



K12 for Parents

Tutorial

To request your child's K12 certificate authenticated you need to register online through the main website of Kuwait Cultural Office

KUWAIT CULTURAL OFFICE
3500 INTERNATIONAL DRIVE, NW, WASHINGTON, DC, 20008 USA

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N: Circular to All Students

WELCOME TO KUWAIT CULTURAL OFFICE

The **Cultural Office of the Kuwait Embassy** seeks to promote the higher education plans and strategies of the Kuwaiti government by placing its scholars in quality programs, and preparing them for the market needs of the country. In addition, the Office aims to establish and strengthen its links with American educators and institutions of higher learning for the benefit of Kuwait. Furthermore, the Cultural Office is committed to establishing linkages and cooperative endeavors to enhance cross-cultural understanding between Kuwait and American Society at large.

Beginning in the 1950's the Kuwait Cultural Office has served the needs of Kuwaiti students pursuing higher education in the United States and Canada. Through its staff of professional educators, the Office administers the scholarship programs of Kuwait government agencies, private institutions and charitable foundations.

| | | | | |
|---|---|--|--|--|
| Student Portal Login to your student portal to upload documents, message your advisor, and make request. Login | New Student Info View helpful information for new scholarship students. View | Program Evaluation Submit School/Program evaluation requests. Request | Scholarship Plan View the Academic Year 2024-2025 scholarship plan. View Previous Scholarship Plans View | K-12 Parent Portal Request authentications for K-12 (Kindergarden, Elementary, Middle, High School) children. Login |
|---|---|--|--|--|

Or click [HERE](#)

If you're registering for the first time, please click on "[Register me!](#)" at the bottom of the screen.



Parental Registration Form

(All fields are required)

Parent Civil ID *

Parent First Name *

Parent Family Name *

Parent Email (use only lowercase text) *

Parent Passport File *

Add files

Drag files here

(Only PDF format accepted)

Please allow up to one business day to review your information. A login username and password will be emailed to you later.

I'm not a robot



reCAPTCHA
Privacy * Terms

Your IP Address

Register

[Back to login page](#)

Reset

Please fill in ALL fields and upload a copy of your passport. Please give the files you upload short and meaningful names (example: Mohammed_passport.pdf or Fatemah_transcript.pdf, etc.).

NOTE: *The email address is case sensitive, so please use only lowercase text.*

IMPORTANT: *Please allow for up to 48 hours to have your request reviewed by an advisor. Once your request is approved, you will receive an email with your login and password.*

After you receive an email with your login credentials, please go to the portal and login:

Parents Portal to K-12 Certification



Login into your account

Username

Password

Remember me

[Sign in](#)




[Forgot password?](#)

[Register me!](#)

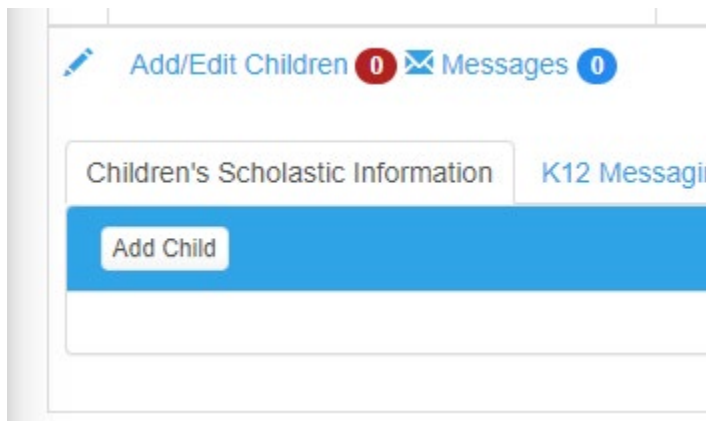
After you login you will see an interface like below:

ATTENTION: The session will expire after 30 minutes of inactivity!

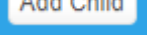
Click on the blue pencil below to Edit Parent information

| | | Parent ID | Status | Parent |
|---|--|---|-------------|--------|
|  | Add/Edit Children 0  Messages 0 |  | New Request | |

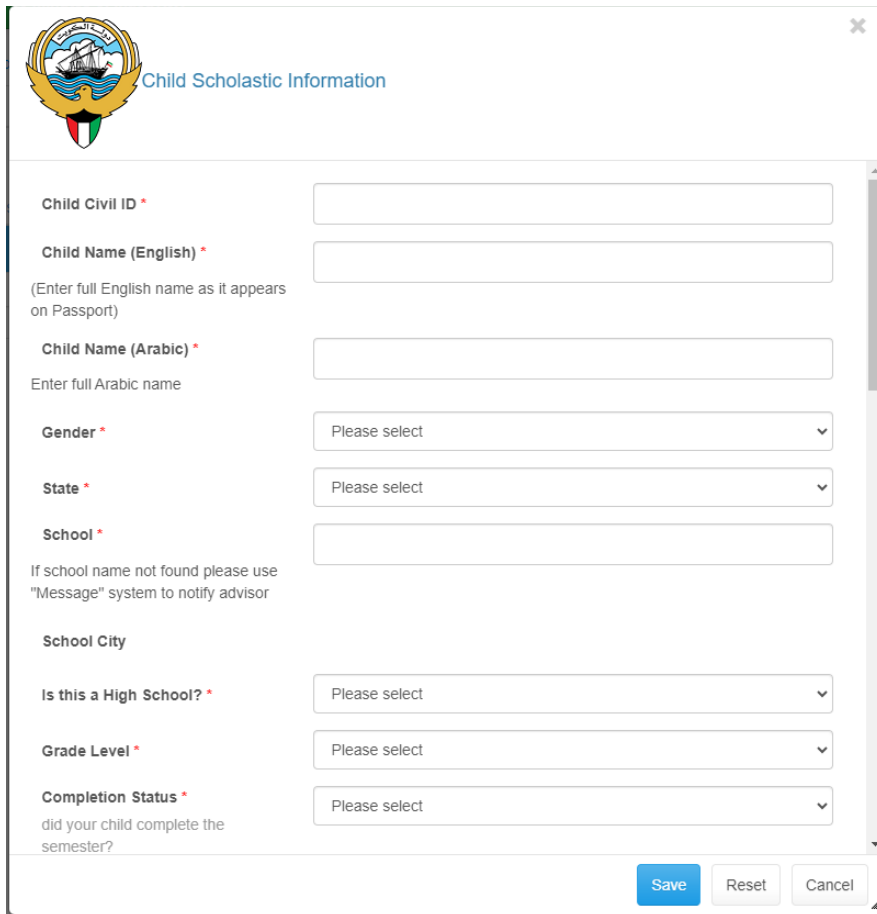
Now you are ready to create new profiles for your child/children and upload their documents. To do so, click on “Add/Edit Children” and a sub-menu will open:



NOTE: Please note the **Status** of your application. After you create your profile and that of your children, the status will show “**New Request**”; The status will change to “**In Process**” after the advisor starts reviewing the documents.

Click on the button  to add your first child’s data.

You will be prompted with the following window:



Child Scholastic Information

Child Civil ID *

Child Name (English) *
 (Enter full English name as it appears on Passport)

Child Name (Arabic) *
 Enter full Arabic name

Gender *

State *

School *
 If school name not found please use "Message" system to notify advisor

School City

Is this a High School? *

Grade Level *

Completion Status *
 did your child complete the semester?

Please fill in all the required fields and upload ALL the required files.

IMPORTANT: *Please have copies of all documents ready before proceeding. You will not be able to defer the process to a later date/time.*

Should you have any questions, please communicate with your advisor through the messaging system.

Similarly, to adding a child, you must click on the tab “K12 Messaging View” to communicate directly with your advisor. Please do NOT use email from this point on, unless you are not able to use the system.



To create a new message, please click on the button and you will be prompted with the following window:

K12 Messaging View, Add new ✕

Parent Civil ID
261021201261

Subject

Message

Please enter a subject, enter your message in the corresponding box, then click Send.

Finally, when your request is complete, the advisor will email you a copy of all documents authenticating your child/children K12 certificates.