



**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

**Date:** August 2, 2023  
**TO:** ALL MOHE/PAAET Students  
**FROM:** Nayef Alshammari, Ph.D.  
Cultural Counselor/Director  
**RE:** Fall Book/Clothing and Equipment Allowances

**Dear Students:**

**ESL/Undergraduate**

To facilitate the process of review and release of your book/clothing and equipment allowances **you must submit a request on the KCO student portal** as soon as possible. The book/clothing and equipment allowances will be released **to eligible students** who have submitted a request and the required documents. The allowances will be released with the September 2023 salary (scheduled to be deposited between August 18 - 20, 2023).

**Student Portal Link:** <https://kuwaitculturedc.org/kcdcstudentsportal/login.php>

**Attached** are the instructions on how to submit your allowance request in the student portal.

**Book/Clothing and Equipment Allowance Requirements**

**ESL students:** PASSED 50% of courses in Spring/Summer 2023  
**Undergraduate students:** EARNED minimum 12 acceptable credits in Spring/Summer 2023

**Masters**

Per Ministry decree, master's students are **not entitled** to book/clothing and equipment allowances.

Thank you.

To create new Allowance Request.  
Login to Kuwait Cultural Office – Student Portal  
Link -->> <https://kuwaitculturedc.org/kcdcstudentsportal/login.php>



## KUWAIT CULTURAL OFFICE


3500 International Drive, NW Washinton DC 20008

Student Portal

### Login

Enter Email

Password

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Remember me

Note: If your are registered with us and using this site for the first time, you must use the Reset Password so that you will get your temporary password. Please check your junk email too for notification from us.

[Reset Password](#)

Select Allowance Request in the left menu.

kuwaitculturedc.org/kcdcstudentsportal/request\_allowance\_list.php

KC DC Students Portal

Allowance Request

Student Name: **KC ADMIN** Current Academic Status: **Active** Your Advisor: **Denise Joy Uy Cheng**

**NOTE:** YOU MUST ADD EACH COURSE AS ONE REQUEST. Our system only accepts PDF FILES.

If you have an inquiry about your request, you can use the "MESSAGE" link below.

Only Students with an academic status of Active, Pending Suspension, Transferring from LA Office and Susper your request as "NEW SUBMISSION". Please contact your advisor if you have any questions.

[Add New Request](#) [Delete](#)

<input checked="" type="checkbox"/>		ID#	Status	Date Submitted ↓	Home School	C.
<input checked="" type="checkbox"/>	0	13116	New Request	1/11/2022	VIRGINIA COMMONWEALTH UNIVERSITY	Bit
<input checked="" type="checkbox"/>	2	13115	Approved by Advisor	1/11/2022	VIRGINIA COMMONWEALTH UNIVERSITY	Bit
<input checked="" type="checkbox"/>	1	13113	Reject Not enough credits	1/10/2022	VIRGINIA COMMONWEALTH UNIVERSITY	Bit

## Click Add New Request button

kuwaitculturedc.org/kcdcstudentsportal/request\_allowance\_list.php

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<input checked="" type="checkbox"/>	0	13116	New Request	1/11/2022	VIRGINIA COMMONWEALTH UNIVERSITY	Bit
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<input checked="" type="checkbox"/>	1	13113	Reject Not enough credits	1/10/2022	VIRGINIA COMMONWEALTH UNIVERSITY	Bit

Attach the required documents then click Submit.

## Add New Allowance Request

Date Submitted	1/11/2022
Request Type *	Allowance Request
Home School	VIRGINIA COMMONWEALTH UNIVERSITY
Current Major	Bioengineering
Term *	Spring
Year *	2022
Verification Of Enrollment *	<p>Add files</p> <p>Drag files here</p> <p><i>Student detailed schedule (Name, Term, # of credits, day and time on it)</i></p>
Transcript	<p>Add files</p> <p>Drag files here</p> <p><i>Unofficial transcript</i></p>
Note	<input type="text"/>
Status *	New Request
	<p>Submit Close</p>

Your assigned advisor will be notified regarding the request.  
You will be notified once request has been approved.