



**EMBASSY OF THE STATE OF KUWAIT  
CULTURAL DIVISION**

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**To All Students and Scholars in the U.S. & Canada.**

Welcome to the 2009-2010 academic year! I hope you have enjoyed a wonderful summer and returned to your respective universities with enthusiasm and dedication to meet the challenges of the academic year. We extend a special welcome to our recent high school graduates who are leaving home for the first time to a new social and academic environment. We look forward to offering our support and guidance and urge you to always be in touch with us and seek our assistance as the need arises.

I would also like to take this opportunity to welcome Dr. Hamad Al-Adwani to the Cultural Office. Dr. Al-Adwani comes to us from Kuwait University where he was Associate Professor of Chemical Engineering. We look forward to working with Dr. Al-Adwani in the service of our students and our programs. Dr. Al-Adwani will be responsible for the Graduate Department and all graduate students in the United States and Canada.

Completing our team is Dr. Abeer Alhooli who has been with us for the past year. Also an Associate Professor for Curriculum & Instruction at the Public Authority for Applied Education and Training (PAAET), Dr. Alhooli will be responsible for the Undergraduate Department and all undergraduate students in the United States and Canada.

A more comprehensive report on the duties that have been assigned to the Cultural Counselor and the Cultural Attachés is included below.

**U.S. Immigration Law**

As you begin the term, we would like to remind you of the importance of following U.S. Immigration Law since violations may lead to disruption of your studies or other serious consequences. If you are unsure about any of your actions relating to your academic studies, please check with the International Programs Office of your university to make sure that you are remaining in good standing with both the university and the U.S. Immigration.

**The Swine Flu (H1N1-Virus)**

The fall also marks the Flu season in the United States, and this year there is added concern regarding Swine Flu (H1N1 Virus). Please remember to take all precautions to protect yourself, including:

- Follow any instructions from your university or local authorities

- If you are experiencing any symptoms of the Flu, see a doctor immediately and report any positive finding to the University, this Office and the Embassy.

Follow this link for more information on the Swine Flu. <http://www.cdc.gov/h1n1flu/sick.htm>.

Whereas we do not anticipate any serious health issues, it is necessary for you to be aware of the problem and take the proper steps to preserve your health and wellbeing.

You are reminded of the procedures to be followed in contacting the Cultural Office:

- Call your academic adviser and provide your most recent contact information (Phone, Email, and Mailing/Residence Address).
- The adviser has direct responsibility for your file & should be able to act immediately on your request.
- If the academic adviser is unable to respond to your request, please contact the appropriate director.
- If you feel your case has not been adequately addressed, you may then contact the appropriate Cultural Attaché.

Important notices will be posted on our website throughout the year, so please continue to consult our webpage at regular intervals for any new information.

On behalf of my colleagues and the staff of the Cultural Office, we wish you every success in your studies and your personal life. You have always served as excellent Ambassadors for Kuwait and we are confident you will continue to bring honor and pride to your country and your families.

Hasan Nasrallah, Ph.D.  
Cultural Counselor/Director  
September 4, 2009

## **Delegation of Duties – Cultural Division Executive Officers**

### **Cultural Counselor/Director – Dr. Hasan Nasrallah**

- Overall responsibility for the Cultural Office.
- Direct responsibility for the Accounting, Administrative & Information Technology Departments.
- Development of university/organizational relations including coordination of visits, protocols & outreach programs.
- Setting overall policies and strategic planning for the Office.
- Correspondence that relate to policies & strategies.
- Coordination of interdepartmental activities.
- Authentications (private, unsupervised students)

### **Cultural Attaché, Undergraduate Division – Dr. Abeer Al-Hooli**

- Administrative oversight of Ministry of Higher Education Department.
- Oversight of all undergraduate students (MOHE, Merit, Special, Diplomatic, Charitable Foundations, & Private).
- Oversight of undergraduate students sponsored by the Public Authority for Applied Education & Training (PAAET).
- Oversight of undergraduate students sponsored by the Civil Service Commission.
- Oversight of the placement of undergraduate scholars.
- Decisions relating to staff within the department (leave approval, evaluations, etc.)

### **Cultural Attaché, Graduate Division – Dr. Hamad Al-Adwani**

- Oversight of the following departments: Kuwait University; Public Authority for Applied Education & Training, Civil Service, and Authentication of graduate sponsored students.
- Oversight of all graduate students sponsored through Ministry of Higher Education.
- Oversight of the placement of all graduate scholars through the Placement Department.
- Decisions relating to staff within the department (leave approval, evaluations, etc.).