

WEEKLY ACTIVITIES STATUS REPORT		
1 April	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR Language Center about TOCFL Preparation ● Posted TOCFL flyer in social media of TECSID ● Sending TOCFL flyer to TEC in Jakarta
	Customer Service	<ul style="list-style-type: none"> ● Adinda, a student, asked by WhatsApp number about Recommendation Letter format to applying Master Admission ● Sania, a student, asked by WhatsApp number about university list that provide Foreign Language especially in Taipei University ● Frazna, a student asked by WhatsApp number about further step after sending document to TETO for MOE Scholarship ● Mrs. Endang, a vice dean of Psychology UNAIR, asked by WhatsApp number about a list of universities that provide psychology for special children in Taiwan for joint research and community programs ● Bela, Okta, Dinda, and Bryan, students, asked by WhatsApp number about study in Taiwan and scholarships that provide for master and bachelor degrees
4 April	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Reshared information about TOCFL
	Customer Service	<ul style="list-style-type: none"> ● Marsha, a student, asked by WhatsApp about TOCFL information and schedule ● Nana, a student, asked by WhatsApp number about Admission Procedure in Ming Chuan University ● Amanda, a student, asked by WhatsApp about the Admission date in some Taiwan University ● Fajar, a student asked by WhatsApp number about scholarship from THEF 2022 procedure
5 April	Administration	<ul style="list-style-type: none"> ● Update some University Program List

		<ul style="list-style-type: none"> ● Promote TOCFL in Facebook and Instagram ● Sent THEF Scholarship Winners Name to Asia University, CMU, National Formosa University and Tzu Chi University
	Customer Service	<ul style="list-style-type: none"> ● Ferry, a student, asked by WhatsApp number about TOCFL Schedule ● Aldy, a student, asked by WhatsApp number about Tzu Chi University admission procedure and English taught Department List ● Elizabeth, asked by WhatsApp number about the TOCFL schedule
6 April	Administration	<ul style="list-style-type: none"> ● Send Mandarin Teacher Training Material Suggestion to Prof Chou
	Customer Service	<ul style="list-style-type: none"> ● Yani, a student, asked by WhatsApp number about CMU and TMU Master Admission Information ● Fira, a student, asked by WhatsApp number about Mandarin Class in Taiwan University ● Bagas, a lecturer, asked by WhatsApp number about PhD scholarship and admission procedure in NCKU
7 April	Administration	<ul style="list-style-type: none"> ● Update some University Program List
	Customer Service	<ul style="list-style-type: none"> ● Silviana, a student, asked by WhatsApp number about Asia University Scholarship and Master Degree Admission Information ● Andi, a student, was asked by WhatsApp about the Legalization Document Procedure ● Zayn, a student, asked by WhatsApp number about TOCFL schedule ● Dinda, a student, asked by WhatsApp number about Mandarin language course in Taiwan
8 April	Administration	<ul style="list-style-type: none"> ● Repost the TOCFL flyer on social media
	Customer Service	<ul style="list-style-type: none"> ● Mia, a student, asked by WhatsApp number about Bachelor Degree admission and TOCFL Schedule ● Andi, a student, asked by WhatsApp about

		<p>which university is still open Admission</p> <ul style="list-style-type: none"> ● Nana, a student, asked by WhatsApp number about how to pay the Registration Fee in Ming Chuan University ● Munir, a lecturer, asked by WhatsApp number about how to get legalization of a certificate of employment as a lecturer
11 April	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Prepare Mandarin Teacher Training Registration Link ● Update financial report
	Customer Service	<ul style="list-style-type: none"> ● Yenny, a teacher, a student, asked by WhatsApp about TOCFL information and schedule ● Desi, a student, asked by WhatsApp number about TOCFL information and schedule ● Aini, a lecturer, asked by WhatsApp number about MOE Taiwan scholarship and timeline admission to apply in NTU/NTHU
12 April	Administration	<ul style="list-style-type: none"> ● Update some University Program List ● Re-share TOCFL Poster in social media
	Customer Service	<ul style="list-style-type: none"> ● Felicia, a student, asked by WhatsApp number Admission Procedure in Taiwan University and University List that provide Bachelor Degree English Taught Biomedical Department ● Nana, a student, asked by WhatsApp number about Scholarship from Taiwan University ● Ahmed, a student, asked by WhatsApp number about a master degree scholarship for a mechanical engineering program ● Pardo Tola, a lecturer, asked by WhatsApp number about a postdoc program for physics studies
13 April	Administration	<ul style="list-style-type: none"> ● Design poster of Mandarin Teacher Training Workshop 2022
	Customer Service	<ul style="list-style-type: none"> ● Noval, a student, asked by WhatsApp number about Mandarin Class in Taiwan

		<p>University and Updated information about Visa Information</p> <ul style="list-style-type: none"> ● Johan, a student, asked by WhatsApp number about Admission in Tzuchi University and English Taught Department List
14 April	Administration	<ul style="list-style-type: none"> ● Update some information to Prof Chou about Mandarin Teacher Training Preparation ● Revise design poster of Mandarin Teacher Training Program ● Design an e-greeting card for Paskah day for Catholic's day
	Customer Service	<ul style="list-style-type: none"> ● Anna, a student, asked by WhatsApp number about how to apply TOCFL from the Website ● Sania, a student, asked by WhatsApp number about required documents to apply for Mandarin Class in Mandarin Center Taiwan ● Juan, a parent, asked by WhatsApp number about the TOCFL test schedule in Bandung city ● Sania, a student, asked by WhatsApp number about HES program
18 April	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Contact TETO Jakarta Miss Gloria Liu to confirm about TOCFL ● Coordination about Teacher Training Instructor Brief Introduction ● Update financial report and sent to Taiwan
	Customer Service	<ul style="list-style-type: none"> ● Rani, a student, asked by WhatsApp number about TOCFL scoring regulation ● Susi, a parent, asked by WhatsApp number about bachelor degree admission procedure ● Sharon, a student, visit TECSID office, asked about university that provide Bachelor Degree Biomedical or Cosmetology English Taught ● Rusdy, a parent, asked by WhatsApp number

		<p>about Taiwan's scholarship for bachelor degree</p> <ul style="list-style-type: none"> ● Miftakhul, a student, asked by WhatsApp number about Visa regulation for family
19 April	Administration	<ul style="list-style-type: none"> ● Coordination with Miss Shaoru Chen from TOCFL Committee about Participant Information ● Coordination with Airlangga Language Center Staff about Mandarin Class ● Design a poster for Mandarin Teacher Training
	Customer Service	<ul style="list-style-type: none"> ● Christie, a parent, asked by WhatsApp number about university list that provide Bachelor Medical Department English Taught ● Ve, a student, asked by WhatsApp number about university list that provide MBA or IMBA and Tamkang University and NCCU Admission Information ● Yenny, a parent, called and asked about list of universities that still open admission for bachelor degree in computer science program (full English taught)
20 April	Administration	<ul style="list-style-type: none"> ● Contact a Mandarin Teacher to arrange a Mandarin Class Schedule
	Customer Service	<ul style="list-style-type: none"> ● Nadia, a teacher, asked by WhatsApp number about TOCFL Schedule ● Nunuk, a student, asked by WhatsApp number about admission information for Master Degree
21 April	Administration	<ul style="list-style-type: none"> ● Update some information to Prof Chou about Mandarin Teacher Training Preparation ● Design some promotion materials like banners, Instagram photo post, that inform about the new address of TECSID's office
	Customer Service	<ul style="list-style-type: none"> ● Teddy, a student, asked by WhatsApp number about PhD information in Asia

		<p>University</p> <ul style="list-style-type: none"> ● Adinda, a student, asked by WhatsApp number about the University list that provides Bachelor Degrees in the Music Department ● Shyan, a student, asked by WhatsApp number about a mandarin course program in Taiwan ● Reysha, a student, asked by WhatsApp number about the announcement of MOE Taiwan's scholarship recipient
22 April	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR Staff about TOCFL Preparation ● Coordination with Airlangga Language Center Staff about Mandarin Class
	Customer Service	<ul style="list-style-type: none"> ● Kiki, a parent, asked by WhatsApp number about Bachelor Degree Admission Procedure ● Edi, a parent, asked by WhatsApp number about the difference from International Student Admission and Overseas Chinese Student Admission ● Judith, a parent, asked by WhatsApp number about Biotechnology or program and scholarship for bachelor degree with full English taught ● Linda, a staff member of Universitas Katolik Widya Mandala Surabaya, asked about guidelines book of summer program from Asia University ● Lestianni, a parent, asked by WhatsApp number about HES and MOE Taiwan scholarship information
25 April	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with UNAIR Staff about TOCFL and Mandarin Class ● Sending financial report to Vanessa (January to March)
	Customer Service	<ul style="list-style-type: none"> ● Vivian, a student, asked by WhatsApp

		<p>number about International Business department in NYCU, NTNU and NCNU</p> <ul style="list-style-type: none"> ● Irene, a student, asked by WhatsApp number about legalization procedure in Surabaya TETO ● Dimas, A student, asked by WhatsApp number about VISA and certificate diploma authorized by TETO
26 April	Administration	<ul style="list-style-type: none"> ● Sent Invitation Letter for Mandarin Teacher Training Opening to UNAIR Rector and Surabaya TETO Mr. Benson Lin
	Customer Service	<ul style="list-style-type: none"> ● Lina, a student, asked by WhatsApp number about the University list that provides Bachelor Degrees in the Finance Department ● Ahmad, a student, asked by WhatsApp number about a mandarin course program in Taiwan ● Ryin, a student, asked by WhatsApp number about bachelor degree in Culinary and hospitality program in English full taught
27 April	Administration	<ul style="list-style-type: none"> ● Contact a Mandarin Teacher to arrange a Mandarin Class Schedule and ask for updated curriculum vitae
27 April	Customer Service	<ul style="list-style-type: none"> ● Sania, a student, asked by WhatsApp number about admission information for PhD Degree ● Angela, a student, asked by WhatsApp number about Mandarin Teacher Training ● Elly, a parent, asked by WhatsApp number about the schedule of TOCFL test in Surabaya and Jakarta
28 April	Administration	<ul style="list-style-type: none"> ● Update some information to Prof Chou about Mandarin Teacher Training Preparation ● Promote Mandarin Class and Mandarin Teacher Training ● Design banner for infographics of Study in Taiwan

	Customer Service	<ul style="list-style-type: none"> ● Aisyah, a student, asked by WhatsApp number about the announcement of MOE Taiwan's scholarship recipient ● Angela, a student, asked by WhatsApp number about Mandarin Class information in Taiwan ● Ali, a student, asked by WhatsApp number about studying in Taiwan for a master degree program for vocational alumni ● Litha, a student, asked by WhatsApp number about Elite Scholarship in NCYU ● Dennik, a student, asked by WhatsApp number about MOE Taiwan Scholarship information for master degree
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