



# 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

## DEGREE CERTIFICATION/AUTHENTICATION CHECKLIST

All documents below must be uploaded

Date

Name

Civil

### DOCUMENTS NEEDED FROM STUDENTS

#### To be uploaded to Student Portal

- Passport
- Civil ID
- Final admission letter and I-20 (previously certified by the Cultural Office)
- Release of information (consent) [use our [form](#)]
- Kuwait Social Security Statement from Public Institution for Social Security in Kuwait
- For employees at the time of enrollment
  - not affiliated with CSC** – initial approval letter for study issued by employer
  - affiliated with CSC** – initial approval letter for study issued by CSC
  - private sector/self-employed** – approval letter for study issued by Public Authority for Manpower in Kuwait
- Prior degree
  - Associate or Bachelor** – high school transcript/s, diploma, and Equivalency certificate (*if attended private HS in Kuwait or HS outside Kuwait*)
  - Master** – final bachelor transcript, diploma, and Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
  - Doctorate** – final master transcript, diploma, and Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
- For students who changed their names, copy of court ruling and name change

### DOCUMENTS NEEDED DIRECTLY FROM THE SCHOOL/S

- Official transcripts from all schools attended where earned credits applied toward the degree (Electronic PDF transcripts must be sent to your advisor by email)
- Verification of Non-traditional Courses Taken from all schools attended where earned credits applied toward the degree (Your advisor will request from each school directly)

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