



EMBASSY OF THE STATE OF KUWAIT CULTURAL DIVISION

3500 INTERNATIONAL DRIVE, N.W., WASHINGTON, D.C. 20008 TELEPHONE: (202) 364-2100 FAX: (202) 363-8394/ (202) 362-4379

DELEGATION OF DUTIES

Cultural Attaché – Dr. Abdulwahab Al-Dhafiri

- Oversight of the Public Authority for Applied Education & Training (PAAET) Undergraduate and Graduate scholarship students.
- Administrative oversight of the Public Authority for Applied Education and Training (PAAET) Department
- Oversight of Kuwait Institute for Scientific Research (KISR) scholarship students excluding research and administration

Cultural Attaché – Dr. Hamad Al-Adwani

- Assistance in the establishment of Kuwait Cultural Office in Canada
- Assistance in issues regarding all MOHE undergraduate students supervised by CBIE

Cultural Counselor/Director – Dr. Abdulazeez S. AlOmar

- Executive oversight of Kuwait Scholarship programs in the United States and Canada
- Oversight of Medical and Dental fellows and residents sponsored by Ministry of Health – Kuwait Institute for Medical Specialties (KIMS), Civil Service Commission, and Kuwait University
- Oversight of all Kuwait University scholarship students, professors on sabbatical leave and administrative affairs related to Kuwait University
- Oversight of Undergraduate and Graduate scholarship students (except for PAAET)
- Oversight of Civil Service Commission students
- Direct supervision of the Accounting, Administrative, & Information Technology Departments
- Administrative oversight of Undergraduate, Graduate and Authentication Departments
- Oversight of Placement Department for all sponsoring agencies
- Overall administrative responsibility for the Cultural Office and Coordination of interdepartmental and intradepartmental activities
- Development of university and organizational relations including agreements, protocols, coordination of visits, and outreach programs
- Setting overall policies and strategic planning for the Office and its relevant correspondence
- All general correspondence