

WEEKLY ACTIVITIES STATUS REPORT		
1 September	Administration	<ul style="list-style-type: none"> ● Coordination with Unair Language Center Staff and Tower Staff about TOCFL ● Meeting with TOCFL Proctor ● contact with TEC Jakarta for an education expo which is organized by UNAIR Student association
1 September	Customer Service	<ul style="list-style-type: none"> ● Silvia, a parent, asked by WhatsApp number about Admission information for Bachelor Degree Student in Taiwan University ● Puspa, a student, asked by WhatsApp number about Document Legalization from TETO ● Diana, asked about WhatsApp number about the VISA procedure for family
2 September	Administration	<ul style="list-style-type: none"> ● Coordination with Andi about promotion strategy for THEF 2022
2 September	Customer Service	<ul style="list-style-type: none"> ● Ahmad, a student, asked by WhatsApp number about the University List that provides an English Taught Master Degree in Business Management ● Yenny, a teacher, asked by WhatsApp number about TOCFL Passing Score and Test Preparation ● Priscilla, a student, asked offline about studying in Taiwan for a master degree. ● Bu Dinda, a parent, asked by WhatsApp number about study in Taiwan for senior high school students
3 September	TOCFL Test	<ul style="list-style-type: none"> ● TOCFL Test ● Meeting with Mandarin Class Teacher to give Teaching Material and Discuss some information about the class
5 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Upload CMU Spring Admission Information ● Share YunTech Elite Scholarship information to some University in Indonesia
5 September	Customer Service	<ul style="list-style-type: none"> ● Herry, a lecturer, asked by WhatsApp

		<p>number about Elite Scholarship Information</p> <ul style="list-style-type: none"> ● Lilian, a student, asked by WhatsApp number about the University List that provides Teaching Chinese Department
6 September	Administration	<ul style="list-style-type: none"> ● Update TECSID Website ● Coordination with Mandarin Teacher about Mandarin Class Schedule and Class Report ● Coordination with Andi for design website for education fair
6 September	Customer Service	<ul style="list-style-type: none"> ● Elly, a parent, asked by WhatsApp number about Visiting Family Visa Application ● Diana a parent, asked by WhatsApp number about Bachelor Degree Admission ● Munir, a student, asked about Chinese name stamps and the procedure to open a bank account in Taiwan
7 September	Administration	<ul style="list-style-type: none"> ● Contact some High School Teacher in Surabaya and ask them about Prof Chen's plan to visit some high school in Surabaya ● Coordination with students' association in UNAIR to hold education expo
7 September	Customer Service	<ul style="list-style-type: none"> ● Rani, a student, asked about TOCFL information ● Hilda, a student, asked by WhatsApp number about Visa application procedure for tourist ● Ekky, a student, asked by WhatsApp number about study in Taiwan
8 September	Administration	<ul style="list-style-type: none"> ● Coordination with reporter about THEF Press release and promotion strategy ● Coordination for education fair with other TEC ● Planning and scheduling meeting preparation for the education fair
8 September	Customer Service	<ul style="list-style-type: none"> ● Jennifer, a student, asked by WhatsApp number about TOCFL Website and Score Report

		<ul style="list-style-type: none"> ● Aurel, a student, asked by WhatsApp number about Document Legalization procedure in TETO ● Resty, a student, asked by WhatsApp number about study in Taiwan for a master degree ● Salsabila, a student, asked by WhatsApp number about study in Taiwan
9 September	Administration	<ul style="list-style-type: none"> ● Contact some High School Teacher in Surabaya ask them about Prof Chen plan to visit some high school in Surabaya
9 September	Customer Service	<ul style="list-style-type: none"> ● Giana, a student, asked by WhatsApp number about master degree admission and legalization procedure ● Janny, a parent, call to ask about bachelor degree information and scholarship in Taiwan ● Rully, a parent, asked to WhatsApp number about document preparation for study in Taiwan
12 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Upload TEC Jogjakarta Teacher Training Information ● Internal coordination for promotion planning for THEF 2022
12 September	Customer Service	<ul style="list-style-type: none"> ● Lisa, a parent, asked by WhatsApp number about TOCFL Schedule in Indonesia ● Amanda, a student, asked by WhatsApp number about the University List that provides Civil Engineering Department ● Litha, a student, asking by WhatsApp number about NCYU and NDHU information for bachelor degree in electrical engineering program
13 September	Administration	<ul style="list-style-type: none"> ● coordination with Andi about website of education fair ● Coordination with Universitas Negeri Malang for education expo

13 September	Customer Service	<ul style="list-style-type: none"> ● Sherly, a parent, asked by WhatsApp number about Tuition Fee in some Taiwan University ● Faizal, a student asked by WhatsApp number about Bachelor Degree Admission ● Nurlita, a parent, asked by WhatsApp number about study in Taiwan information and make an appointment to visit TECSID's office ● Ilham Wahdini, a worker, asked by WhatsApp number about VISA for worker and resident visa
14 September	Administration	<ul style="list-style-type: none"> ● Contact some High School Teacher in Surabaya and ask them about Prof Chen's plan to visit some high school in Surabaya ● Coordination with IG Account regarding THEF Promotion ● Coordination with SMA Cambridge School Surabaya for plan to visit in December
14 September	Customer Service	<ul style="list-style-type: none"> ● Victor, a Teacher, asked about TOCFL information ● Listiana, a parent, asked by WhatsApp number about Bachelor Degree admission information ● Lucy, a student, asked about MOE Taiwan Scholarship ● Jovita, a student, asked about study in Taiwan and scholarships
15 September	Administration	<ul style="list-style-type: none"> ● Coordination with Universitas Negeri Malang for education expo ● Coordination with TEC Jakarta and Yogyakarta for meeting THEF 2022
15 September	Customer Service	<ul style="list-style-type: none"> ● Gerry, a Parent, asked by WhatsApp number about Master Degree Admission ● Vonny, a student, asked by WhatsApp number about Document Legalization procedure in TETO ● Ikhwan, a worker, asked by WhatsApp

		<p>number about applying for a student</p> <ul style="list-style-type: none"> ● Irene, a lecturer, asked about PhD scholarship for civil engineering in NTUST and dual degree program
16 September	Administration	<ul style="list-style-type: none"> ● Coordination internal TECSID about promotion and extension of ads promotion ● Coordination with UNAIR students to hold an education expo in October 2022
16 September	Customer Service	<ul style="list-style-type: none"> ● Jessica, a student, asked by WhatsApp number about Mandarin Class Admission ● Josephine, a student, asked by WhatsApp number about required documents to apply to study in Taiwan and MOE Scholarship ● Via, a lecturer, asked by WhatsApp number about information for PhD program in chemical engineering ● Munir, a student in NTUT, asked by WhatsApp number about NHI insurance ● Dita, a student, asked by WhatsApp number about studying in Taiwan for a bachelor degree program
19 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with SAIM School Teacher about Prof Chen Academic Visit ● Coordination with Vanessa about schedule of Taiwan Showcase
19 September	Customer Service	<ul style="list-style-type: none"> ● Joana, a student, asked by WhatsApp number about TOCFL Information ● Valerie, a student, asked by WhatsApp number about NYCU Spring Semester Admission ● Vina, a student, asked by WhatsApp number about MBA program for master degree ● Joe, a student, asked by WhatsApp number about a hospitality program in English full taught program

20 September	Administration	<ul style="list-style-type: none"> ● Internal meeting and Preparing promotion Material for UM Education Expo ● Contact and coordination with TEC Jakarta and TEC Yogyakarta about providing dancers for THEF 2022
20 September	Customer Service	<ul style="list-style-type: none"> ● Sean, a student, asked by WhatsApp number about Admission information for Bachelor Degree ● Diana, a student, asked by WhatsApp number about Mandarin Class in Taiwan University ● Galuh, a student, asked by WhatsApp number about Study in Taiwan for a master degree for MBA or finance program ● Ilham Wahdini, a worker, asked by WhatsApp number about how to fill out the VISA form for white collar workers
21 September	Administration	<ul style="list-style-type: none"> ● Presentation about Study in Taiwan in UM Education Expo ● Coordination with SMA Surabaya Cambridge School for Taiwan Education Showcase by google meet
21 September	Customer Service	<ul style="list-style-type: none"> ● Ridha, a lecturer, asked by WhatsApp number about Financial Statement to Apply in Taiwan University ● Munir, a student in NTUT, asked by WhatsApp number about how to send a package to Taiwan
22 September	Administration	<ul style="list-style-type: none"> ● coordination about itinerary schedule for Dean Chen (Taiwan Education Showcase)
22 September	Customer Service	<ul style="list-style-type: none"> ● Luqman, a teacher, asked by WhatsApp number about Admission in Taiwan University ● Open consultation offline during the expo in Universitas Negeri Malang ● Kiky, a parent, asked about NTUST information for requirement documents for a master degree in MBA

23 September	Administration	<ul style="list-style-type: none"> ● Prepare for Teacher Training ● Coordination with Student Association UNAIR about expo in October 2022
23 September	Customer Service	<ul style="list-style-type: none"> ● Yoga, a parent, visit TECSID Office, asked about Bachelor degree admission and Overseas Chinese Student information ● Sianne, a parent, visit TECSID Office, asked about Bachelor degree admission and tuition fee information ● Salsabila, a student, asked about which universities provide a master degree in Public Health program with English fully taught ● Lisa, a student, asked about NYCU for September intake 2023 information (bachelor degree)
26 September	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination about preparation of THEF 2022
26 September	Customer Service	<ul style="list-style-type: none"> ● Vonny, a parent, asked by WhatsApp number about TOCFL Schedule in Indonesia ● Anira, a student, asked by WhatsApp number about the University List that provides Engineering Department English Taught ● Andini, a student, asked by WhatsApp number about Study in Taiwan and THEF 2022 ● Ilham Susanto, a student from UB, asked by WhatsApp number about study in Taiwan. ● Vivi, a parent, asked by WhatsApp number about bachelor degree study in Taiwan
27 September	Administration	<ul style="list-style-type: none"> ● Contact Reporter Discuss about THEF Promotion ● Coordination with TEC to prepare THEF 2022
27 September	Customer Service	<ul style="list-style-type: none"> ● Melinda, a parent, asked by WhatsApp number about Admission Fee in some

		<p>Taiwan University</p> <ul style="list-style-type: none"> ● Robert, a parent, asked by WhatsApp number about study in Taiwan information especially about bachelor degree admission ● Josephine, a student, asked by WhatsApp number about study in Taiwan ● Bobby, a lecturer, asked by WhatsApp number about study in Taiwan in NTHU and NYCU.
28 September	Administration	<ul style="list-style-type: none"> ● Coordination internal about ads in IG Account regarding THEF Promotion and update website of THEF 2022
28 September	Customer Service	<ul style="list-style-type: none"> ● Pricilla, a student, asked by WhatsApp number about asked about TOCFL information ● Evelyn, a student, asked about study in Taiwan for overseas student and Government scholarships
29 September	Administration	<ul style="list-style-type: none"> ● Prepare for Mandarin Teacher Training and make a survey for Mandarin Teacher Training Course Suggestion
29 September	Customer Service	<ul style="list-style-type: none"> ● Linda, a student, asked by WhatsApp number about Document Legalization procedure in TETO ● Syahrul firmanysah, a student asked by WhatsApp number about scholarship in Taiwan ● Firdaus, a student, asked by WhatsApp number about study in Taiwan for exchange student.
30 September	Administration	<ul style="list-style-type: none"> ● Coordination with technician and other TEC in Indonesia for promotion and news
30 September	Customer Service	<ul style="list-style-type: none"> ● Jason, a student, asked by WhatsApp number about Bachelor degree and Mandarin Class Admission ● Dinda, a student, asked by WhatsApp number about mandarin class admission and TOCFL information

		<ul style="list-style-type: none"> ● Anisa a student, asked by WhatsApp number about THEF 2022 ● Risha, a student, asked by WhatsApp number about list of universities who join in THEF 2022 ● Aprillia, staff, asked by WhatsApp number about VISA visitor and staff of research
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