



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

August 15, 2019

Dear Students:

RE: Planning Your FALL Academic Studies

This is a reminder of the following regulations that are required by the Ministry of Higher Education to maintain good scholarship standing:

- You must submit a study plan at the beginning of your academic studies. This is a comprehensive degree plan of the courses you are required to take each academic year to complete your major within your scholarship period. The study plan must be completed by your University Adviser and presented to our office. **Students who have not submitted their study plan, excluding freshman students, must do so no later than September 15, 2019.**
- All courses must be taken at your university. **Written approval by our office is required prior to taking a course outside your university.** Please check the list of approved schools/campuses on our website www.kuwaitculture.com prior to enrollment.
- **Online or other non-traditional Courses:** You are only allowed four (4) online/hybrid/independent study courses, not to exceed 12 credits, for your entire undergraduate study. Written approval by our office is required prior to taking these courses and for the tuition to be covered by the scholarship. **You must provide the following for your online/non-traditional course request to be reviewed for approval:**
 - a. Verification of non-traditional courses from ALL schools attended (in case you have not provided all documents)
 - b. Course syllabus of the online course
 - c. Schedule of online course
 - d. Fall term student detailed schedule
 - e. Approval from home school (if taking the online/non-traditional course outside your home school)
 - f. Proof that course is required for the degree
- You must enroll in traditional weekday, daytime classes offered at the approved campus of your university. (Saturday & Sunday classes are not allowed). Courses or programs offered through the **extension, continuing education, college of professional studies, open university or evening division courses are NOT approved.** Any courses taken through these divisions or unapproved campuses cannot not be applied towards your degree and must be repeated. **Any transcript with evening division or extension campus credits will not be authenticated by this office.**
- Per new Ministry regulation, **enrollment should not violate the officially announced credit limit per term** at your home school.
- **Concurrent enrollment** (enrollment in 2 schools or more in the same term) requires prior approval. Concurrent enrollment cannot have any overlap/conflict in schedules. Courses earned with conflict/overlap in schedules will not be accepted and will need to be repeated before graduation, for your degree to be authenticated.
- **You must waive your health insurance prior to the university deadline since you have CIGNA Insurance through the Cultural Office. It is the student's responsibility to pay any health insurance fees due to failure to act promptly.**
- **ESL STUDENTS:** Please be aware of the attendance policy in your program. If your absences exceeds 20%, per Ministry scholarship rules, you will be subject to salary deduction. Maximum period for ESL studies is 1 year, you must secure academic admission to your major after 1 year of ESL.

The following documents must be sent to the Cultural Office no later than September 15, 2019. Failure to do so will result in withholding of October 2019 salary:

1. **Official Spring and Summer 2019 transcripts from ALL schools attended** - must be mailed/emailed directly by the university/college to the Cultural Office (official electronic transcripts are now acceptable)
2. **Fall 2019 verification of enrollment**
3. **Updated Verification of Non-traditional courses from home school and from ALL schools attended** must be received directly from the schools (pls. see attached form)
4. **Signed study plan (if not previously provided)**

Please remember that we are here to offer assistance to you as needed. If you have any questions, please consult with your Embassy Adviser via email.

Best wishes for a successful term,

Aseel Alawadhi, Ph.D.
Cultural Counselor/Director