

WEEKLY ACTIVITIES STATUS REPORT		
1 August	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Contact some High School Teacher offer proposal Info Session Webinar ● coordination in internal to prepare THEF 2022 in October
1 August	Customer Service	<ul style="list-style-type: none"> ● Darren, a student, asked by WhatsApp number about university list that provide Finance Department ● Eliana, a parent, asked by WhatsApp number about TOCFL Passing score ● Felix, a parent, asked by WhatsApp number about Collaboration and visit to Taiwan for students ● Munir, a student, asked by WhatsApp number about VISA and authorized documents
2 August	Administration	<ul style="list-style-type: none"> ● Update University Department List ● Send information about TOCFL to participants
2 August	Customer Service	<ul style="list-style-type: none"> ● Sian, a student, asked by WhatsApp number about Mandarin Class Program in Taiwan University ● Agnes, a parent, asked by WhatsApp number about University List that provides Business Management English Taught ● Bryan, a student, asked by WhatsApp number about study in Taiwan 2023 for bachelor degree ● Laudza, a student, asked by WhatsApp number about MOE Taiwan scholarship and university that provide civil engineering or architecture design in English taught program
3 August	Administration	<ul style="list-style-type: none"> ● Design poster for Taiwan Higher Education Fair 2022
3 August	Customer Service	<ul style="list-style-type: none"> ● Callista, a student, asked about Mandarin Class Program and Scholarship in Taiwan

		<p>University</p> <ul style="list-style-type: none"> ● Fenny, a parent, asked about NTU and NTNU Mandarin Class Program Schedule. ● Lili, a parent, asked about MOE Taiwan Scholarship ● Risa, a parent, asked about studying in Taiwan
4 August	Administration	<ul style="list-style-type: none"> ● Coordination with Unair Language Center Staff about Mandarin Class ● Coordination with a Mandarin Teacher about Mandarin Class in Unair ● Design poster for Education Fair (THEF 2022)
4 August	Customer Service	<ul style="list-style-type: none"> ● Endang, a student, asked about Accommodation information after arrival in Taiwan ● Linda, a parent, asked by WhatsApp number about MOE Letter for Fall Semester New Student
5 August	Administration	<ul style="list-style-type: none"> ● Coordination with SAIM School about Info Session Webinar for High School Student ● Coordination and discussion about the education fair meeting 2022
5 August	Customer Service	<ul style="list-style-type: none"> ● Sonia, a student, asked about Financial Statement for Applying Mandarin Class Program in Taiwan University ● Priscilla, a student, asked about TOCFL Information ● Aldo, a student, asked about bachelor degrees that offered motor and automation engineering in English ● Yessy, a parent, asked about MOE Taiwan scholarship ● Andigi, a parent, asked about quarantine day and procedure after going back to Taiwan for a holiday in Indonesia for students
8 August	Administration	<ul style="list-style-type: none"> ● Update Weekly Report

		<ul style="list-style-type: none"> ● Coordination with UNAIR Language Staff about New Term Mandarin Class Poster ● Coordination with Vanessa and Andi about preparation THEF October 2022
8 August	Customer Service	<ul style="list-style-type: none"> ● Aldi, a student, asked by WhatsApp number about how to fill Student Visa application form ● Jovita, a student, asked by WhatsApp number about Quarantine information ● Peppy, a parent, asked by WhatsApp number about mandarin class program for preparation study in Taiwan
9 August	Administration	<ul style="list-style-type: none"> ● Send information about TOCFL to participants ● Coordination with SIAM School about Webinar ● Make a design poster for an info session with UNAIR
9 August	Customer Service	<ul style="list-style-type: none"> ● Denny, a student, asked by WhatsApp number about TOCFL Information ● Sherly, a parent, asked by WhatsApp number about University List that provides Business Management English and Mandarin Taught ● Aldi, a student, asked by WhatsApp number about quarantine hotels and procedures in Taiwan
10 August	Administration	<ul style="list-style-type: none"> ● Update Department List ● Check the website information news
10 August	Customer Service	<ul style="list-style-type: none"> ● Endang, a student, asked by WhatsApp number about PCR Updated information before departure to Taiwan ● Sania, a student, asked about NTNU Mandarin Class Program Admission ● Via, a student, asked by WhatsApp number about bachelor degree in automotive program in English full taught ● Fithri, a student, asked by WhatsApp

		number about a master degree in biomedical engineering program with English fully taught
11 August	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR Staff about Info Session with Unair Students ● Revise the design poster of THEF 2022 October session ● Coordination with UNAIR about TECSID agenda in 2022
11 August	Customer Service	<ul style="list-style-type: none"> ● Dita, a student, asked about TOCFL Schedule in Indonesia ● Sonia, a student, asked by WhatsApp number admission requirement document Mandarin Program in Taiwan University ● Linda, a parent, asked by WhatsApp number about Visa Application and Medical Checkup information ● Farah Nurfiyanti, a student, asked by WhatsApp number about the MOE Taiwan scholarship ● Yudhis, a student, asked by WhatsApp number about Study in Taiwan information and university that provide scholarship for civil engineering program for master degree
12 August	Administration	<ul style="list-style-type: none"> ● Coordination about meeting internally for preparation of THEF 2022 October session ● Coordination with Universitas Negeri Malang for join in the Education Expo 2022
12 August	Customer Service	<ul style="list-style-type: none"> ● Sherly, a parent, asked by WhatsApp number about university list that provide Bachelor Degree Computer Science ● Anisa, a student, asked by WhatsApp number about student Visa Application in Jakarta TETO ● Wildan, a student asked by WhatsApp number about MOE scholarship and others scholarship for civil engineering in English full taught-master degree program in

		Taiwan
15 August	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with ASEEC Staff about TOCFL Test and Webinar Info Session
15 August	Customer Service	<ul style="list-style-type: none"> ● Lisa, parents, asked by WhatsApp number about a mandarin class program for preparation study in Taiwan ● Fina, a student, asked by WhatsApp number about the authorized diploma certificate by Taiwan embassy procedure ● Andigi, asked by WhatsApp number about quarantine procedure ● Evellyn, a student, asked by WhatsApp number about study in Taiwan ● Cintantya, a lecturer, asked by WhatsApp number about a joint research program between ITS and univ in Taiwan
16 August	Administration	<ul style="list-style-type: none"> ● Make a design e-greetings for Indonesia Independence Day
16 August	Customer Service	<ul style="list-style-type: none"> ● Pricilla, a student, asked by WhatsApp number about TOCFL Information ● Viona, a student, asked by WhatsApp number about the TOCFL Schedule in Indonesia ● Munir, a lecturer, asked by WhatsApp number about the Quarantine hotel procedure ● Vian, a student, asked by WhatsApp number about MOE Taiwan scholarship
18 August	Administration	<ul style="list-style-type: none"> ● Coordination with SAIM School about Webinar Info Session and Scholarship in Taiwan
18 August	Customer Service	<ul style="list-style-type: none"> ● Yudha, a student, asked by WhatsApp number about Business Management University List ● Vivi, a teacher, asked by WhatsApp number about Admission for Bachelor Degree ● DwiY, a parent, asked by WhatsApp number

		<p>about mandarin program class in Surabaya.</p> <ul style="list-style-type: none"> ● Lisa, a parent, asked by WhatsApp number about study in Taiwan
19 August	Administration	<ul style="list-style-type: none"> ● coordination and internal meeting with Taiwan for Education fair preparation ● revise the design poster of Taiwan Higher Education Fair 2022 ● Coordination with UNAIR Language Center about TOCFL Test
19 August	Customer Service	<ul style="list-style-type: none"> ● Aili, a parent, asked by WhatsApp number about Admission information for Bachelor Degree ● Darren, a student, asked by WhatsApp number about Computer Science Department University List ● Nizar M., a lecturer, asked by WhatsApp number about a doctoral program for environmental engineering in full English taught ● Fina, a student, asked by WhatsApp number about HES program
22 August	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with Andi about promotion and technical issue for Education fair 2022
22 August	Customer Service	<ul style="list-style-type: none"> ● Lili, a parent, asked by WhatsApp number about TOCFL information ● Victor, a teacher, asked by WhatsApp number about Mandarin Class Information ● Evellyn, asked about Taiwan scholarship and overseas student information.
23 August	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR Language Center about TOCFL Test
23 August	Customer Service	<ul style="list-style-type: none"> ● Ferie, a parent, asked by WhatsApp number about Mandarin Class in UNAIR ● Endang, a student, asked by WhatsApp number about Student Visa for MOE Scholarship Awardee and Quarantine Information

		<ul style="list-style-type: none"> ● Munir a lecturer, asked by WhatsApp number about preparation and quarantine procedures to depart Taiwan
24 August	Administration	<ul style="list-style-type: none"> ● Coordination with UNAIR about Webinar
24 August	Customer Service	<ul style="list-style-type: none"> ● Dewi, a student, asked by WhatsApp number about Scholarship information in Taiwan University ● Hani, a student, asked by WhatsApp number about MOE and MOFA Scholarship information ● Rizkyana, a parent, asked by WhatsApp number about Study in Taiwan information ● Novie, a student, asked by WhatsApp number about MOE and ICDF scholarship
25 August	Administration	<ul style="list-style-type: none"> ● Coordination with Miss Liu about TOCFL Package ● Coordination with UNAIR Language Center about Mandarin Class and Promote in WA Group and social media ● Contact to TEC in Jakarta and Yogyakarta to promote THEF 2022
25 August	Customer Service	<ul style="list-style-type: none"> ● Hari, a parent, asked by WhatsApp number about Mandarin Class Information for Beginner Level ● Sania, a student, asked by WhatsApp number about MOE and University Scholarship information ● Herry Tri, a parent, asked by WhatsApp number about Study in Taiwan procedures. ● Kiki, a student, asked by WhatsApp number about civil engineering universities
26 August	Administration	<ul style="list-style-type: none"> ● Upload Taiwan Education Fair Poster in FB and Instagram ● Promote THEF 2022 in social media ● Contact and coordination with TEC Jakarta to support and promote THEF 2022
26 August	Customer Service	<ul style="list-style-type: none"> ● Riski, a student, asked by WhatsApp

		<p>number about TOCFL Information</p> <ul style="list-style-type: none"> ● Rani, a student, asked by WhatsApp number about University Information Especially in Taichung or Taipei ● Nabilla a student, asked by WhatsApp number about MOE Taiwan scholarship ● Lisa, a parent, asked by WhatsApp number about Taiwan scholarship and study in Taiwan procedures
29 August	Administration	<ul style="list-style-type: none"> ● Update Weekly Report and University Department List ● coordination internal for preparation of THEF 2022
29 August	Customer Service	<ul style="list-style-type: none"> ● Lian, a student, asked by WhatsApp number about MOE Scholarship Information ● Endang, a student, asked by WhatsApp number about Visa and ARC information ● Ridha, a lecturer of Brawijaya University, asked about the procedure of applying for a MOE Taiwan scholarship for PhD program ● Frazna, asking about entry permit and procedure to reschedule the ticket, student in NTUST ● Niken, asking about a master degree in electrical engineering program in NTUT
30 August	Administration	<ul style="list-style-type: none"> ● design header of google form for THEF 2022
30 August	Customer Service	<ul style="list-style-type: none"> ● Rina, a student, asked by WhatsApp number about the Beginner Level Mandarin Class Program in Taiwan University ● Sherly, a parent, asked by WhatsApp number about University List in Taipei or Taichung ● Supriyanti, a parent, asked by WhatsApp number about universities that provide chemical engineering or communication visual design programs in English that are fully taught for a bachelor degree

		<ul style="list-style-type: none"> ● Alfiansyah, a student, asked by WhatsApp number about the timeline to apply for the MOE Taiwan scholarship
31 August	Administration	<ul style="list-style-type: none"> ● Sent TOCFL Test Rule to Participant
31 August	Customer Service	<ul style="list-style-type: none"> ● Kahtleen, a student, asked about TOCFL Preparation Material ● Fenny, a parent, asked about admission in the Mandarin Class Program Schedule ● Made, a student, asked about a tourism program for bachelor degree in English full taught ● Edith, a parent, asked about a program to study hospitality in English full taught for bachelor degree and scholarship