



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

VERIFICATION OF ENROLLMENT

TERM: _____ YEAR: _____

SPONSOR: MOHE PRIVATE OTHERS
KPC, Equate, PAAET-Undergrad), HCHA, Prime Minister

THIS IS TO CERTIFY THAT _____
First name Last Name Embassy ID #

IS ENROLLED AT _____
Name of University

MAJOR: _____

EXPECTED DATE OF GRADUATION: _____

SECTION	COURSE NUMBER AND NAME	CREDITS	CAMPUS	ON-LINE (YES OR NO)
TOTAL NO. OF CREDITS				

STUDENT'S SIGNATURE: _____

SIGNATURE & STAMP OF THE UNIVERSITY REGISTRAR: _____

E-MAIL ADDRESS: _____

MY EMBASSY ADVISOR IS: _____

REMINDERS FOR STUDENTS

- Verification of Enrollment** - is required at the beginning of every term. You must submit it before OCTOBER 1, FEBRUARY 1, and JUNE 1. Failure to submit the verification on time will result in a HOLD ON YOUR SALARY.
- Official transcript** - you need to send one at the end of each term. Transcripts must be mailed by the university directly to the Cultural Division.
- Required Earned credits** - 12 credits per term and 27 semester/42 quarter per year; failure to earn these credits could result in salary deductions.
- Non-traditional Courses** (this means any on-line/special topics/independent study courses) – you are allowed a maximum of **4** courses (12 credits total) during your entire studies. If you exceed the 4 courses allowed, your degree will not be authenticated. All non-traditional courses require prior approval and must be taken at an approved university.
- Concurrent registration** or registration at 2 different schools at the same term is **not allowed**.
- Change Major or Transfer of University** – requires prior approval from the Cultural Division.
- Do not forget to waive (or decline) the medical insurance** at your university.
- If you change your address/phone number/e-mail/bank accounts** please inform your advisor as soon as possible.