that provide data science for undergraduate program in english full taught ● Fitri, a worker of Unair, asking by whatsapp number about exchange student program information for management program study. ● Nita, a student, asked by Whatsapp number about an ICDF scholarship for master degree.
15 July	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Update financial report ● Internal meeting and discussion about THEF 2021 and TOCFL test next term.
	Customer Service	<ul style="list-style-type: none"> ● Prisca, a student asking by Whatsapp number about list of university that Mandarin Language and Literature Department for Graduate program ● James, a student asking by Whatsapp number about Surabaya Teto Visa Information and required documents for applying for a student Visa. ● Zulfan, a lecturer, asked by Whatsapp number about the procedure of extending Visa for students.

		<ul style="list-style-type: none"> ● Michele, a student, asked by Whatsapp number about the undergraduate program and ICDF scholarship.
16 July	Administration	<ul style="list-style-type: none"> ● update weekly report ● Update list of guests ● Contact to TETO to update Visa application service during extra limiting access of opening hours of office ● Make a list of universities for computer science and international business for undergraduate students.
	customer service	<ul style="list-style-type: none"> ● Valencia a student asking by Whatsapp number about Updated Visa Information from TETO Surabaya ● Mingling, a parent, asking by Whatsapp number for detailed admission information in NCCU. ● Michelle, a student, was asked by Whatsapp for detailed admission information to apply for an undergraduate degree. ● Regina, a student, asked by Whatsapp number about admission procedures in CMU, NTUST, AU, and TMU. ● Alfi, a student, asked by whatsapp about the admission procedure to apply for the MOE scholarship and information of NTU for doctoral degree. ● Aulia, a student, asked by Whatsapp number about MOE and ICDF information scholarship for master degree.
19 July	Administration	<ul style="list-style-type: none"> ● Update weekly report ● Design and create e-card for Eid Adha day ● Share and post the e-card of Eid Adha day in TECSID instagram and FB
	Customer Service	<ul style="list-style-type: none"> ● Rhiza, a student, asking by Whatsapp number about Tuition Fee in Taiwan University and detailed information about

		<p>undergraduate admission</p> <ul style="list-style-type: none"> ● Reza, a student, asked by Whatsapp number about Taiwan University List in North Area and Undergraduate admission information. ● Sherin, a student, asked by Whatsapp number about studying in Taiwan for a master's degree. ● Linda, a parent, asked by Whatsapp number for universities that provide cosmetics programs for undergraduate students.
20 July	Administration	<ul style="list-style-type: none"> ● Eid Adha (National Public Holiday)
	Customer Service	<ul style="list-style-type: none"> ● Eid Adha (National Public Holiday)
21 July	Administration	<ul style="list-style-type: none"> ● Send TOCFL Information to Vanessa ● Update weekly report ● Update list of universities for several program studies.
	Customer Service	<ul style="list-style-type: none"> ● Laila, a student, asking by Whatsapp number about detail information about Spring Semester 2022 admission in Asia University ● Lutfi, a student, asking by Whatsapp number about Required document for Asia University 2022 Spring Semester admission ● David, a student, asking by Whatsapp number about Overseas Chinese Student Admission Information
22 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Internal meeting with TECSID and AGE Unair to have meeting to discuss about planning event
	Customer Service	<ul style="list-style-type: none"> ● Amina, a student, asked by Whatsapp number for detailed Information for Master Degree in NTNU, NTHU, and NCCU. ● Indah, a student, asked by Whatsapp number about Legalizing Document

		<p>Procedure in TETO Surabaya.</p> <ul style="list-style-type: none"> ● Sharon, a student , asking by whatsapp number about undergraduate study in Taiwan. ● Hima, a student, asked by Whatsapp number about the master degree program in NTU. ● Fenny, parents asked by Whatsapp number about ICDF for undergraduate and others scholarships that are available for undergraduate students.
23 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Check and upload some news on the website. ● Make an offering letter to hold an info session study in Taiwan.
	Customer Service	<ul style="list-style-type: none"> ● Imelda, a Teacher, asking by Whatsapp number about Legalizing Document Procedure in TETO Jakarta ● Ralina, a student, asked by Whatsapp number about Scholarship information in Taiwan University. ● Tina, parents, asking by whatsapp number about HES program. ● Yani, parents, asking by whatsapp number about MOE scholarship for undergraduate study in NCKU.
26 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Prima meeting and discussion with Andi about THEF 2021 term 2 about design of booth. ● scheduling meetings online with AGE Unair for THEF and TECSID services for internal Unair and students in Indonesia.
	Customer Service	<ul style="list-style-type: none"> ● Hanson, a student, asking by whatsapp number about Student Visa updated information and quarantine information ● Zahra, a student, asking by whatsapp

		<p>number about Spring Semester Admission in Taiwan University</p> <ul style="list-style-type: none"> ● Virda, a Teacher, asked by whatsapp number about Sworn Translator information to translate documents (transcript and diploma certificate). ● Aulia, a student, asking by Whatsapp number about VISA ● Sharon, a student, asked by Whatsapp number about an undergraduate program with english fully taught for business study.
27 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Looking for design of booth for virtual THEF 2021 term 2. ● looking for several virtual exhibitions for education as references for THEF 2021 term 2.
	Customer Service	<ul style="list-style-type: none"> ● Rahmad, a student, asking by whatsapp number about Procedure to Apply Student Visa in Surabaya TETO ● Gina, a student, asking by whatsapp number about admission information in NDHU, NTNU, and NTHU ● James, a student, asking by whatsapp number about Student Visa updated information. ● Jane, a student, asked by whatsapp number about MOE scholarship.
28 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Online meeting and discuss with AGE about next AGE and TECSID Event ● Make a University list for the next Webinar Info Session.
	Customer Service	<ul style="list-style-type: none"> ● Imelda, a teacher, asked by whatsapp number about legalizing medical checkup procedures in Jakarta TETO. ● Rania, a student, asking by whatsapp number about Undergraduate admission

		<p>information Taiwan University (Required Document, Tuition Fee, etc)</p> <ul style="list-style-type: none"> ● Arif, a worker, asked by Whatsapp number about Admission procedure in Taiwan University. ● Dewanti, UNAIR lecturer, asked by Whatsapp number about legalization and VISA procedures. ● Maya, parents, asked by Whatsapp number about legalization documents of diploma procedures in TETO.
29 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Revise Webinar Info Session Proposal Letter ● Make a schedule of event TECSID ● create a list of universities and program study in Taiwan for doctoral work as requested from UNAIR.
	Customer Service	<ul style="list-style-type: none"> ● Anthony, a parent, asked by whatsapp number about Taiwan University List that provides Traditional Chinese Medicine for Undergraduate. ● Elizabeth, a student, asked by whatsapp number about Pre-University information and quarantined updated information. ● Lita, a lecturer of UPN, asked by Whatsapp number about scholarships and research grant for doctoral student. ● Mikwanul, a lecturer of UPN, asked by Whatsapp number about VISA and legalization documents procedures.
30 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● meeting with internal TECSID about THEF 2021 term 2. ● sending an email to several universities in Indonesia to offer Info Session Study in Taiwan. ● Looking at the design of booths and virtual

		exhibitions for THEF 2021 term 2 with Andi.
	Customer Service	<ul style="list-style-type: none"> ● Imelda, a Teacher, asking by whatsapp number about detail information about Registration Document that she had to prepare before departure to Taiwan ● Anthony, a Parents, asking by whatsapp number about Admission Information in Taiwan University. ● Nia, a student, asked by Whatsapp number about National Taiwan University timeline of admission. ● Ikhwan, an alumnus of NTUST, asking by Whatsapp number about VISA for enter to Taiwan from Japan. ● Zulfan, a student, asked by Whatsapp number about VISA.