

WEEKLY ACTIVITIES STATUS REPORT		
1 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and TECSID Website ● Meeting with Taiwan Team for THEF 2022 ● Coordination about THEF 2022 Promotion ● Coordination in internal TECSID about technical issues for THEF 2022 including MC ● Make several designs thumbnails for the website of www.taiwanedufair.com
	Customer Service	<ul style="list-style-type: none"> ● Brian, a student, asked by WhatsApp about Admission for International Student ● Ahmad, a student, asked by WhatsApp number about Taiwan University List that provide Master Business Management Department ● Sheily, a student, asked by WhatsApp about Applying MOE Procedure and Required Document ● Kylie, a student, asked by WhatsApp number about authorized documents in Ministry of Foreign Affairs and TETO ● Anisya, a student, asked by WhatsApp number about study in Taiwan for bachelor degree
2 March	Administration	<ul style="list-style-type: none"> ● Repost IG and FB about THEF 2022 ● Promote THEF 2022 in WA Group ● Send I-Shou University Mandarin Class E-Certificate to Students ● Promote THEF 2022 in several account of Instagram of high school organization
	Customer Service	<ul style="list-style-type: none"> ● Sally, a student, asked by WhatsApp number about University List that provide Bachelor Degree in Business Management, especially in Taipei ● Andri, a student, asked by WhatsApp number about the University List that provide Master Degree in Biotechnology or Medicine English Taught, ● Reynald, a student, asked by WhatsApp

		<p>number about information to learn Mandarin in Taiwan</p> <ul style="list-style-type: none"> ● Mrs. Elly, asked by WhatsApp number about TOCFL schedule hold in Surabaya
4 March	Administration	<ul style="list-style-type: none"> ● Update some University Program List ● Coordination with Xinmiao and TETO Jakarta Miss Gloria about TOCFL ● Coordination with Taiwan side teams and Dean Chen about invitation letter for 3 universities partners regarding welcome remarks video ● Sending an email to UNJ and UMY rector for a welcome remarks video for THEF 2022
	Customer Service	<ul style="list-style-type: none"> ● Kala, a student, asked by WhatsApp number about applying HES procedure and Mandarin Language Center list in Taiwan ● Sheily, a student, asked by WhatsApp about Legalization Document Procedure to apply MOE ● Diana, a parent, asked by WhatsApp about bachelor degree scholarship and University list that provide Civil Engineering English Taught ● Mr. Wahyu, a parent, asked by WhatsApp number about study in Taiwan for a culinary program in English taught ● Yulia, a student asked by WhatsApp number about study in Taiwan without mandarin basic language and asked list of university for mechanical engineering ● Debby, a student asked by WhatsApp number about master degree in Taiwan for civil engineering program in English full taught
7 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and TECSID Website ● coordination with IT team and MC for THEF 2022 ● Promote several social media (Instagram and

		Facebook) about THEF event
	Customer Service	<ul style="list-style-type: none"> ● Sania, a student, asked by WhatsApp about TOCFL Schedule ● Victor, a Teacher, asked by WhatsApp number about TOCFL Information ● Gina, a student, asked by WhatsApp about Mandarin Language Center and Applying Mandarin Class in Taiwan University ● Agata, Susanti, Andriana, and Lita, parents, asked by WhatsApp number about the Education Fair list of universities.
8 March	Administration	<ul style="list-style-type: none"> ● Promote THEF 2022 in Telegram Group
	Customer Service	<ul style="list-style-type: none"> ● Angela, a student, asked by WhatsApp number about MOE Scholarship Required Documents ● Anis, a student, asked by WhatsApp number about Master Degree Business Management Admission Information ● Ery, student, asked by WhatsApp number about Mandarin Language Center list in South Taiwan
9 March	Administration	<ul style="list-style-type: none"> ● Promote THEF 2022 to Indonesia Teacher and High School Student ● Promote an education fair to several media societies of schools and universities
	Customer Service	<ul style="list-style-type: none"> ● Olive, a student, asked by WhatsApp number about Master Degree Admission in NCCU ● Rifa, a teacher, asked by WhatsApp number about Mandarin Class Taiwan Curriculum information ● Andrew student, asked by WhatsApp number about Financial Statements Information ● Fitrianti, a student, asked by WhatsApp number about English proficiency score as a requirement documents for MOE Taiwan scholarship
10 March	Administration	<ul style="list-style-type: none"> ● Meeting with Reporter for THEF 2022

	Customer Service	<ul style="list-style-type: none"> ● Habib, a student, asked by WhatsApp number about Asia University Master Admission Information ● Rakha, a student, asked by WhatsApp about PhD Admission Information and University list that Provide Computer Science Department ● Linda, a parent, asked by WhatsApp number about Legalization Procedure in Jakarta TETO ● Fajar, a student, asked by WhatsApp number about diploma certificate translation ● Christina, a student, asked by WhatsApp number about English proficiency score
11 March	Administration	<ul style="list-style-type: none"> ● Promote THEF 2022 in WA Group ● THEF 2022 Rehearsal ● Internal coordination before the event of Taiwan Higher Education Fair Online 2022
	Customer Service	<ul style="list-style-type: none"> ● Meila, a student, asked by WhatsApp number about University information, admission for Bachelor Degree ● Gracia, a student, asked by WhatsApp number about MOE Scholarship information ● Ahmed, a student. asked by WhatsApp number about MOE Taiwan Scholarship ● Fazna, a student, asked by WhatsApp number about MOE Scholarship information and procedure to authorize a diploma certificate ● Sheryna, a student, asked by WhatsApp number about HES program
12 & 13 March	Taiwan Higher Education Fair 2022	<ul style="list-style-type: none"> ● Taiwan Higher Education Fair 2022
14 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and TECSID Website ● Contact Reporter for THEF 2022 News ● Follow up to Vanessa about the details information of scholarship for winners
	Customer Service	<ul style="list-style-type: none"> ● Elisabeth, a student, asked by WhatsApp about Taiwan Visa Information

		<ul style="list-style-type: none"> ● Sandy, a student, asked by WhatsApp number about Biotechnology Department in Asia University Admission Information ● Jevan, a student, asked by WhatsApp number about International Student Admission Information ● Munir, a student asked by WhatsApp number about letter of recommendation format
15 March	Administration	<ul style="list-style-type: none"> ● Update Department and College list
	Customer Service	<ul style="list-style-type: none"> ● Erly, a student, asked by WhatsApp number about Mandarin Class in Taiwan University ● Lina, a parents, asked by WhatsApp number about MOE Scholarship Procedure and Visa Information ● Ratih, a student, asked by WhatsApp number about MOE Scholarship and contact of TEC in Jakarta cause no response of her questions ● Frazna and Rere, a student, asked by WhatsApp number about how to send documents to TETO Jakarta (MOE scholarship documents)
16 March	Administration	<ul style="list-style-type: none"> ● Update Department and College list
	Customer Service	<ul style="list-style-type: none"> ● Linda, a parent, asked by WhatsApp number about Legalization Procedure in Jakarta TETO ● Vivian, a student, asked by WhatsApp number about Admission Procedure in Mandarin Language Center ● Nouval, a student, asked by WhatsApp number about Financial Statement and LOA information ● Adinda, a student, asked by WhatsApp number about university list that provide Engineering English Taught, especially in Taipei
17 March	Administration	<ul style="list-style-type: none"> ● Contact UNAIR Language Center to Coordination about TOCFL ● Internal coordination about preparation of TOCFL agenda

	Customer Service	<ul style="list-style-type: none"> ● Aldi, a student, asked by WhatsApp number about Bank Reference Template and Taiwan University Required Document admission ● Mala, student, asked by WhatsApp number about Bachelor Degree admission information ● Afifah, student, asked by WhatsApp number about MOE Taiwan scholarship ● Debby, student, asked by WhatsApp number about ICDF Scholarship
18 March	Administration	<ul style="list-style-type: none"> ● Meeting about TOCFL ● Prepare some material for Mandarin Teacher Training ● Coordination with Jakarta TETO Education Division about TOCFL in Surabaya ● Make a design of TOCFL flyer
	Customer Service	<ul style="list-style-type: none"> ● Natalia, a student, asked by WhatsApp number about MOE Scholarship Information ● Thifal putri, a student, asked by WhatsApp number about a list of program study that is not listed on the university's website but listed on the MOE Taiwan scholarship document ● Vio, a student, asked by WhatsApp number about NTNU Master Admission and MOE Scholarship ● Sisca, a student, asked by WhatsApp number about HES procedure ● Nonny, a student, asked by WhatsApp number about a list of universities that provide children psychological programs in English for master degree
21 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and TECSID Website ● Send TOCFL Proposal to UNAIR Language Center ● Send detailed information for TOCFL to TETO Jakarta Miss Gloria Liu
	Customer Service	<ul style="list-style-type: none"> ● Vio, a student, asked by WhatsApp number

		<p>about Admission procedure in NTUST</p> <ul style="list-style-type: none"> ● Kenny, a student, asked by WhatsApp number about HES Scholarship ● Fanny, a student, asked by WhatsApp about MOE Taiwan sending document address ● Sisca, a student, asked by WhatsApp about HES required documents ● Ajeng, a student, asked by WhatsApp number about sending procedures of document to TETO for MOE Scholarship
22 March	Administration	<ul style="list-style-type: none"> ● Update list of university that provide international business program for bachelor degree
	Customer Service	<ul style="list-style-type: none"> ● Natahalia, a student, asked by WhatsApp number about MOE Scholarship ● Linda, a parents, asked by WhatsApp number about the documents list to apply a student Visa ● Stefani, a student, asked by WhatsApp number about process to send documents to TETO for MOE Scholarship ● Gian, a student, asked by WhatsApp number about study in Taiwan
23 March	Administration	<ul style="list-style-type: none"> ● Promote TOCFL in social Media ● Make Applying TOCFL Guidelines
	Customer Service	<ul style="list-style-type: none"> ● Dinni, a student, asked by WhatsApp number about scholarship coverage from Taiwan University ● Rahmat, a student, asked by WhatsApp number about Master Admission Procedure ● Fatma a student asked by WhatsApp number about study in Taiwan, admissions procedures
24 March	Administration	<ul style="list-style-type: none"> ● Sent TOCFL information to some group WA
	Customer Service	<ul style="list-style-type: none"> ● Dave, a student, asked by WhatsApp number about MOE Scholarship Information ● Alana, a student, asked by WhatsApp number about Admission information in

		<p>Fengchia University, Shieh Chien University and Minghsin University of Science and Technology</p> <ul style="list-style-type: none"> ● Ezra, a student, asked by WhatsApp number about admissions procedure to apply to Shih Chien University ● Munir, a student, asked by WhatsApp number about sending document to TETO procedure for MOE Taiwan Scholarship ● Diana, a student, asked by WhatsApp number about HES Scholarship
25 March	Administration	<ul style="list-style-type: none"> ● Coordination (internal TECSID) about meeting with Scholarship Winner from THEF 2022
	Customer Service	<ul style="list-style-type: none"> ● Valencia, Marsha, Moses a student, asked by WhatsApp number about how to apply TOCFL from Website ● Aisyah, a student, asked by WhatsApp number about Bachelor Degree admission procedure in NTU ● Bagas, a student asked by WhatsApp number about Mandarin language study in Taiwan ● Yulia, a student, asked by WhatsApp number about MOE Taiwan scholarship
28 March	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and TECSID Website ● Collecting all invoices and make a financial report
	Customer Service	<ul style="list-style-type: none"> ● Angel, a student, asked by WhatsApp number about Sponsorship Declaration Form information ● Priscilia, a student, asked by WhatsApp number about TOCFL Schedule ● Titha, a student, asked by WhatsApp number about master degree scholarship in NKUST ● Yenny, a parents asked by WhatsApp number about how to study in Taiwan for bachelor degree
29 March	Administration	<ul style="list-style-type: none"> ● Contact Prof. Chou to coordinate Mandarin

		Teacher Training
	Customer Service	<ul style="list-style-type: none"> ● Erry, a student, asked by WhatsApp number about Bachelor Degree Admission in Taiwan University and Business Management University List ● Yenny, a parents, asked by WhatsApp number about TOCFL Minimum Score to Apply Student Visa ● Stefanus Kevin, a student, asked by WhatsApp number about Visa application procedures and LOA original that only sent by email from NTNU. ● Raka, a student asked to assist in filling out the application form of admission in MOE Taiwan scholarship
30 March	Administration	<ul style="list-style-type: none"> ● Update Department and College list
	Customer Service	<ul style="list-style-type: none"> ● Brandon, a student, asked by WhatsApp number about difference between TOCFL and HSK ● Habib, a student, asked by WhatsApp number about Financial Statement to apply for Student Visa ● Olivia a parents asked to WhatsApp number about address to send document of MOE Scholarship
31 March	Administration	<ul style="list-style-type: none"> ● Update TOCFL Website to confirm payment ● Make a design of greeting card for Ramadan day
	Customer Service	<ul style="list-style-type: none"> ● Linda, a parent, asked by WhatsApp number about Medical Check up to apply Student Visa ● Elisabeth, a student, asked by WhatsApp number about Visa for Visitor information ● Ashley, a student, asked by WhatsApp number about MOE Taiwan Scholarship ● Tifal, a student, asked by WhatsApp number about financial documents for MOE Scholarship

		<ul style="list-style-type: none">● Dheandra, a student asked by WhatsApp number about how to study in Taiwan
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