

## WEEKLY ACTIVITIES STATUS REPORT

[3 July - 7 July 2023]

3 July	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Announcing TOCFL Score Result</li> <li>● coordination about Education Fair 2023</li> <li>● coordination about activities planning on next semester</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Amanda, a student, asked about Social Science Department in Taiwan University</li> <li>● Vina, a student, asked about ShortCourse in Taiwan University</li> <li>● Mrs. Aping, a parent, asked about VISA application and medical check up procedure.</li> <li>● Bagus, a student, asked about MOE Taiwan Scholarship.</li> </ul>
4 July	Administration	<ul style="list-style-type: none"> <li>● Coordination about Mandarin Class</li> <li>● Prepare Curriculum for Mandarin Class</li> <li>● update weekly report</li> <li>● coordination with the internal TECSID about visiting the AU program.</li> <li>● Contact list of principals of high schools to visit Taiwan.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Dio, a student, asked about Medical Checkup Information</li> <li>● Mr. Hanjaya's parents called and asked about a master program degree in Taiwan for MBA in NTUST and NTU.</li> </ul>

		<ul style="list-style-type: none"> <li>● Tio, my parents, asked about a bachelor program for culinary and management business in Taipei.</li> </ul>
5 July	Administration	<ul style="list-style-type: none"> <li>● Contact some schools about the Visiting Asia University Program for High School Principal.</li> <li>● contact universities to be a co-host on THEF 2023.</li> <li>● update weekly report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Jason, a student, asked about TOCFL Information</li> <li>● Fina, a student, asked about Study Language Visa Information</li> <li>● Nia, a student, asked about scholarship and admission information in NCKU.</li> </ul>
6 July	Administration	<ul style="list-style-type: none"> <li>● Meeting with Unair about Mandarin Class</li> <li>● Coordination for Edu fair and Visiting Principals to Taiwan.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Jeremy, a student, asked about Visa Application and Financial Information</li> <li>● Hilda, a student, asked about Master Degree admission and Scholarship</li> <li>● Joshua, a student, asked about financial statement information to study in Taiwan.</li> <li>● Mrs. Lidya, a parent, asked about MOE Taiwan Scholarship.</li> </ul>
7 July	Administration	<ul style="list-style-type: none"> <li>● Contact HighSchool Principal to ask for their confirmation about Visiting Asia University.</li> <li>● Update weekly report</li> </ul>

		<ul style="list-style-type: none"> <li>● coordination about financial report and MOE report with Sienna.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Sandra, a student, asked about Visa Student and Family visit Visa information</li> <li>● Gerry, a parent, asked about Mandarin Class information.</li> <li>● Kiky, a student, asked about HES.</li> <li>● Mr. Hanjaya, a parent, asked about score of TOEFL for master degree program for MBA program study.</li> </ul>

#### WEEKLY ACTIVITIES STATUS REPORT

[10 July - 14 July 2023]

10 July	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination about Taiwan Higher Education Fair with Universitas Tanjungpura Pontianak and Universitas Muhammadiyah Makassar</li> <li>● Contact the principal for principal visit to Taiwan</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Sandra, a student, asked about Financial Statement for applying Student Visa</li> <li>● Wina, a student, asked about Mandarin Class Information</li> <li>● Rizka, a student, asked about a bachelor degree program with English taught fully for chemical engineering.</li> <li>● Mrs. Dessy, a parent, asked about the MOE Taiwan Scholarship timeline.</li> </ul>

11 July	Administration	<ul style="list-style-type: none"> <li>● Update University and Department information</li> <li>● make an official proposal and letter to Universitas Tanjungpura and Universitas Muhammadiyah makassar to be co-host of THEF 2023.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Jennifer, a student, asked about TOCFL Score information</li> <li>● Anita, a student, asked about Bachelor Degree Admission information</li> </ul>
12 July	Administration	<ul style="list-style-type: none"> <li>● Update weekly report</li> <li>● Sending an official proposal and letter to Universitas Tanjungpura and Universitas Muhammadiyah makassar to be co-host of THEF 2023.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Lita, a student, asked about Scholarship and Document for Admission</li> <li>● Kristia, a student, asked about MOE Taiwan Scholarship for master degree.</li> </ul>
13 July	Administration	<ul style="list-style-type: none"> <li>● Received TOCFL Score report and Certificate</li> <li>● Scan TOCFL Score report and Certificate</li> <li>● Contact and coordination with SMA Dharmaloka Pekanbaru for visiting principal agent to Taiwan</li> </ul>

	Customer Service	<ul style="list-style-type: none"> <li>● Dio, a teacher, asked about, Master Degree Spring semester Admission Information</li> <li>● Wita, a parents, asked about Overseas Chinese Student information.</li> <li>● Dian, a parent, asked about TOCFL and english proficiency test score for applying bachelor degree in Taiwan for full english taught.</li> </ul>
14 July	Administration	<ul style="list-style-type: none"> <li>● Share information about take TOCFL Score report and Certificate Mechanism</li> <li>● update weekly report</li> <li>● revise a proposal and invitation letter to be co-host to Universitas Airlangga and Universitas Muhammadiyah makassar.</li> <li>● coordination and sending a report of activity of TECSID to UNAIR.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Samuel, a student, asked about Language Certificate to applying International Student Admission</li> <li>● Amanda, a student, asked about Bachelor Degree Medical Department information</li> <li>● Juniar, a student, asked about IISMA program.</li> <li>● Kristanto, a parent, asked about business program for bachelor degree.</li> </ul>

WEEKLY ACTIVITIES STATUS REPORT

[17 July - 21 July 2023]

17 July	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● receive visits from Chung Yuan Christian University</li> <li>● meeting online with Unismuh Makassar for introduce about THEF</li> <li>● Revise a TOR and official offering letter to hold Education Fair in UNAIR</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Jessica, a student, asked about TOCFL Score information</li> <li>● Michael, a student, asked about admission for Master Degree in Taiwan University</li> <li>● Kiki, a student, asked about admission for master degree for medical science</li> </ul>
18 July	Administration	<ul style="list-style-type: none"> <li>● Coordination with Unair about Mandarin Class for next semester</li> <li>● Make a design for e greeting card for Islamic New Year</li> <li>● Coordination with Andi about Education Fair in Makassar</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Denny, a parent, asked about Family Visa Application Procedure</li> <li>● Winda, a student, asked about Music Department admission in Taiwan university</li> </ul>
19 July	National Holiday	Islamic New Year
20 July	Administration	<ul style="list-style-type: none"> <li>● Update University and Department information</li> <li>● Update weeklu report</li> </ul>

		<ul style="list-style-type: none"> <li>● Contact to UNTAN for asking and following up information for education fair.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Fanny, a parent, asked about University in Taipei and Kaohsiung information</li> <li>● Sinta, a parent, asked about Document preparation for university admission.</li> <li>● Munir, a student, asking about NHI payment and extend of ARC procedure</li> </ul>
21 July	Administration	<ul style="list-style-type: none"> <li>● Coordination with SMAN 1 Teladan Jogja about Visiting Taiwan Program</li> <li>● Coordination with SMA Dharmaloka and SMA Kolese Santo Yusup Malang about TEEP visiting program.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Andrew, a student, asked about Legalization Procedure</li> <li>● Deo, a student, asked about Visa and Legalization procedure</li> <li>● Mrs. Aping asked about insurance proof document for NKUHT admission</li> </ul>

## WEEKLY ACTIVITIES STATUS REPORT

[24 July - 28 July 2023]

24 July	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● contact and coordination to find another principal for TEEP.</li> </ul>
---------	----------------	--

	Customer Service	<ul style="list-style-type: none"> <li>● Sherly, a parent, asked about student Visa information</li> <li>● Lissa, a parent, asked about Bachelor Degree Admission and Scholarship Information</li> </ul>
25 July	Administration	<ul style="list-style-type: none"> <li>● Update about University Department information</li> <li>● update weekly report</li> <li>● follow up the offering letter to join on education fair on Gloria High school on September 7-8 September 2023.</li> <li>● Contact with Universitas Negeri Malang to know further information about Higher Education Expo on September 7-8, 2023</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Fernando, a student, asked about TOCFL Schedule</li> <li>● Anita, a teacher, asked about Mandarin Class information</li> <li>● Mrs. Merry, asking by call about a bachelor degree program in English taught in Taiwan for computer science or IT program.</li> </ul>
26 July	Administration	<ul style="list-style-type: none"> <li>● Coordination about Mandarin Class Report</li> <li>● coordination for preparation of TEEP with principal and Sienna.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Jason, a student, asked about insurance and ARC information</li> <li>● Mitha, a student, asked about University in Taipei and Kaohsiung.</li> <li>● Kiky, a student, asked about NTUT admission information.</li> </ul>

		<ul style="list-style-type: none"> <li>● Jawad, a lecturer, asked about VISA for researchers in NTHU.</li> </ul>
27 July	Administration	<ul style="list-style-type: none"> <li>● Sent TOCFL 7 October Registration Form</li> <li>● Coordination for THEF 2023 with UNTAN, asking and following up about contact person for PIC in there.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Winda, a student, asked about Preparation before departure to Taiwan</li> <li>● Nia, a lecturer, asked about the PhD program for civil engineering and scholarships.</li> <li>● Mrs. Jemmy, a parent, asked about bachelor degree programs in NCCU and NTHU which offer program degrees in English.</li> </ul>
28 July	Administration	<ul style="list-style-type: none"> <li>● Coordination with TOCFL Committee about TOCFL 7 October</li> <li>● Attending the courtesy meeting between Airlangga University and TETO Jakarta (Mr. Frank Lu).</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Adinda, a student, asked about Document for Master Degree Scholarship</li> <li>● Rita, a parent, asked about TOCFL and Admission information</li> <li>● Yusnita, a student, asked about admission information in NTU, NTUST, NTHU.</li> </ul>