



Embassy of the State of Kuwait
Cultural Division
Washington DC

Student/User Guide for:

- ✓ Kuwait Students Information Management System (KSIMS) – Student Portal
 - Bachelor Degree Level Application

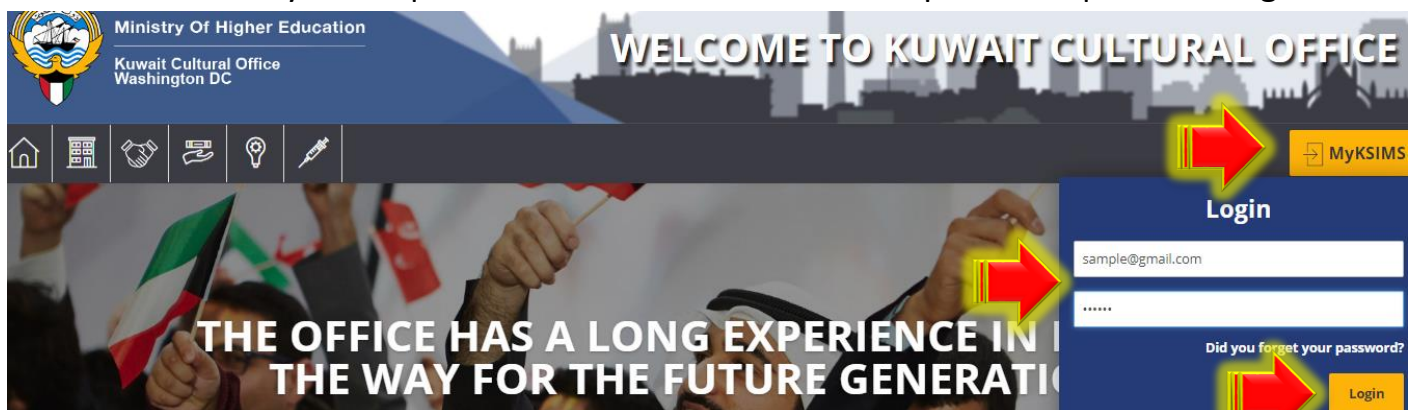


Login as an existing student

1. Go to the Kuwait Culture Office [website](#) | select either the Washington DC or Los Angeles office



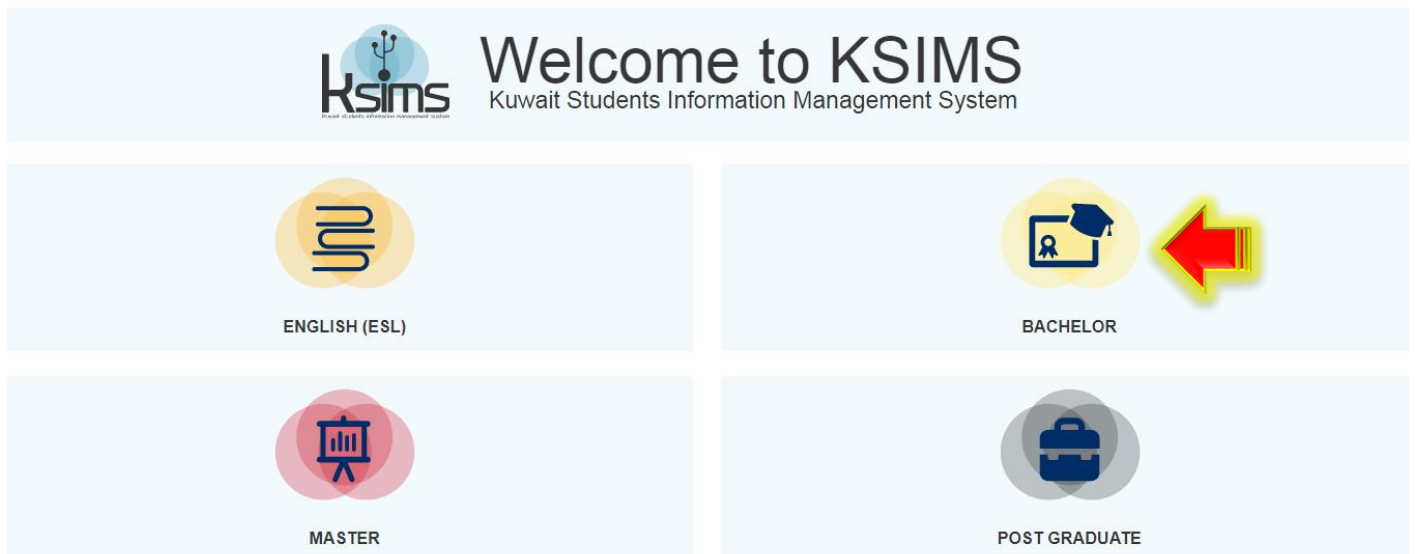
2. Click on MyKSIMS | Enter the email address and the password | click on Login





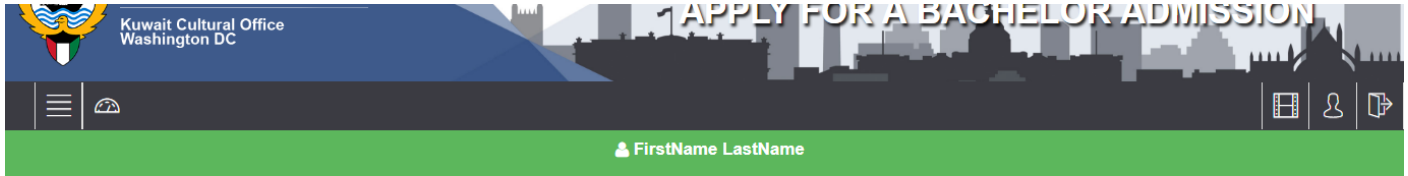
Bachelor (undergraduate) application

3. Click on the Bachelor icon





4. Complete the Bachelor application details:
 Approved schools for the program and Admission details, Upload the admission letter and I-20



Tips:
 If you are a private unsupervised student please click here for the checklist of the MOHE required documents.

Admission letters with a financial condition or a payment of a deposit, are considered as unconditional admissions.
 Please complete all part of this application to make sure you apply successfully

Approved Schools for the program

Qualification *

University/Institute *

Major *

Specialty *

Admission details

Course start date *

Course end date *

Upload Unconditional admission letter. *
* Only PDF or Image files

Unconditional Admission *

Student type

Sponsored student Private Unsupervised Private under supervision

Spencer * Upload scholarship letter *



For the Student type

5. If sponsored student, type in the name of Sponsor; Upload the scholarship letter

Student type Sponsored student Private Unsupervised Private under supervision

Sponsor * Upload scholarship letter *

--- Select --- Upload
* Only PDF or Image files

--- Select ---
Al-Shaheed - Al-Shaheed
Central Bank of Kuwait - Central Bank of Kuwait
Civil Service - Civil Service Commission
Equate - EQUATE Petrochemical Company
HH Sheikh Jaber Mubarak Al-Sabah - HH Sheikh Jaber Mubarak Al-

File Upload
* Only PDF or Image files

Equivalency Upload
* Only PDF or Image files

Qualification Place

--- Select ---

View all high school certificates

File

SchoolCertificate_201806131143.pdf
SchoolCertificate_201805041340.pdf

Showing 1 to 2 of 2 entries

Select a school certificate from the list or upload a new one

Terms & Conditions of the Cultural Office

I understand that the approval of my admission must be in accordance with the list of approved programs posted on the Cultural Division website.

Submit



For the Student type

6. If Private under supervision, click on Private Under Supervision
 - a. Choose the private sponsor or type in 'Private' and choose Private Unsupervised
 - b. Upload any documentation relating to your supervised studies

The screenshot shows a web application interface for selecting a student type. At the top, there is a navigation bar with a menu icon, a home icon, and a user profile icon. Below this is a dropdown menu with the text "-- Select --". The main content area has a dark blue header with the text "Student type" and three tabs: "Sponsored student", "Private", and "Private under supervision". A red arrow points to the "Private under supervision" tab. Below the tabs, there is a "Sponsor *" section with a dropdown menu showing a list of sponsors: "Al-Shaheed - Al-Shaheed", "Central Bank of Kuwait - Central Bank of Kuwait", "Civil Service - Civil Service Commission", "Equate - EQUATE Petrochemical Company", and "HH Sheikh Jaber Mubarak Al-Sabah - HH Sheikh Jaber". A red arrow points to the dropdown menu. To the right of the sponsor section is an "Upload scholarship letter *" section with an "Upload" button and a note "* Only PDF or image files". A red arrow points to the "Upload" button. Below these sections are fields for "Qualification" (with a dropdown menu) and "Place" (with a text input field).



7. Complete the rest of application details, click the checkbox; Submit

Add new Other Certificate

Qualification Type: Qualification: Place:

File: Equivalency:

* Only PDF or Image files

View all high school certificates

File
<input type="radio"/> SchoolCertificate_201806131143.pdf
<input type="radio"/> SchoolCertificate_201805041340.pdf

Showing 1 to 2 of 2 entries

Select a school certificate from the list or upload a new one

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8. Application has been submitted successfully.

Ministry Of Higher Education
Kuwait Cultural Office
Washington DC

LIST ADMISSIONS

The application has been submitted successfully

Click on the admission for more details

Show entries

Request Number	Admission type	Create on	Request History
33637	Sponsored Offer	17 April 2018	Show History

Showing 1 to 1 of 1 entries



9. Student will be notified of the assigned advisor in the Notifications

10. Go back to Dashboard to view pending and/or approved requests

Number	Status	Type	Date Submit
33637	Pending	Sponsored Offer	17 April 2018 13:20

- 11.** At this point, student/s will wait until the application has been approved/verified by their advisor.
- 12.** Notification will be sent to the student/s email of any changes in the application.
- 13.** Once the bachelor application has been approved, students may apply for a second or third application.