

WEEKLY ACTIVITIES STATUS REPORT		
1 July	Administration	<ul style="list-style-type: none"> ● Meeting with Mandarin Teacher Discuss about Mandarin Class ● Update the financial report and check all invoices
1 July	Customer Service	<ul style="list-style-type: none"> ● Matthew, a student asked by WhatsApp number about university list that provide Bachelor Degree International Business Management Department ● Aisyah, a student asked by WhatsApp number about Admission in Taiwan University for Bachelor Degree ● Aini, a student, asked about admission for master degree in NTHU for chemical engineering/biology program with English full taught ● Mrs. Siti Faikha, a lecturer of UNM, asked about a short course program information online for undergraduate students in UNM.
4 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Promote TOCFL September 2022
4 July	Customer Service	<ul style="list-style-type: none"> ● Yenny, a teacher, asked by WhatsApp number about TOCFL Information and Schedule ● Elisabeth, a student, asked by WhatsApp number about Legalization Medical Checkup Procedure in TETO ● Bryan, a student, asked about culinary program for undergraduate student in Taiwan universities information
5 July	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR Language Center about new Mandarin Class next Semester ● Contact TETO Surabaya about a program that is offered by NTUT for Indonesian students and update information about VISA
5 July	Customer Service	<ul style="list-style-type: none"> ● Owen, a student asked by WhatsApp number about Bank Reference for

		<p>Admission in Taiwan University</p> <ul style="list-style-type: none"> ● Jovita, a teacher, asked by WhatsApp number about Medical Checkup for applying for a Student Visa in Surabaya TETO ● Help and answer the Fall 2022 Student Group all of the questions for preparation before departing to Taiwan
6 July	Administration	<ul style="list-style-type: none"> ● Sent TOCFL Poster to some Surabaya Teacher and ask them to help promote
6 July	Customer Service	<ul style="list-style-type: none"> ● Lily, a teacher, asked about bachelor degree admission ● Kathleen, a student, asked about university list that provide product design department ● Help and answer the Fall 2022 Student Group all of the questions for preparation before departing to Taiwan ● Munir, a lecturer, asked by WhatsApp number about legalization procedure and fee
7 July	Administration	<ul style="list-style-type: none"> ● Make a design e-poster about NTUT New Southbound Program ● Upload and share NTUT New Southbound Program in IG and FB ● Contact and update about VISA with TETO
7 July	Customer Service	<ul style="list-style-type: none"> ● Marvella, a student, asked about TOCFL information ● Endang, a student, asked about preparation before departure to Taiwan ● Irene, a lecturer, asked about a short course program for vocational students in civil engineering
8 July	Administration	<ul style="list-style-type: none"> ● Coordination with Unair Language Center and ask about Mandarin Class Student Score
8 July	Customer Service	<ul style="list-style-type: none"> ● Owen, a student, asked about Admission Guidelines in Chang Gung University ● Sharon, a student, asked about the

		<p>legalization procedure in Surabaya TETO</p> <ul style="list-style-type: none"> ● Aping, a parent, asked about the admission information about culinary program
11 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Promote TOCFL September 2022 ● Check and confirmation about photos and documentation with Vanessa
11 July	Customer Service	<ul style="list-style-type: none"> ● Sharon, a student asked by WhatsApp number about part time job for student in Taiwan ● Kathrine, a student asked by WhatsApp number about English Taught in some University in Taiwan ● Mrs. Lisye, a parent, asked by WhatsApp number about NDHU information ● Rico, a student, asked by WhatsApp number about the MOE Taiwan scholarship
12 July	Administration	<ul style="list-style-type: none"> ● Coordination with a Mandarin Teacher about Exam Score ● Coordination internal about education fair planning
12 July	Customer Service	<ul style="list-style-type: none"> ● Josephine, a student asked by WhatsApp number about Business Management Course in Taiwan University ● Ima, a student asked by WhatsApp number about university that provide PhD Degree Dept. of Foreign Languages & Literatures ● Chand, a lecturer, asked by WhatsApp number about universities that provide industrial engineering or industrial management with full English taught for master degree and PhD ● Syahrul Munir, a lecturer, asked about VISA and authorization documents in TETO
13 July	Administration	<ul style="list-style-type: none"> ● Coordination with Xinmiao about distributing TOCFL Certificate and Score Report ● Contact with TETO Surabaya about an

		update Visa and an event of TECSID that can be supported to promote the event
13 July	Customer Service	<ul style="list-style-type: none"> ● Kaylee, a teacher, asked by WhatsApp number about TOCFL Test Information ● Anita, a parent, asked by WhatsApp number about TOCFL and Mandarin Taught Department list ● Lena, a parent, asked by WhatsApp number about MOE Taiwan scholarship and study in Taiwan information ● Dimas, a student, asked by WhatsApp number about study in Taiwan information and universities that provide business management with a full English taught program
14 July	Administration	<ul style="list-style-type: none"> ● Sent announcement about distributing TOCFL Certificate and Score Report to student ● Promote TOCFL September 2022 to some Surabaya Teacher
14 July	Customer Service	<ul style="list-style-type: none"> ● Fenny, a parent, asked by WhatsApp number about IELTS test date and place list in Surabaya ● Candra, a student, asked by WhatsApp number about Legalization procedure in Jakarta TETO ● Yani, a parent, asked by WhatsApp number about applying for a Visa procedure for students ● Dianti, Ricky, and Yulia, a student, asked by WhatsApp number about study in Taiwan procedure and scholarship for undergraduate students
15 July	Administration	<ul style="list-style-type: none"> ● Share about Fujen Catholic University admission information ● Sent TOCFL Information to some High School in Surabaya
15 July	Customer Service	<ul style="list-style-type: none"> ● Endang, a student, asked by WhatsApp

		<p>number about Visa Application in Jakarta TETO</p> <ul style="list-style-type: none"> ● Linda, a parent, asked by WhatsApp number about Legalization High School degree report ● Hazael, a student, asked by WhatsApp number about TOCFL test information ● Sonia, a student, asked by WhatsApp number about short courses or Mandarin language course in Taiwan information ● Silvi, a student, was asked by WhatsApp for information about applying for a work permit as a student
18 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Promote TOCFL September 2022 ● internal planning meeting for August-December 2022 event
18 July	Customer Service	<ul style="list-style-type: none"> ● Joa, a student, asked by WhatsApp number about TOCFL information ● William, a student, asked by WhatsApp number about university list that provides Finance Mandarin taught ● Diana, a parent, asked by WhatsApp number about study in Taiwan ● Lucienne, a student, asked by WhatsApp number about authorized document procedure ● Dian, a parent, asked by WhatsApp number about mandarin course language program for junior school student
19 July	Administration	<ul style="list-style-type: none"> ● Update Department List ● Contact TEC in Jakarta to ask for help for the promotion of TOCFL batch 2 2022
19 July	Customer Service	<ul style="list-style-type: none"> ● Jenie, a student, asked by WhatsApp number about Mandarin Traditional Class information ● Yenny, a teacher, asked by WhatsApp

		<p>number about TOCFL and Mock test information</p> <ul style="list-style-type: none"> ● Aprillia, a student, asked by WhatsApp number about VISA for visitor to Taiwan regulation for visiting agenda this year ● Agnes, a student, asked by WhatsApp number about a mandarin language course scholarship program ● Mrs. Aping, a parent, asked by WhatsApp number about universities that provide culinary programs with full English taught
20 July	Administration	<ul style="list-style-type: none"> ● Coordination with Xinmiao about promoting TOCFL ● Coordination with Mandarin Teacher about Next Semester Mandarin Class Schedule
20 July	Customer Service	<ul style="list-style-type: none"> ● Teddy, a student, asked by WhatsApp number about Scholarship information in Taiwan University ● Ida, a student, asked by WhatsApp number about Student Visa information ● Darren, a student, asked by WhatsApp number about document requirements and procedure to apply study in Taiwan ● Silvi, a student, asked by WhatsApp number about work permit in Taiwan
21 July	Administration	<ul style="list-style-type: none"> ● Sent TOCFL Information to Teachers in Surabaya High School
21 July	Customer Service	<ul style="list-style-type: none"> ● Linda, a parent, asked by WhatsApp number about legalization procedure ● Agnes, a parent, asked by WhatsApp number about TOCFL information ● Manda, a student, asked by WhatsApp number about the MOE Taiwan Scholarship ● Dimas, a student, asked by WhatsApp number about the timeline for admission fall 2023 and timeline for spring 2023
22 July	Administration	<ul style="list-style-type: none"> ● Make some offering letters to hold an info session 2022

22 July	Customer Service	<ul style="list-style-type: none"> ● Zia, a student, asked by WhatsApp number about PhD Scholarship information ● Sony, a student, asked by WhatsApp number about Mandarin Class application in Taiwan Mandarin Center ● Fajar, a student, asked by WhatsApp number about the financial statement and scholarship from Taiwan Edu Fair 2022 (March session) information ● Puput, an Unair staff member, asked about regulation for visiting Taiwan for lecturers' agenda visits ● Widuri, a student, asked by WhatsApp number about MOE Taiwan scholarship
25 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Planning and list universities to hold info sessions
25 July	Customer Service	<ul style="list-style-type: none"> ● Valencia, a student, asked by WhatsApp number about preparation before departure to Taiwan ● Eliana, a student, asked by WhatsApp number about admission procedure for bachelor degree ● Rudyta, a student, asked by WhatsApp number about the HES program. ● Aprilia, a staff, asked by WhatsApp number about VISA in Taiwan
26 July	Administration	<ul style="list-style-type: none"> ● Update Department List ● Coordination with SC-TOCFL about TOCFL Registration
26 July	Customer Service	<ul style="list-style-type: none"> ● Rissa, a student, asked by WhatsApp number about TOCFL Information ● Aisha, a student, asked by WhatsApp number about Admission information for Master Degree Chemical Engineering Department ● Alfiah, a student, asked by WhatsApp number about MOE Taiwan 2023

27 July	Administration	<ul style="list-style-type: none"> ● Confirm TOCFL Participant list ● Make a design of THEF poster
27 July	Customer Service	<ul style="list-style-type: none"> ● Endang, a student, asked by WhatsApp number about Quarantine and Accommodation after arrival in Taiwan ● Elisabeth, a student, asked by WhatsApp number about Vaccination information before departure to Taiwan ● Velisha, a student, asked by WhatsApp number about the MOE Taiwan scholarship ● Nia, a parent, asked by WhatsApp about studying in Taiwan for a bachelor degree
28 July	Administration	<ul style="list-style-type: none"> ● Announce some information regarding TOCFL
28 July	Customer Service	<ul style="list-style-type: none"> ● Sherly, a parent, asked by WhatsApp number about university list for Business Management ● Dian, a student, asked by WhatsApp number about admission for bachelor degree information ● Ferie, a parent, asked by WhatsApp number about Mandarin Class for preparation to study in Taiwan ● Kristina, a parent, asked by WhatsApp number about mandarin class preparation to study master in Taiwan
29 July	Administration	<ul style="list-style-type: none"> ● Sent letters to some University to hold an info session 2022
29 July	Customer Service	<ul style="list-style-type: none"> ● Angeline, a parent, asked by WhatsApp number about TOCFL information and admission for bachelor degree ● Justin, a student, asked by WhatsApp number about TOCFL information and passing score for TOCFL ● Syahrul Munir, a student, confirms and asks about the MOE Letter ● Joshua, a student, asked by WhatsApp number about study in Taiwan