



Embassy of the State of Kuwait
Cultural Division
Washington DC

Student/User Guide for:

- ✓ Kuwait Students Information Management System (KSIMS) – Student Portal
 - Email / Messages to the Advisor

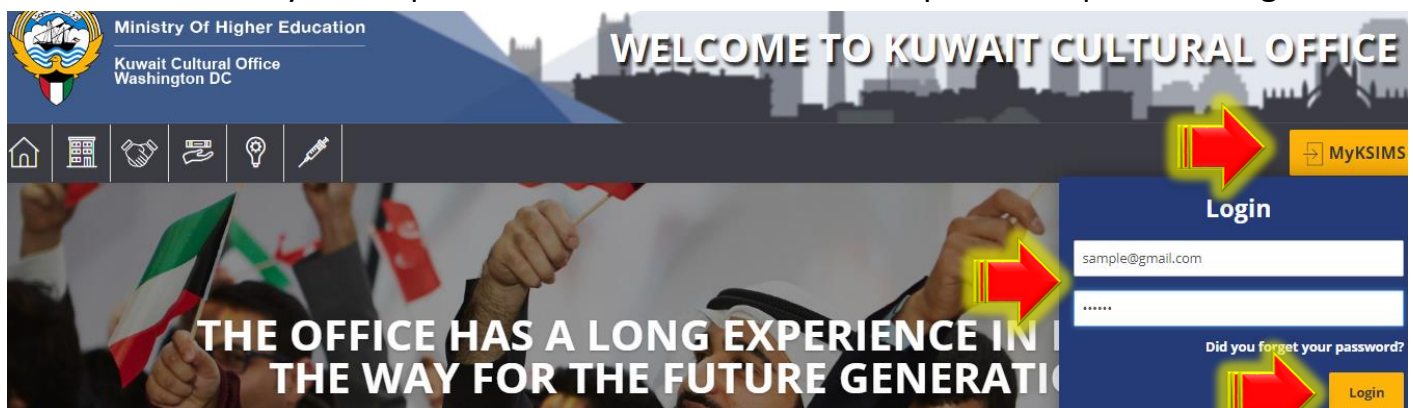


Login as an existing student

1. Go to the Kuwait Culture Office [website](#) | select either the Washington DC or Los Angeles office



2. Click on MyKSIMS | Enter the email address and the password | click on Login





Email / Messages to the Advisor ([new](#) email / [reply](#) to email)

Reply to email

3. To reply, Click on the received message to open the email

The screenshot shows the KSIMS SYSTEM interface. At the top, there is a header with the Ministry of Higher Education logo and the text 'Ministry Of Higher Education, Kuwait Cultural Office, Washington DC'. The main navigation area includes 'Academic Request' and 'Financial Request' tabs. Under 'Academic Request', there are icons for 'BACHELOR ADMISSION' and 'ENGLISH ADMISSION'. Below this is a 'Track' table with columns for Number, Status, Type, and Date Submit. A red arrow points from the 'Track' table to the 'Received Emails' table. The 'Received Emails' table has columns for Subject, Date, and From.

Number	Status	Type	Date Submit
33654	Approved	English Offer Sponsored by MOHE	2 May 2018 11:19

Subject	Date	From
Re: 6/5 test	14 June 2018 12:13	Maria Angelica Barros



4. Click on the Reply or Reply All



From
Maria Angelica Barros (mbarros@kuwaitculture.com)

To
kcd6dc6@gmail.com;

Subject *
Re: 6/5 test

Compose text *
test 6/14

From: FirstName LastName (5 June 2018 - 11:18)



5. Write the message to respond to the email

6. Click on Reply




To
mbarros@kuwaitculture.com

Bcc

Subject *
Re: Re: 0/5 test

Attachment
[Upload](#)
* Only PDF or Image files

Compose text *



From: Maria Angelica Barros (14 June 2018 - 12:13)

From: FirstName LastName (5 June 2018 - 11:18)

 Reply





Send new email

7. Click on Compose tab
8. Indicate a subject
9. Attach a document if needed
10. Write the email
11. Click on the Academic Advisor 'checkbox'
12. Send

Ministry Of Higher Education
Kuwait Cultural Office
Washington DC

KSIMS SYSTEM

FirstName LastName

Academic Request | Financial Request

BACHELOR ADMISSION | ENGLISH ADMISSION

Track

Number	Status	Type	Date Submit
33654	Approved	English Offer Sponsored by MOHE	2 May 2018 11:19

Received Emails | Sent Emails | **Compose**

Subject *

Attachment
Upload
* Only PDF or Image files

Compose text *

Academic Advisor
Head of Department

Send