



**Embassy of the State of Kuwait**  
Cultural Division  
Washington DC

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**Student/User Guide for:**

- ✓ Kuwait Students Information Management System (KSIMS) – Student Portal
  - Financial/Salary Request



## 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





## Financial/Salary Request

### Initiate Monthly Allowances

#### 3. Click on the Financial Request tab

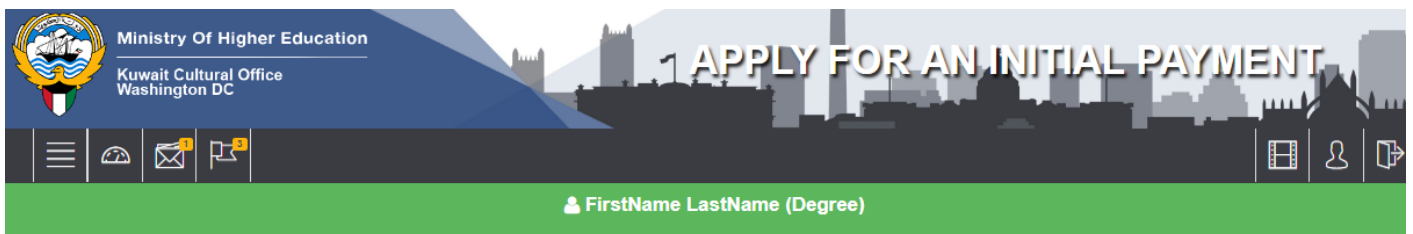
The screenshot displays the KSIMS SYSTEM interface. At the top, there is a header for the Ministry of Higher Education, Kuwait Cultural Office, Washington DC. Below this is a navigation bar with a green background and a user profile icon labeled 'FirstName LastName (Degree)'. The main content area is divided into two sections: 'Academic Request' and 'Financial Request'. The 'Financial Request' tab is highlighted with a red arrow. Under 'Academic Request', there are six icons representing: FREEZE OF SCHOLARSHIP, TO WHOM IT MAY CONCERN LETTER, BACHELOR ADMISSION, GRADUATION STATEMENT, CHANGE OF MAJOR, and MASTER ADMISSION. Below these are two panels: 'Track' and 'Received Emails'. The 'Received Emails' panel shows 'No emails received'.



4. Click on the Initiate Monthly Allowances icon



5. Click on Download consent form - complete and sign this form
6. Upload a copy of the verification of enrollment or class schedule
7. Upload the completed and signed consent form
8. Input the visa information
9. Upload a copy of the visa
10. Submit



For more information and examples of proof such as [Entry Stamp](#) you may click on each.

