



INSTITUTE OF INTERNATIONAL EDUCATION

December 3, 2014

Dear Ms. Makkena,

On behalf of the Department of State, Bureau of Educational and Cultural Affairs (ECA) and the Institute of International Education (IIE), we are pleased to congratulate you on your selection for the EducationUSA Leadership Institute: Industry/Private Sector Linkages & Innovation. The EducationUSA Leadership Institutes is a new ECA initiative to increase your understanding of U.S. higher education and provide you with an opportunity to engage with the U.S. higher education sector in effective and sustained ways.

Your selection to participate in an EducationUSA Leadership Institute is a great achievement and we look forward to working with you during the next few months. We hope that by the end of your experience you will have developed a thorough understanding of key aspects of U.S. higher education and established relationships with fellow participants and your host institution. The Institute of International Education, the administrative partner for the Institutes, will be working with you closely prior to and throughout your Institute to ensure that you have a valuable and enriching experience. Over the next seven months, you will be participating in the following main program components:

- At least one virtual training webinar in January 2015.
- A three-day orientation in Washington, DC from February 10 to February 13, 2015 followed by an 11 – 12 day Academic Residency on your focus topic.
- At least two virtual follow-up trainings.

The Institute of International Education will be working with you prior to your arrival in the U.S. on your travel documents and other logistics. This includes obtaining all necessary documents in support of your J-1 visa, booking your roundtrip international air travel, and providing you with a pre-departure orientation.

The Institute of International Education has already begun to compile in the information needed to process your DS-2019 form or "Certificate of Eligibility for Exchange Visitor (J-1) Status" which is required to apply for a J-1 visa. The Institute of International Education will provide you with more information on how to apply for your visa shortly. They will also be sending you a Terms and Conditions document explaining your program activities and responsibilities in detail. Please sign the terms and conditions and return this document to your IIE contact, Emma Bonoli: ebonoli@iie.org.

Congratulations again on being selected to participate in this EducationUSA Leadership Institute. We hope that your experience will be highly rewarding both personally and professionally.

Sincerely yours,

A handwritten signature in cursive script that reads "Heidi Arola".

Heidi Arola
Branch Chief, EducationUSA
Bureau of Educational and Cultural Affairs
U.S. Department of State

A handwritten signature in cursive script that reads "Daniel Obst".

Daniel Obst
Deputy Vice President, International Partnerships
Institute of International Education