Table 12: Suggested Timeline for Implementation from Model Exchange at Indiana University


**Abbreviations:** SEVIS=Student and Exchange Visitor Information System; IUPUI=Indiana University-Purdue University Indianapolis; OIA=Office of International Affairs; IU=Indiana University; ID=identification

<table>
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<th>TIME BEFORE ARRIVAL</th>
<th>ACTIVITY</th>
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<tr>
<td>3 Months</td>
<td>▪ Kenya registrar obtains passport and provides personal data to U.S. program</td>
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| 2 Months            | ▪ Program manager completes SEVIS application  
▪ A DS-2019 application form, accompanied by a letter of invitation, is forwarded to the IUPUI OIA  
▪ The OIA provides a completed DS-2019 application and Certificate for Eligibility for a J-1 visa |
| 1 Month             | ▪ Registrar schedules a J-1 visa exit interview with the U.S. Embassy in Nairobi, Kenya  
▪ Immunization requirements met  
▪ Once the original J-1 visa application and official invitation from the sponsoring institution is received in Kenya, the registrar proceeds with the visa interview  
▪ At IU, division heads are contacted to establish elective dates for each registrar |
| 2 Weeks             | ▪ An IU affiliate status is obtained to create a student ID and email address for each registrar and a bursar account for direct deposit of funds  
▪ Pre-departure orientation |
| 1 Week              | ▪ After receiving visa, registrars provide in-Kenya travel arrangements to Nairobi |
| Arrival             | ▪ Airport pick-up, accommodation, and in-country orientation |