



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

ADMISSION CERTIFICATION/AUTHENTICATION CHECKLIST

All documents below must be submitted

Date

Name

Civil

DOCUMENTS NEEDED FROM STUDENTS

To be uploaded to KSIMS

- Passport
- Civil ID
- Admission letter (**must indicate major/program**)
- I-20
- Full disclosure (educational background) [use our [form](#)]
- Release of information (consent) [use our [form](#)]
- Kuwait Social Security Statement from Public Institution for Social Security in Kuwait
- For employees: affiliated with *Civil Service Commission*, submit initial approval letter for study issued by CSC; not affiliated with CSC, submit initial approval letter for study issued by employer; private sector/self-employed, submit approval letter for study issued by Public Authority for Manpower in Kuwait (**must indicate approved major**)
- For **ESL, Associate, or Bachelor** Admission: High school transcript/s (copy) **and** Equivalency certificate (*if attended private HS in Kuwait or HS outside Kuwait*)
- For **Master** Admission: Final bachelor transcript, diploma **and** Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
- For **Doctorate** Admission: Final master transcript, diploma **and** Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)

DOCUMENTS NEEDED DIRECTLY FROM THE SCHOOL/S

- Official transcript/s from prior school/s attended (E-transcript must be sent to kmontemayor@kuwaitculture.com)
- Verification of Admission from current school [use our [form](#)] (Completed verification form must be sent to kmontemayor@kuwaitculture.com)

***The Cultural Office reserves the right to request for additional documentation as needed.**