

WEEKLY ACTIVITIES STATUS REPORT		
2 January		<ul style="list-style-type: none"> ● Review Day 3 Mandarin Teacher Training
3 January	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Make Webinar Info Session Proposal for Indonesia High School and University ● Update list of several programs provided by several Taiwan universities
	Customer Service	<ul style="list-style-type: none"> ● Felicia, a parent, asked by WhatsApp number about Admission information in NKUHT ● Radit, a student, asked by WhatsApp number about University list that provide Bachelor Degree Finance Department ● Gian, a student, asked by WhatsApp number about law and business management program for master degree in English full taught ● Riana, a parents, asked by WhatsApp number about HES program
4 January	Administration	<ul style="list-style-type: none"> ● Internal discussion in TECSID about agenda of this year ● Discussion with UNAIR about agenda that can be held between UNAIR and TECSID
	Customer Service	<ul style="list-style-type: none"> ● Hasan, a lecturer, asked by WhatsApp number about Asia University Online Spring Exchange Program ● Gabriella, a student, asked about TOCFL Schedule ● Gratia, a student asked about Bachelor degree admission procedure in Taiwan University ● Pratiwi, a doctor, asked and visit TECSID office to discuss about event for this year
5 January	Administration	<ul style="list-style-type: none"> ● Promote Asia University webinar event
	Customer Service	<ul style="list-style-type: none"> ● Fajar, a lecturer, asked by WhatsApp number about Asia University Online Spring Exchange Program ● Fitria, a teacher, asked by WhatsApp

		<p>number about Mandarin learning in Taiwan University</p> <ul style="list-style-type: none"> ● Fithri, a lecturer, asked by WhatsApp about PhD program with dual degree system
6 January	Administration	<ul style="list-style-type: none"> ● Revise and recheck proposals for info sessions to several universities and high schools
	Customer Service	<ul style="list-style-type: none"> ● Nunuk, a Student, asked by WhatsApp number about recommendation letter from lecturer for applying master in Taiwan University ● Viona, a Student, asked by WhatsApp number about applying bachelor degree admission procedure in NTU ● Ghea, a lecturer, asked by WhatsApp number about list of universities that provide information management in english full taught for master degree
7 January	Administration	<ul style="list-style-type: none"> ● Prepare for Mandarin Teacher Training Review Session ● Coordination with Vanessa about TECSID Report and Activity in 2022 ● Discuss with UNAIR about event that can be organized together
	Customer Service	<ul style="list-style-type: none"> ● Viona, a student, asked by WhatsApp number about required document for applying in National Taiwan University ● Edo, a student, asked by WhatsApp number about TOCFL information ● Inge, parents, asking about AU's event information
9 January		<ul style="list-style-type: none"> ● Review Day 4 Mandarin Teacher Training
10 January	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Send Webinar Info Session Proposal for Indonesia High School and University
	Customer Service	<ul style="list-style-type: none"> ● Edward, a parents, asked by WhatsApp number about TOCFL Information ● Kaylee, a student, asked by WhatsApp

		<p>number about apply Learning Chinese Visa Procedure</p> <ul style="list-style-type: none"> ● Thresia, a student asked by WhatsApp number about study in Taiwan for master degree program
11 January	Administration	<ul style="list-style-type: none"> ● Update TECSID Website ● Edit some news in Website ● Update weekly report ● Make a proposal of webinar info session
	Customer Service	<ul style="list-style-type: none"> ● Sharon, a student, asked by WhatsApp number about Online Application in NTNU ● Gwan, a student, asked by WhatsApp number about Master Degree in Finance Program Admission Information ● Amie, a parents, asked by WhatsApp number about study in Taiwan and make an appointment to visit TECSID office ● Kristia, a student, asked by WhatsApp number about master degree for MBA
12 January	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR about next planning agenda collaboration with WUACD UNAIR
	Customer Service	<ul style="list-style-type: none"> ● Farell, a student, asked by WhatsApp number about TOCFL Schedule in Indonesia ● Felicia, a parent, asked by WhatsApp number about University List that Provide Bachelor degree in Hospitality Department ● Mualiana, a parents, asked by WhatsApp number about universities list that provide design art program in English full taught
13 January	Administration	<ul style="list-style-type: none"> ● Send Webinar Info Session Proposal for Indonesia High School and University. ● Revise PowerPoint material for info session ● Make a poster design for MOE Taiwan scholarship in Instagram
	Customer Service	<ul style="list-style-type: none"> ● Lenny, a parents, asked about CMU Admission information ● Andrew, a student, asked about Master

		<p>Degree admission information</p> <ul style="list-style-type: none"> ● Viona, a student, asked by WhatsApp number about Recommendation letter format
14 January	Administration	<ul style="list-style-type: none"> ● Send invitation letter to UNAIR Language Center ● Update some University Program List ● Make a design for poster of webinar info session in 2022
	Customer Service	<ul style="list-style-type: none"> ● Keysha, a student, asked by WhatsApp number about Master Degree admission in NTU and NTNU ● Rahmat, a student, asked by WhatsApp number University List that provides a Master Degree Teaching Chinese Department ● Ratnayanti, a parent, asked by WhatsApp number university list that provide master degree for foreign language ● Dian, a student, asked by WhatsApp number about master degree program that provide civil engineering program full English taught
17 January	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Send Webinar Info Session Proposal for Indonesia High School and University
	Customer Service	<ul style="list-style-type: none"> ● Wina, a student, asked by WhatsApp about Admission information for Master Degree and TOCFL Information ● Stefanus, a student, asked by WhatsApp number about information to Applying Mandarin Class in Taiwan University Mandarin Center ● Rahmat, a student, asked by WhatsApp number about Admission in NTNU Master Degree Teaching Chinese Department Information ● Febryana, a student, asked by WhatsApp

		number about MOE Scholarship
18 January	Administration	<ul style="list-style-type: none"> ● internal discussion TECSID to discuss about webinar info session ● visited WUACD UNAIR to confirm about meeting online on Thursday ● Internal discussion in TECSID with Vanessa and Andi about activities this year
	Customer Service	<ul style="list-style-type: none"> ● Shannon, a student, asked about Admission Information for Bachelor Degree and University List that provide Design Department ● Fitrianti, a student, asked MOE Scholarship information ● Caroline, asked about Bachelor Degree Admission Information in some Taiwan University ● Minglin, a parents , asked by WhatsApp about Tuition Fee Information in NCCU
19 January	Administration	<ul style="list-style-type: none"> ● Coordination with Universitas Nusa Cendana Staff about Webinar Info Session Study and Scholarship in Taiwan ● make a design poster of webinar info session with Universitas Nusa Cendana
	Customer Service	<ul style="list-style-type: none"> ● Syam, a student, asked by WhatsApp number about Surabaya TETO Visa Application Procedure ● Dina, a student, asked by WhatsApp number about MOE Scholarship ● Vivian, a student, a student, asked by WhatsApp number about University list that provide Master Degree Business Analitic and Information Management System program ● Aulia, a student, asked by WhatsApp number about MOE Scholarship ● Arnindita, a student, asked by WhatsApp number about HES program
20 January	Administration	<ul style="list-style-type: none"> ● Send Webinar Info Session Proposal for

		<p>Indonesia High School and University</p> <ul style="list-style-type: none"> ● Meeting with UNAIR Language Center and Discuss about Mandarin Program and TOCFL ● Coordination with Universitas Sam Ratulangi about Webinar
	Customer Service	<ul style="list-style-type: none"> ● Andrew, a student, asked by WhatsApp number about MOE Scholarship Information ● Keysha, a student, asked by WhatsApp number about Master Degree admission in NTHU ● Nita, a student, asked by WhatsApp number about the TOCFL schedule test ● Sofa, a lecturer, asked by WhatsApp number about how to convert GPA score as an alumni from Taiwan university
21 January	Administration	<ul style="list-style-type: none"> ● Update some University Program List ● make a design for poster of webinar info session in 2022 ● Coordination with Universitas Mulawarman about Webinar ● Coordination with Universitas Muhammadiyah Parepare about Webinar
	Customer Service	<ul style="list-style-type: none"> ● Vivian, a student, asked by WhatsApp number about Master degree program in NTU and admission information ● Bagus, a student, asked by WhatsApp number about University List that provide Bachelor Degree in Biotechnology and Medicine Program ● Fajar, a student, asked by WhatsApp number about the MOE Taiwan Scholarship ● Lina, a student from UNAIR, asked by WhatsApp number about MOE and ICDF Scholarship for master degree
24 January	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● revise PowerPoint material for info session

		<ul style="list-style-type: none"> ● coordination and preparation for Taiwan Higher Education Fair 2022
	Customer Service	<ul style="list-style-type: none"> ● Lin, a parents, asked by WhatsApp about Tuition Fee in Fujen Catholic University and Mingchuan University ● Juliana, a student, asked by WhatsApp number about International Student Admission information ● Rachel, a student, asked by WhatsApp number about Medical Check Up procedure for apply Student Visa ● Nia, a lecturer of UPN Veteran Jawa Timur, asked by WhatsApp number about MOE Taiwan Scholarship guidelines
25 January	Administration	<ul style="list-style-type: none"> ● Meeting with Prof. Chen Discuss about TECSID Activity in 2022
	Customer Service	<ul style="list-style-type: none"> ● Adinda, a student, asked about Admission Information for Master Degree and University List that provide Finance Department ● Cathlyn, a student, asked by WhatsApp number about Tuition fee and Financial Statement Template for Admission in Taiwan University ● Munir, a lecturer, asked by WhatsApp number about TOEFL and the procedure to apply for a PhD in Taiwan ● Fajar, a worker, asked by WhatsApp number about MOE Program scholarship and requirement document to apply for it ● Jessy, a student, asked by WhatsApp number about a Taiwan university that provides culinary programs for undergraduate degrees
26 January	Administration	<ul style="list-style-type: none"> ● Coordination with Universitas Nusa Cendana Staff about Webinar Info Session Study and Scholarship in Taiwan ● internal evaluation about previous THEF

		and preparation planning for THEF 2022
	Customer Service	<ul style="list-style-type: none"> ● Elisabeth, a student, asked by WhatsApp number about Surabaya TETO Visa Application Procedure ● Akbar, a student, asked by WhatsApp number about the HES program ● Anin, a student, asked by WhatsApp number about MOE Scholarship ● Bagus, a student, asked by WhatsApp number about VISA and MOE Scholarship
27 January	Administration	<ul style="list-style-type: none"> ● Send Webinar Info Session Proposal for Indonesia High School and University ● Coordination with Universitas Muhammadiyah Parepare about Webinar. ● Coordination with Universitas Hasanuddin about Webinar
	Customer Service	<ul style="list-style-type: none"> ● Dani, a student, asked by WhatsApp number about admission procedure in Taiwan Vocational School ● Chyntia, a student, asked by WhatsApp number about the procedure to apply for a diploma certificate authorized by TETO and transcript ● Wilson, a student, asked by WhatsApp number about study in Taiwan 2022 ● Fikry, a student, asked by WhatsApp number about master degree in civil engineering that provide by Taiwan universities
28 January	Administration	<ul style="list-style-type: none"> ● Coordination with Universitas Mulawarman about Webinar ● Coordination with Universitas Nusa Cendana Staff about Webinar Info Session Study and Scholarship in Taiwan ● Design e-greeting for Chinese New Year 2022 ● design e-certificate for webinar info session
	Customer Service	<ul style="list-style-type: none"> ● Hans, a student, asked by WhatsApp

		<p>number Bachelor Degree admission in NDHU and MOE Scholarship</p> <ul style="list-style-type: none"> ● Laura, a student, asked by WhatsApp number about Master Degree Admission Procedure, especially about Research Plan ● Munir, asked by WhatsApp number about how to fill out the online admission form in several universities, such us National Taipei University of Science and Technology, National Yang Ming Chiaotung University, and National Taiwan University of Science and Technology
29 January	Webinar Info Session Study and Scholarship in Taiwan	<ul style="list-style-type: none"> ● Universitas Nusa Cendana Kupang
31 January	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with Universitas Mulawarman Staff about Webinar
	Customer Service	<ul style="list-style-type: none"> ● Ayu, a student, asked by Whatsapp about Financial Statement detailed information ● Yusuf, a student, asked by Whatsapp number about English Proficiency Test Score to apply in Taiwan University ● Sian, a student, asked by Whatsapp number about Bachelor Degree admission procedure ● Cecilia, a student, asked by Whatsapp number about MOE Taiwan scholarship admission ● Syahrul Munir, a worker, asked by Whatsapp number about MOE application
	Webinar Info Session Study and Scholarship in Taiwan.	<ul style="list-style-type: none"> ● Universitas Mulawarman Samarinda