

WEEKLY ACTIVITIES STATUS REPORT		
2 June	Administration	<ul style="list-style-type: none"> <li>● Prepare Mandarin Teacher Training E-Certificate</li> <li>● Coordination with UIN Malang OIA Staff about Webinar Info Session Study in Taiwan</li> <li>● Design for poster of info session program by TECSID</li> <li>● Sending information about a virtual exchange program from Asia University</li> </ul>
2 June	Customer Service	<ul style="list-style-type: none"> <li>● Linda, a parent, asked by WhatsApp about Bachelor Degree admission documents (Financial Statement and Study Plan)</li> <li>● Steffany, a student, asked by WhatsApp about the Visa Student Application Procedure</li> <li>● Niko, a student, asked by WhatsApp number about program study information and computer science in English taught</li> </ul>
3 June	Administration	<ul style="list-style-type: none"> <li>● Archived TECSID Activity Photos</li> <li>● Revise design poster for info session program</li> </ul>
3 June	Customer Service	<ul style="list-style-type: none"> <li>● Diana, a student, visit Office, asked about Dual Degree Program between Asia University and Airlangga University</li> <li>● Raisa, asked by WhatsApp number about Legalization Procedure in Surabaya TETO</li> <li>● Dewi, a staff, asked by WhatsApp number about Visa procedure</li> <li>● Febe, a student, asked by visit office and ask about medical or biology program in full english taught</li> </ul>
6 June	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report and website of TECSID</li> </ul>
6 June	Customer Service	<ul style="list-style-type: none"> <li>● Adinda, a student asked by WhatsApp number about TOCFL Information</li> <li>● Edward, a student, asked about TOCFL Test type and Schedule</li> <li>● Evelyn, a student, asked about Mandarin</li> </ul>

		<p>Language course or exchange student program in Culinary</p> <ul style="list-style-type: none"> <li>● Jonathan, a student, asked MOE Taiwan Scholarship information</li> </ul>
7 June	Administration	<ul style="list-style-type: none"> <li>● Coordination with Miss Liu for TOCFL in September 2022</li> <li>● Upload UIN Malang Webinar Poster in Facebook and IG</li> <li>● Update financial report</li> </ul>
7 June	Customer Service	<ul style="list-style-type: none"> <li>● Evi, a teacher, asked by WhatsApp about University list that provide Bachelor Degree Cosmetology Department</li> <li>● Anna, a student, asked about Bachelor Degree Admission required document list</li> <li>● Bryson, a student, asked about Bachelor degree program in computer science</li> </ul>
8 June	Administration	<ul style="list-style-type: none"> <li>● Coordination about Mandarin Class with UNAIR Language Center Staff</li> </ul>
8 June	Customer Service	<ul style="list-style-type: none"> <li>● Sonia, a student, asked about Master Degree Admission in Taiwan University</li> <li>● Munir, a student, asked about the VISA procedure</li> <li>● Frazna and Fajar, a student, asked about VISA and quarantine day in Taiwan</li> </ul>
9 June	Administration	<ul style="list-style-type: none"> <li>● Meeting with UNAIR Language Center Staff to discuss about Mandarin Class Proposal for some High School</li> <li>● Design of poster for Orientation day for upcoming student to Taiwan</li> <li>● design and promote several program from Taiwan University in TECSID's social media</li> </ul>
9 June	Customer Service	<ul style="list-style-type: none"> <li>● Hari, a parent, asked about admission step for Mandarin Class in Taiwan University</li> <li>● Johan, a student, asked about Legalization Procedure in Ministry Law and Human Right</li> <li>● Lisa, a parent, asked about admission to apply for a Bachelor degree in a full English taught program</li> </ul>

		<ul style="list-style-type: none"> <li>● Hendra, a parent, asked about Taiwan scholarship for bachelor degree program in 2023</li> </ul>
10 June	Administration	<ul style="list-style-type: none"> <li>● Reshare Webinar and Orientation information in Social Media</li> <li>● Revise design of poster for orientation day for students of fall semester</li> </ul>
10 June	Customer Service	<ul style="list-style-type: none"> <li>● Gina, asked by WhatsApp about Orientation Webinar and Applying Visa Procedure</li> <li>● Nia, a lecturer, asked about doctoral degree programs and scholarships in Taiwan</li> <li>● Aulia, a student, asked about a master degree program and scholarship for accounting business program</li> <li>● Julius, a parent, asked about a bachelor degree in computer science or management business for full English taught information and scholarship</li> </ul>
13 June	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with UIN Malang Staff about Webinar</li> <li>● Coordination with Mandarin Class Teacher about Mandarin Beginner Syllabus</li> <li>● internal meeting for preparation and plan to hold info sessions, orientation day, and education fair</li> </ul>
13 June	Customer Service	<ul style="list-style-type: none"> <li>● Aldi, a Student, asked by WhatsApp about Legalization Procedure in TETO</li> <li>● Fanny, a Student, asked by WhatsApp about TEEP Program in NDHU</li> <li>● Sonia, a student, was asked by WhatsApp about Mandarin Language Short Course information</li> <li>● Tasya Vyra, A student, asked by WhatsApp number about MOE Taiwan Scholarship 2023</li> </ul>

		<ul style="list-style-type: none"> <li>● Rifaldi, a student, asked by WhatsApp number about document authorization</li> </ul>
14 June	Administration	<ul style="list-style-type: none"> <li>● Update TECSID Website and financial report</li> <li>● Reshare Webinar and Orientation information in Social Media</li> </ul>
14 June	Customer Service	<ul style="list-style-type: none"> <li>● Irene, a teacher, asked by WhatsApp about TOCFL Mock Test Information</li> <li>● Silviana, a student, asked by WhatsApp about Scholarship Information in CYCU and National Ilan University</li> <li>● Nita, a parents, asked by WhatsApp number about TOCFL test information</li> <li>● Jesslyn Vallery, a student, asked by WhatsApp number about Asia University and Shih Chien University information</li> </ul>
15 June	Administration	<ul style="list-style-type: none"> <li>● Coordination about Mandarin Class with UNAIR Language Center Staff about Mandarin Class Beginner Syllabus</li> <li>● Coordination with TOCFL Committee about TOCFL Home Edition</li> <li>● Internal discussion for education fair date and time with Vanessa</li> </ul>
15 June	Customer Service	<ul style="list-style-type: none"> <li>● Denny, a parents, asked by WhatsApp about Visa application procedure and Legalization Procedure</li> <li>● Valerie, asked by WhatsApp about application for TOCFL Home Edition</li> <li>● Iola, a student, asked by WhatsApp number about form of medical checkup test for applying VISA</li> <li>● Silvi, a student, asked by WhatsApp number about living information in Taiwan</li> </ul>
16 June	Administration	<ul style="list-style-type: none"> <li>● Update Department List</li> <li>● Prepare Webinar PPT and orientation PPT</li> </ul>
16 June	Customer Service	<ul style="list-style-type: none"> <li>● Diana, a student, asked by WhatsApp about Admission information for Master Degree in Spring Semester 2023</li> <li>● Munir, a lecturer, asked by WhatsApp</li> </ul>

		<p>number about a LoA hardcopy from university still not delivered yet</p> <ul style="list-style-type: none"> <li>● Via, a student, asked by WhatsApp number about Fall Semester 2023 admission information in NYCU</li> </ul>
17 June	Administration	<ul style="list-style-type: none"> <li>● Coordination with TOCFL Committee about test registration</li> <li>● Prepare and recheck the presentation for the webinar info session</li> </ul>
17 June	Customer Service	<ul style="list-style-type: none"> <li>● Bella, a teacher, asked by WhatsApp about Mandarin Class Information in NTNU Mandarin Training Center</li> <li>● Rifaldi, a student, asked by WhatsApp number about medical checkup form</li> <li>● Novya, her parents, asked by WhatsApp number about TOCFL and study in Taiwan</li> <li>● Fajar, a student, asked by WhatsApp number about VISA procedures</li> </ul>
20 June	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report, Department List and financial report</li> <li>● Revise and make a design of e-certificate for Webinar Info Session with UIN Malang</li> </ul>
20 June	Customer Service	<ul style="list-style-type: none"> <li>● Fanny, a student, asked by WhatsApp number about preparation for TEEP Scholarship</li> <li>● Mega, a teacher, asked by WhatsApp number about Traditional Version of Mandarin book and preparation before going to Taiwan</li> <li>● Darrel, a student, asked by WhatsApp number about the MOE Taiwan scholarship and diploma degree certificate that should be translated in English language</li> <li>● Bryan, a parent, asked by WhatsApp number about study and living cost in Taiwan for his son who wants to study in Taiwan for a bachelor degree</li> <li>● Rere, a student, asked by WhatsApp</li> </ul>

		number about MOE Taiwan scholarship
21 June	Administration	<ul style="list-style-type: none"> <li>● Webinar Info Session Study and Scholarship in Taiwan with UIN Malang</li> <li>● Update photos activity</li> </ul>
21 June	Customer Service	<ul style="list-style-type: none"> <li>● William, asked by WhatsApp number about TOCFL Score Result</li> <li>● Bianca, asked by WhatsApp number about Taiwan University Scholarship information</li> <li>● Nita, a parent, asked by WhatsApp number how to apply to study in Taiwan universities website</li> <li>● Firdaus, a student, asked by WhatsApp number about MOE Taiwan scholarship and ICDF scholarship</li> </ul>
22 June	Administration	<ul style="list-style-type: none"> <li>● Coordination about Mandarin Class with UNAIR Language Center Staff about Mandarin Class Beginner 1 and Beginner 2 Syllabus</li> <li>● Prepare material for the presentation for orientation student day</li> </ul>
22 June	Customer Service	<ul style="list-style-type: none"> <li>● Ima, a student, asked by WhatsApp number about MOE Scholarship</li> <li>● Desi, a teacher, asked by WhatsApp number about TOCFL information</li> </ul>
23 June	Administration	<ul style="list-style-type: none"> <li>● Update Department List</li> <li>● Prepare Mandarin Class Beginner 2 Syllabus</li> </ul>
23 June	Customer Service	<ul style="list-style-type: none"> <li>● Jennifer, a student, asked by WhatsApp number about TOCFL information</li> <li>● Kevin, a student, asked by WhatsApp about TOCFL and the admission procedure</li> <li>● Reysha, a student, asked by WhatsApp number about HES and Mandarin course in Taiwan for spring semester</li> </ul>
24 June	Administration	<ul style="list-style-type: none"> <li>● Update TECSID Website</li> <li>● Sent Webinar E-Certificate</li> <li>● Coordination internal for preparation of orientation student day</li> <li>● Design several brochures for TECSID</li> </ul>

		infographic
24 June	Customer Service	<ul style="list-style-type: none"> <li>● Danny, a student, asked by WhatsApp number about Visa and Legalization Procedure</li> <li>● Marvella, a student, asked by WhatsApp number about TOCFL information</li> <li>● Vino, a parent, asked by WhatsApp number about studying in Taiwan for a master degree</li> <li>● Fajar, a student, asked by WhatsApp number about financial statement from bank for student re-registration in NTUST</li> </ul>
27 June	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report and financial report</li> <li>● Make a design of TOCFL test</li> </ul>
27 June	Customer Service	<ul style="list-style-type: none"> <li>● Ariani, a student, asked by WhatsApp number about University list that provide Bachelor Degree Physic Department</li> <li>● Katherine, a parents, asked by WhatsApp number about TOCFL Mock Test</li> <li>● Lyola, a parent, asked by WhatsApp about TOCFL test schedule</li> <li>● Syahrul, a lecturer, asked by WhatsApp number about VISA and close border announcement from OIA</li> </ul>
28 June	Administration	<ul style="list-style-type: none"> <li>● Contact some Teacher ask to teach Tradisional Mandarin in Unair Language Center</li> <li>● Upload May TOCFL Students Information Revision File</li> <li>● Revise a design of poster for orientation day</li> </ul>
28 June	Customer Service	<ul style="list-style-type: none"> <li>● Owen , a student, asked about Admission in Chang Jung University</li> <li>● Darren, a student, asked about University List that Provide Finance Department</li> <li>● Novirina, a student, asked about admission in NCKU</li> <li>● Billy , a student, asked about University List that Provide International Department</li> </ul>

		<ul style="list-style-type: none"> <li>● Daniel, a lecturer of Brawijaya University, asked by WhatsApp number about Taiwan Scholarship</li> </ul>
29 June	Administration	<ul style="list-style-type: none"> <li>● Orientation Student Day</li> <li>● Update Department List</li> <li>● Sending financial report soft file to Vanessa</li> <li>● Contact TETO Surabaya to confirm the update information VISA for students</li> </ul>
29 June	Customer Service	<ul style="list-style-type: none"> <li>● Lily, a teacher, asked about Admission in Taiwan University and Education Fair</li> <li>● Joe, a student, asked about Visa Student Information</li> <li>● Zaydan, a student, asked about Taiwan scholarships and other scholarships from universities</li> <li>● Nia, a student, asked by WhatsApp number about the HES program</li> </ul>
30 June	Administration	<ul style="list-style-type: none"> <li>● Share some information about preparation before departure to Taiwan in New Students WA Group</li> <li>● Coordination about all the reports with Vanessa</li> </ul>
30 June	Customer Service	<ul style="list-style-type: none"> <li>● Calysta, a student, ask about procedure to apply ARC in Taiwan</li> <li>● Zam, a teacher, ask about Visa Student in Taiwan</li> <li>● Rinda, a parent, asked by WhatsApp number about study in Taiwan for bachelor degree program and tuition fee</li> <li>● Rico Hilal, a student, asked by WhatsApp number about NCKU, NTUST, NYCU information</li> <li>● Devon, a student asked by WhatsApp number about TOCFL schedule</li> </ul>