Student/User Guide for:

✓ Kuwait Students Information Management System (KSIMS) – Student Portal
  o 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

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

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**Approved Schools for the program**

<table>
<thead>
<tr>
<th>Qualification *</th>
<th>University/Institute *</th>
<th>Major *</th>
</tr>
</thead>
<tbody>
<tr>
<td>— Select —</td>
<td>— Select —</td>
<td>— Select —</td>
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</tbody>
</table>

**Admission details**

<table>
<thead>
<tr>
<th>Course start date *</th>
<th>Course end date *</th>
<th>Upload unconditional admission letter *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>* Only PDF or Image files</td>
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</tbody>
</table>

**Student type**

<table>
<thead>
<tr>
<th>Sponsor student</th>
<th>Private unsupervised</th>
<th>Private under supervision</th>
</tr>
</thead>
</table>
For the Student type

5. If sponsored student, type in the name of Sponsor; Upload the scholarship letter
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
7. Complete the rest of application details, click the checkbox; Submit

8. Application has been submitted successfully.
9. Student will be notified of the assigned advisor in the Notifications

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

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.