



Embassy of the State of Kuwait
Cultural Division
Washington DC

Student/User Guide for:

- ✓ Kuwait Students Information Management System (KSIMS) – Student Portal
 - Upload Documents

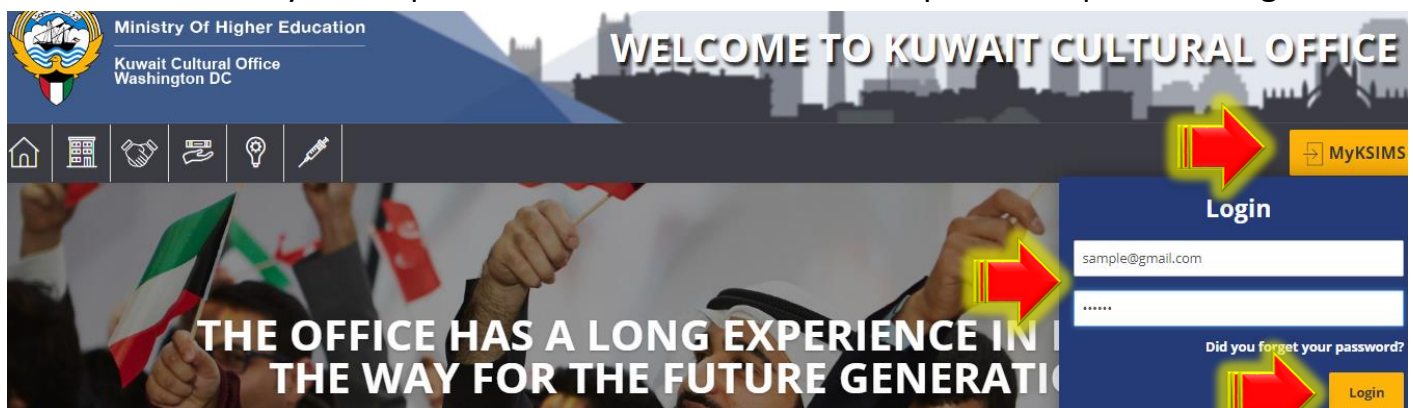


Login as an existing student

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





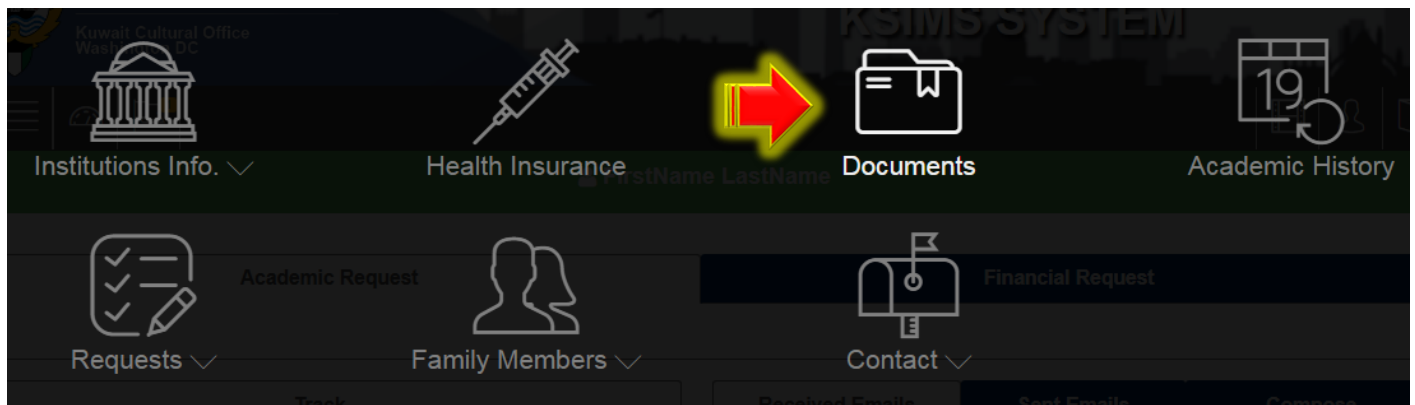
Uploading Documents

3. After login, click on the Menu



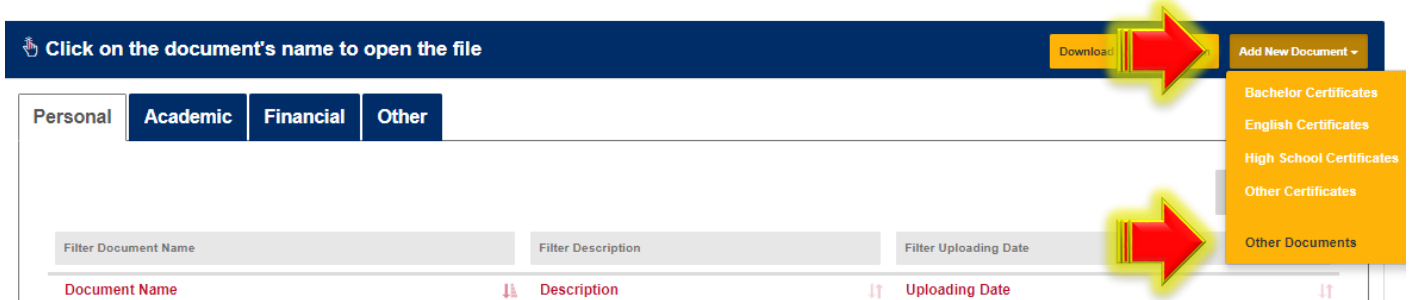
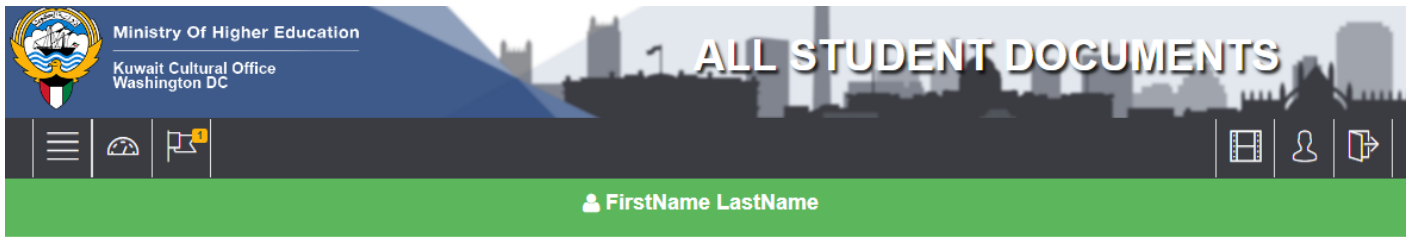
Academic Request		Financial Request									
Track		Received Emails	Sent Emails								
<table border="1"> <thead> <tr> <th>Number</th> <th>Status</th> <th>Type</th> <th>Date Submit</th> </tr> </thead> <tbody> <tr> <td>33662</td> <td>Pending</td> <td>Sponsored Offer</td> <td>9 May 2018 15:36</td> </tr> </tbody> </table>		Number	Status	Type	Date Submit	33662	Pending	Sponsored Offer	9 May 2018 15:36	Compose	
Number	Status	Type	Date Submit								
33662	Pending	Sponsored Offer	9 May 2018 15:36								
		No emails received									

4. Click on Documents

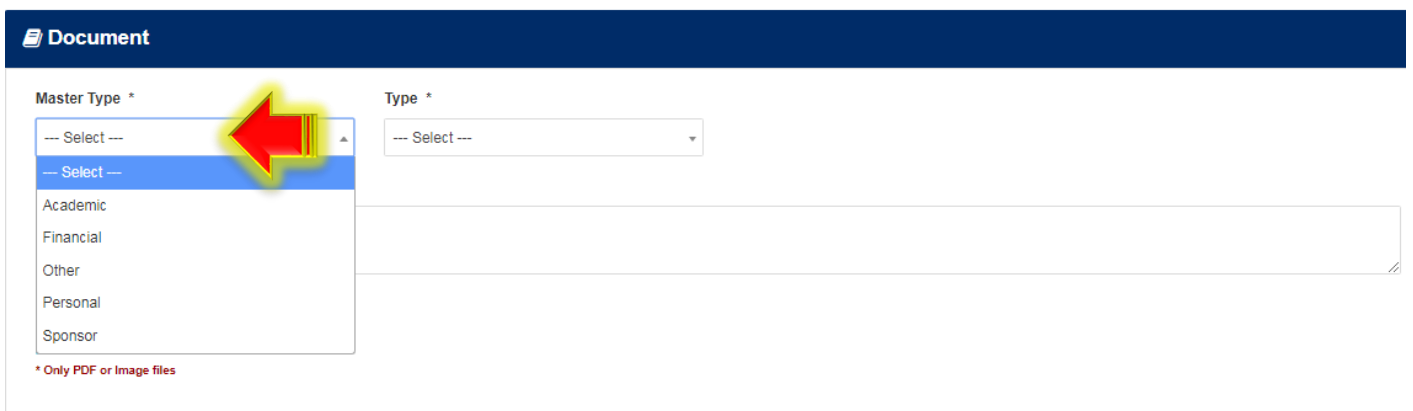




5. Click on Add New Documents, Other Documents



6. Select one of the choice from the Master type





7. Choose one from the Type

Ministry Of Higher Education
Kuwait Cultural Office
Washington DC

ADD OTHER DOCUMENT

FirstName LastName

Document

Master Type *
-- Select --

Type *
-- Select --
Academic Report
ACM Report
Adding Family Member Memo
Advance Allowance
Annual or Final Ticket Allowance Memo

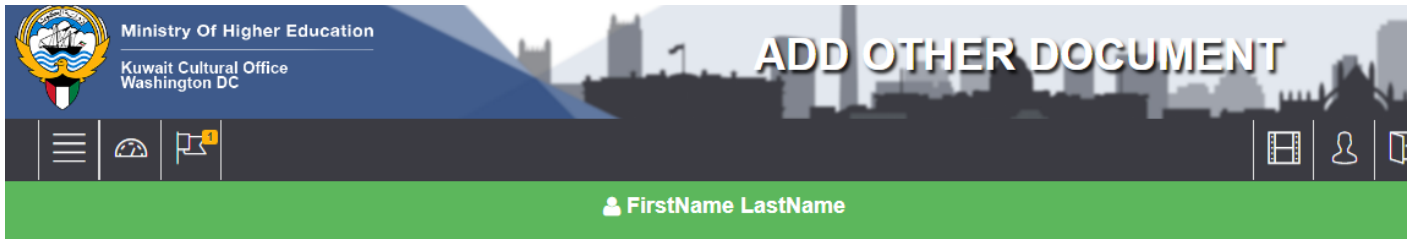
Description *

File *
Upload
* Only PDF or Image files

Add



8. Type in a brief Description
9. Click on Upload to choose the document
10. Click on Add



Document

Master Type * Type *

Other Other

Description *

verification of enrollment

File *

* Only PDF or Image files



11. The document has been added successfully
12. Click on Add New for additional documents and repeat steps 6, 7, 8, 9 and 10.

The screenshot shows the 'OTHER DOCUMENTS' page of the Ministry of Higher Education, Kuwait Cultural Office. A green notification bar at the top states 'The document has been added successfully'. A red arrow points to this message. To the right, another red arrow points to the 'Add New' button. Below the notification, a dark blue bar contains the instruction 'Click on the document's name to open the file'. The main content area features a table with columns for Description, Document type, File, Uploaded, and Request Status. A single entry is visible: 'verification of enrollment' with document type 'Other' and file name 'Other_201807101300.pdf'. The page also includes a 'Show 10 entries' dropdown, filter buttons, and pagination controls.

Filter Description	Filter Document type	Filter File	Filter Uploaded	Filter Request Status
Description	Document type	File	Uploaded	Request Status
verification of enrollment	Other	Other_201807101300.pdf	10 July 2018 13:00	No Request