

| WEEKLY ACTIVITIES STATUS REPORT | | |
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| 2 February | Administration | <ul style="list-style-type: none"> ● Coordination with Universitas Hasanuddin about Webinar |
| | Customer Service | <ul style="list-style-type: none"> ● Elisa, a student, asked by WhatsApp number about Recommendation Letter Format for Bachelor Degree Admission ● Mitha, a Lecturer, asked by WhatsApp number about Legalization Procedure, and Translated Document Required for PhD Admission in NCKU ● Syahrul Munir, a lecturer, asked by WhatsApp number about recommendation letter for lecturer |
| | Webinar Info Session Study and Scholarship in Taiwan | <ul style="list-style-type: none"> ● Universitas Hasanuddin Makassar |
| 3 February | Administration | <ul style="list-style-type: none"> ● Coordination with Universitas Muhammadiyah Parepare about Webinar Info session ● Follow up and Contact with Universitas Muhammadiyah Makassar about Webinar Info Session Study and Scholarship in Taiwan |
| | Customer Service | <ul style="list-style-type: none"> ● Dewa, a Lecturer, asked by WhatsApp number about MOE Scholarship Information ● Adinda, a student, asked by WhatsApp number about Financial Document and University list that provide Master Degree Biomedical Department ● Wilson, a student, asked by WhatsApp number about the Financial Statement format for applying in Taiwan University. ● Devina, a student, asked by WhatsApp number about study plan and financial statement |
| | Webinar Info Session Study and | <ul style="list-style-type: none"> ● Universitas Muhammadiyah Parepare |

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| | Scholarship in Taiwan | |
| 4 February | Administration | <ul style="list-style-type: none"> ● Update some University Program List ● Send poster of Webinar Info Session Study and Scholarship in Taiwan to Universitas Muhammadiyah Makassar |
| | Customer Service | <ul style="list-style-type: none"> ● Nasrul, a student, asked by WhatsApp number about TOCFL information ● Imma, a student, asked by WhatsApp number about MOE Scholarship ● Akbar, a student, asked by WhatsApp number about the preparation document to apply to Taiwan University ● Ahmed, a student, asked by WhatsApp number about MOE Taiwan scholarship procedure |
| 7 February | Administration | <ul style="list-style-type: none"> ● Update Weekly Report |
| | Customer Service | <ul style="list-style-type: none"> ● Wening, a student, asked by WhatsApp about an Exchange Program from Taiwan University and admission procedure ● Erly, a student, asked by WhatsApp number about MOE Scholarship ● Cencen, a parents, asked by WhatsApp number about studying in Taiwan for a bachelor degree ● Aulia, a lecturer, asked by WhatsApp number about PhD in Taiwan universities and scholarship ● Ana, a student, asked by WhatsApp number about MOE Taiwan scholarship and LoA hardcopy from NUK will be sent over the deadline of MOE Taiwan application deadline. |
| 8 February | Administration | <ul style="list-style-type: none"> ● Upload detail information in instagram about Universitas Muhammadiyah Makassar Webinar ● Coordination with Universitas Muhammadiyah Makassar Staff about |

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| | | <p>Webinar preparation</p> <ul style="list-style-type: none"> ● Design an e-certificate for participants of a webinar info session |
| | Customer Service | <ul style="list-style-type: none"> ● Sania, a student, asked by WhatsApp number about HES Scholarship and Mandarin Language Center List in Taiwan University ● Rahmat, a student, asked by WhatsApp number about Admission Procedure for Master Degree and TOCFL Information ● Ella, a student, asked by WhatsApp number about MOE Taiwan scholarship ● Anisa, a student, asked by WhatsApp number about Study in Taiwan and MOE Taiwan Scholarship |
| 9 February | Administration | <ul style="list-style-type: none"> ● Check some Indonesian Universities that provide Mandarin Language Department ● Design an e-poster about Taiwan Higher Education Fair Online 2022 |
| | Customer Service | <ul style="list-style-type: none"> ● Lina, a parent, asked by WhatsApp number about Required Admission Document in Fugen Catholic University ● Almira, a student, asked by WhatsApp number about applying visa for Spring Semester Student ● Yuliana, a parent, asked by WhatsApp number about authorized documents to apply for the MOE Taiwan Scholarship ● Munir, a lecturer of UPN VJT, asked help to guide to fill out app form online to apply study PhD in NTUT, NTU, and NYCU ● Raka, a student, asked by WhatsApp number about MOE Taiwan scholarship guidelines ● Dinda, a student, asked by WhatsApp number about mandarin course online and scholarship HES |
| 10 February | Administration | <ul style="list-style-type: none"> ● Coordination with Universitas |

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| | | <p>Muhammadiyah Makassar Staff about Webinar preparation</p> <ul style="list-style-type: none"> ● Contact some teachers and ask for Webinar in their School ● Preparing and editing PPT material for Webinar Info Session Study in Taiwan and scholarship 2022 |
| | Customer Service | <ul style="list-style-type: none"> ● Arifin, a student, asked by WhatsApp number about Admission Procedure for Bachelor Degree in NCKU and NTHU ● Elsa, a student, asked by WhatsApp number about Legalization Procedure in Surabaya TETO ● Dinda, a student, asked by WhatsApp number about MOE Taiwan scholarship ● Jesselyn, parents, asked by WhatsApp number about required documents for MOE Taiwan scholarship ● Querida, a student, asked by WhatsApp number about study in Taiwan and MOE Taiwan scholarship |
| 11 February | Administration | <ul style="list-style-type: none"> ● sending e-poster design to the Taiwan side for Taiwan Higher Education Fair Online 2022 |
| | Customer Service | <ul style="list-style-type: none"> ● Linda, a parent, asked by WhatsApp number about Financial Statement for applying in Taiwan University ● Dimas, a student, asked by WhatsApp number about MOE Scholarship and English Proficiency Score for applying in Taiwan University ● Dewi, a staff of ITS, asked by WhatsApp number about tuition fee for undergraduate students in AU ● Christiano, a student, asked by WhatsApp number about MOE Taiwan scholarship ● Wilson, a student, asked by WhatsApp number about Taiwan universities and |

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| | | <p>study in Taiwan</p> <ul style="list-style-type: none"> ● Sheryna, a student asked by WhatsApp number about Taiwan universities that provide culinary programs for undergraduate degree students |
| 12 February | Webinar Info Session Study and Scholarship in Taiwan | <ul style="list-style-type: none"> ● Universitas Muhammadiyah Makassar, 50 participants |
| 14 February | Administration | <ul style="list-style-type: none"> ● Update Weekly Report ● Update university program list ● make an offering letter and invitation letter to join in THEF 2022 |
| | Customer Service | <ul style="list-style-type: none"> ● Michelle, a student, asked by WhatsApp about an TOCFL Information and Schedule in Indonesia ● Wana, Unismuh Makassar, asked by WhatsApp number about NTU PhD Admission information and Visa Information ● Angela, a student, asked by Zoom about admission procedure in Shih Hsin University and Fujen Catholic University ● Anisah, a student, asked by WhatsApp number about how to get VISA procedure and medical checkup clinics or hospitals ● Shafnasya Bella, a student, asked by WhatsApp number about a list of universities that provide bachelor degree for civil engineering and architecture in Taiwan |
| 15 February | Administration | <ul style="list-style-type: none"> ● Coordination with Universitas Muhammadiyah Makassar IO Director about another Webinar ● Strategic planning discussion to promote Taiwan Higher Education Fair Online 2022 ● follow up to Taiwan side about suggestion of e-flyer of Taiwan Higher education fair online 2022 progress |

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| | Customer Service | <ul style="list-style-type: none"> ● Sakad, a student, asked by WhatsApp number about HES scholarship and Mandarin Language Center list in Taiwan ● Linda, a parent, asked by WhatsApp number about the procedure to pay Admission Fee ● Gracellyn, a student, asked by WhatsApp number about a mandarin language course in Taiwan and HES program ● Cynthia, a student, asked by WhatsApp number about the procedure to authorize documents of diploma certificate and transcript by TETO |
| 16 February | Administration | <ul style="list-style-type: none"> ● Coordination with UNAIR Language Center about Mandarin Language Class ● make a template design for Taiwan universities logos to show in THEF 2022 |
| | Customer Service | <ul style="list-style-type: none"> ● Rangga, a student, asked by WhatsApp number about NDHU Master Admission Information ● Arifin, a student, asked by WhatsApp number about Admission Procedure for Bachelor Degree in Fujen Catholic University ● Angela, a student, asked by WhatsApp number about the Declaration Form for admission in Shih Hsin University and Fujen Catholic University ● Debby, a student, asked by WhatsApp number about the admission procedure to study in NCKU, NCYU, and NTUT ● Eric, a student asked by WhatsApp number about a list of universities that provide veterinary medicine programs for bachelor degree |
| 17 February | Administration | <ul style="list-style-type: none"> ● Share information about Mandarin Class in Unair Language Center ● posting an e-flyer of THEF 2022 to several |

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| | | <p>social media sites of TECSID</p> <ul style="list-style-type: none"> ● Promotion planning for THEF 2022 meeting |
| | Customer Service | <ul style="list-style-type: none"> ● Keshia, a student, asked by WhatsApp number about Mandarin Class Information ● Susan, a parent, asked by WhatsApp number about TOCFL Information ● Grace, a student, asked by WhatsApp number about studying in Taiwan for a bachelor degree ● Hisyam, a student, asked by WhatsApp number about MOE Taiwan scholarship ● Nurdiana A., a student, asked by WhatsApp number about study in Taiwan, deadline of MOE Taiwan scholarship ● Zenitta, a student, asked by WhatsApp number about study in Taiwan for bachelor degree in culinary program |
| 18 February | Administration | <ul style="list-style-type: none"> ● Update Department list in Taiwan University ● Making invitation letter to TETO Surabaya and Unair to give speech remarks on opening ceremony of THEF 2022 |
| | Customer Service | <ul style="list-style-type: none"> ● Aisyah, student, asked by WhatsApp number about studying in Taiwan for a Master degree ● Thalia, a student, asked by WhatsApp number about admission for bachelor degree and university list that provide finance department English taught ● Sulaiman, a worker, asked by WhatsApp number about how to study in Taiwan with a scholarship ● Raka, a student, asked by WhatsApp number about admission to NCKU and NTHU for bachelor degree ● Marcelina, a student, asked for a WhatsApp number for a period of time and procedure to authorize a diploma certificate and |

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| | | transcript from the Ministry of Foreign Affairs in Indonesia |
| 21 February | Administration | <ul style="list-style-type: none"> ● Update Weekly Report ● Send E-Certificate for Universitas Muhammadiyah Makassar Webinar Participants ● Upload NYCU Admission information on FB and IG |
| | Customer Service | <ul style="list-style-type: none"> ● Sakad, a student, asked for a WhatsApp number admission procedure for International and Overseas student ● Aldi, a student, asked for a WhatsApp number Master Admission Required Document List and University information ● Elena, a student, asked about MOE Taiwan Scholarship ● Bagas, a lecturer of UPN Veteran Jatim, asked about deadline MOE application and authorizing required documents ● Kevin, a student, asked about a list of universities that provide culinary program study for undergraduate degrees in full English taught |
| 22 February | Administration | <ul style="list-style-type: none"> ● Contact UNAIR Reporter to Coordinating about THEF 2022 ● Send invitation letter, TOR and Poster to TETO Surabaya to give speech remarks on opening ceremony of THEF 2022 ● Start promote THEF 2022 on social media |
| | Customer Service | <ul style="list-style-type: none"> ● Linda, a parents, asked for a WhatsApp number about MOE Scholarship application required document list ● Angelina, a student, asked for a WhatsApp number about admission procedure for bachelor degree in NTHU ● Stefanus Kevin, asked for a WhatsApp number to fill out an application form in Taiwan university |

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| | | <ul style="list-style-type: none"> ● Sheryna, a student, asked about HES and mandarin learning center |
| 23 February | Administration | <ul style="list-style-type: none"> ● Send invitation letter Unair to give speech remarks on opening ceremony of THEF 2022 ● Edit poster for University Logo ● Start promotion of THEF 2022 to several scholarship account in Indonesia as a paid partnership promotion |
| | Customer Service | <ul style="list-style-type: none"> ● Thalia, a student, asked for a WhatsApp number NTHU IBP Program and MOE Scholarship ● Aisyah, student, asked by WhatsApp number about studying in Taiwan for a Master degree in TMU and CMU ● Raka, a student, asked about MOE Taiwan scholarship details information ● Ahmed, a student, asked about HES program |
| 24 February | Administration | <ul style="list-style-type: none"> ● send an offering THEF 2022 invitation letter to Indonesia University International Office ● Coordination in internal about update website of THEF 2022 ● Follow up to TETO about video speech remarks |
| | Customer Service | <ul style="list-style-type: none"> ● Grace, a student, asked by WhatsApp number about University list that provide IMBA/MBA department ● Keysha, a student, asked by WhatsApp number about Mandarin Center List and Mandarin Class Program in Taiwan ● Kevin, a student, asked by WhatsApp number about MOE Taiwan scholarship and others scholarship for international students ● Rayhan, a student, asked by WhatsApp number about MOE Taiwan scholarship for applicant who didn't get diploma certificate |

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| | | yet for high school student |
| 25 February | Administration | <ul style="list-style-type: none"> ● Contact some IG Account about THEF 2022 Promotion ● Coordination with I-Shou University about Mandarin Class Certificate |
| | Customer Service | <ul style="list-style-type: none"> ● Lina, a parent, asked by WhatsApp number about Apply Student Visa Procedure in TETO Jakarta ● Vira, a student, asked by WhatsApp number about MOE Scholarship ● Munir, a lecturer, asked by WhatsApp number about Taipei tech procedure application ● Gracelynn, a student, asked by WhatsApp number about HES program ● Jihan, a student, asked by WhatsApp number about MOE Scholarship for master degree students ● Khrisna, a student, asked by WhatsApp number about the score of English proficient to apply for the MOE Taiwan scholarship |
| 28 February | National Holiday | <ul style="list-style-type: none"> ● Isra' Miraj Holiday ● Post an e-greeting card on TECSID's Instagram |