

WEEKLY ACTIVITIES STATUS REPORT

[31 July - 4 August 2023]

31 July	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● coordination with TETO Surabaya for applying VISA for principals ● coordination with Mr. Rapon about applying visa ● fulfill the documents needed for VISA visitor
	Customer Service	<ul style="list-style-type: none"> ● Winda, a student, asked about preparation before departure to Taiwan ● Elisa, a student, asked about Mandarin Class information ● Mrs. Merry a parent, asked about study in Taiwan
1 August	Administration	<ul style="list-style-type: none"> ● Compile mandarin class material ● coordination and meeting internally for preparation for the TEEP program. ● contact to TETO and Mr Rapon to asking help to apply VISA
	Customer Service	<ul style="list-style-type: none"> ● Ferdi, a student, asked about legalization procedure in TETO ● Rendy, a teacher, asked about student Visa information. ● Mr. Doddy, a parent, asked about MOE Taiwan Scholarship
2 August	Administration	<ul style="list-style-type: none"> ● Coordination with TOCFL Committee about TOCFL registration ● Designing TOCFL poster

	Customer Service	<ul style="list-style-type: none"> ● Denny, a lecturer, asked about PhD admission and scholarship information ● Mrs. Jenny, a parent, asked about studying in Taiwan for a bachelor degree in chemistry engineering.
3 August	Administration	<ul style="list-style-type: none"> ● Share about TOCFL 7 October information in social media and whatsapp group ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Gerry, a student, asked about admission for overseas chinese student information ● Rita, a parent, asked about university information in Taipei and Kaohsiung ● Husnia, a student, asked about MOE Taiwan 2024 and the list of universities that provide information engineering degrees for masters.
4 August	Administration	<ul style="list-style-type: none"> ● Update department information ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Jihan, a student, asked about Medical checkup and financial statement for Visa application ● MRs. Merry, asking for IT or computer science engineering for bachelor degree in english full taught. ● Mrs. Pristia, a teacher, asked about a bachelor degree in english full taught in Taiwan and scholarship.

WEEKLY ACTIVITIES STATUS REPORT

[7 August - 11 August 2023]

7 August	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with UM Makassar for THEF 2023
	Customer Service	<ul style="list-style-type: none"> ● Denny, a parent, asked about Bachelor degree admission and Computer Science department information ● Sherly, parent, asked about Mandarin Class information in Taiwan
8 August	Administration	<ul style="list-style-type: none"> ● Share TOCFL Information to some WA group ● Coordination with UNTAN for THEF 2023
	Customer Service	<ul style="list-style-type: none"> ● Jason, a student, asked about TOCFL Information ● Rendy, a parent, asked about Master Degree admission and scholarship information. ● Mr. Slamet, a staff from Universitas Brawijaya asked about MOE Taiwan scholarship.
9 August	Administration	<ul style="list-style-type: none"> ● Coordination about Mandarin Class ● coordination with Mr. rapon for VISA of principals for visit Taiwan for TEEP 2023
	Customer Service	<ul style="list-style-type: none"> ● Amanda, a student, asked about applying Visa Student information ● Mrs. Jenny, a parent, asked about MOE Taiwan Scholarship and overseas student

10 August	Administration	<ul style="list-style-type: none"> ● Update Departement and University list ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Winda, a student, asked about legalization procedure in TETO Surabaya ● Mrs. MErryana ask about list of univ for Chemical engineering
11 August	Administration	<ul style="list-style-type: none"> ● Technical Meeting with Surabaya Cambridge School about University Exposure 2023 ● coordination and assist principles for preparing depart to Taiwan for TEEP 2023
	Customer Service	<ul style="list-style-type: none"> ● Erlina, a student asked about TOCFL Information ● Merry, a parent, asked about Information Management department in Taiwan University ● Deni, a student, asked about MOE Taiwan Scholarship. ● Mrs. Doris , a staff of NTHU, ask help and assist to inform about high school in Surabaya.

WEEKLY ACTIVITIES STATUS REPORT

[14August - 19 August 2023]

14 August	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with Unair Language Center about Mandarin Class
	Customer Service	<ul style="list-style-type: none"> ● Ferdy, a student, asked about Mandarin Class information in Taiwan University

		<ul style="list-style-type: none"> ● Adinda, a student, asked about Culinary art University in Taiwan University ● Himatul, a lecturer, asked about MoE Taiwan Scholarship for Doctoral degree.
15 August	Administration	<ul style="list-style-type: none"> ● hand over job to new employee ● Coordination with a new staff
	Customer Service	<ul style="list-style-type: none"> ● Jason, a student, asked about TOCFL schedule ● Riza, a teacher, asked about scholarship information in NTNU and NTU ● Lusiana, a student, asked about list of universities that provide of culinary program for bachelor degree.
16 August	Administration	<ul style="list-style-type: none"> ● Prepare for university exposure in Surabaya Cambridge School ● Coordination with Yin about join procedure ● Design of poster for education fair on October
	Customer Service	<ul style="list-style-type: none"> ● Mr Emanuel, a parent asked about computer science department in Taiwan University ● Yulian, a student asked about apply visa ● Ms. Fitei, a parent, asked about MOE Taiwan scholarship.
17 August	Holiday, Indonesia independence day	

18-19 August	Administration	<ul style="list-style-type: none"> ● Coordination with Mrs Aminah (UNAIR language center) about Mandarin Class ● Update TOCFL administration ● Update weekly report ● Coordination for Edu fair and agenda of expo.
	Customer Service	<ul style="list-style-type: none"> ● Join Surabaya Cambridge School University Exposure 2023 (18 August - 19 August) ● Carsten, a student asked about culinary department in Taiwan University ● Mrs. Melvina, a parent asked about biomedical department in Taiwan University ● Calvin, a student, asked about non-academic scholarship ● Doris, a staff of NTHU IBP, Asking about list of high school with highest rank in Surabaya.