



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

INTENSIVE ENGLISH RULES AND REGULATIONS
FOR MINISTRY OF HIGHER EDUCATION SCHOLARSHIP STUDENTS

قواعد ولوائح وزارة التعليم العالي لطلبة البعثات الملتحقين في برامج اللغة الإنجليزية المكثفة:

1. Students are allowed a maximum of one year (12 months) of intensive English studies in order to obtain international TOEFL or IELTS score required for full academic admission to your major.
2. Scholarships will be suspended after one year if student does not obtain full academic or conditional/bridge (6 academic credits + 6 ESL) admission at an approved university for their major.
3. Students who obtain academic admission while enrolled in English language studies must complete the term. An exit report from the intensive English program is required as proof of completion. Failure to complete the intensive English term/session may result in repayment of salaries received for the term he withdrew/or did not complete
4. Students in intensive English must attend classes' every day and fulfill all required course work. It is the responsibility of the student to be aware of the attendance policies/rules at their respective English programs. Exceeding the allowed absences per term is a serious violation of your student (F-1) visa.
5. Students who miss more than 20% of class for the term will need to repay the salary received exceeding the 20% of absences allowed.
6. Dismissal from the intensive English program due to excessive absences will result in suspension from scholarship and repayment of all tuition and salaries paid.
7. Dismissal from your intensive English program will result in the termination of your I-20 and per U.S. immigration rules will be required to leave the country within two (2) weeks. Any violation of U.S. immigration rules has severe consequences and could result in arrest, face possible jail time and/or deportation.
8. To receive summer salaries (July, and August) , students must fulfill one of the following requirements:
 - a. Be enrolled in intensive English program for the summer term (and complete the term).OR
 - b. Obtained full academic admission and completed all levels of intensive English program.
9. To receive June salary, students must fulfill one of the following requirements:
 - a. Student must have completed all levels of intensive English program, obtained full academic admissionOR
 - b. Attend the Intensive English program during summer.
10. Students are eligible for an ESL Ticket if they meet one (1) of the following conditions:
 - a. Completed successfully twelve (12) months of Intensive English Studies + Academic Admission

- 1- يسمح للطلاب المستجدين بدراسة اللغة الإنجليزية المكثفة لمدة عام كامل (12 شهراً) كحد أقصى، بهدف تحقيق المعدل المطلوب في اختبارات الأيلتس أو التوفل، للحصول على قبول أكاديمي غير مشروط في التخصص الموفدين من أجله.
- 2- تجمد البعثة بعد مرور عام إذا لم يحصل الطالب على قبول أكاديمي غير مشروط أو مشروط (برامج المعابر) أي (دراسة 6 وحدات أكاديمية + 6 وحدات لغة إنجليزية مكثفة) من جامعة معتمدة في مجال التخصص.
- 3- في حال حصول الطالب على قبول أكاديمي أثناء التحاقه في برامج اللغة الإنجليزية المكثفة، عليه الاستمرار في دراسة اللغة وتقديم ما يثبت استكمال البرنامج، حيث أن عدم استكماله برنامج اللغة قد يؤدي إلى المطالبة باسترجاع كافة الرواتب التي صرفت له خلال الفصل الذي لم يستكمله أو انسحب منه.
- 4- على الطلاب الملتحقين في برامج اللغة الإنجليزية المنتظمة في الدراسة والمواظبة على الحضور اليومي وأداء جميع الواجبات المطلوبة. ومن واجبات الطلاب معرفة اللوائح الخاصة بالحضور اليومي وأهميتها والامام بها، حيث أن الغياب عن الحد المسموح به في الفصل الواحد بعد خرقاً لتأشيرة (F1) قد يترتب عليها اتخاذ إجراءات قانونية من قبل إدارة الهجرة الأمريكية (SEVIS).
- 5- في حال تخلف نسبة الغياب عن الـ 20% للفصل الواحد يلزم الطلاب بدفع كافة الرواتب التي صرفت له بعد تعدي نسبة أيام الغياب الـ 20% .
- 6- في حال فصل الطالب من برنامج اللغة الإنجليزية المكثفة نتيجة الغياب المستمر يتم تجديد بعثته ويطلب بدفع كافة المصاريف الدراسية والرواتب التي نقاضاها.
- 7- في حال فصل الطالب من برنامج اللغة الإنجليزية المكثفة يتم إلغاء الأقامة (I-20) حسب قوانين ولوائح إدارة الهجرة الأمريكية، وفي هذه الحالة يحتم على الطالب مغادرة البلاد خلال اسبوعين من تاريخ الفصل، ويترتب على أي خرق للوائح وقوانين إدارة الهجرة الأمريكية عواقب وخيمة قد تصل إلى اعتقال الطالب وحجسه أو ترحيله من البلاد.
- 8- يحق للطلاب الحصول على راتب فصل الصيف (شهري يوليو وأغسطس) عند توافر أحد الشروط الآتية:
 - أ) الإلتحاق ببرنامج لغة إنجليزية مكثف خلال فصل الصيف (وإنتهاء من دراسته)
 - ب) الحصول على قبول أكاديمي كامل وإستكمال كافة مستويات برنامج اللغة.
- 9- للحصول على راتب شهر يونيو يجب على الطالب:
 - أ) يتم صرف راتب الصيف عند إستكمال كل مستويات اللغة الإنجليزية المكثفة والحصول على قبول أكاديمي.



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- b. Completed successfully 7 months of Intensive English Studies + Academic Admission.
c. Completed successfully one term of intensive English + Academic Admission + Completed one academic term and earned minimum 12 academic credits with a 2.00 GPA.

(ب) الإلتحاق ببرنامج اللغة الإنجليزية خلال الفصل الصيفي.

(10) - يحق للطالب الحصول على تذكرة اللغة الإنجليزية في الحالات التالية:

(أ) إستكمال مدة 12 شهر في دراسة اللغة الإنجليزية المكثفة بنجاح + الحصول على قبول أكاديمي.

(ب) إستكمال فترة سبعة أشهر في اللغة بنجاح + الحصول على قبول أكاديمي .

(ت) إستكمال فصل واحد في دراسة اللغة الإنجليزية المكثفة بنجاح + الحصول على قبول أكاديمي + إستكمال فصل دراسي أكاديمي والحصول على مالا يقل عن 12 وحدة بمعدل تراكمي (10).2.

I _____ hereby
acknowledge that I have read and understood *Intensive English
Rules and Regulations for Ministry of Higher Education Scholarship
Students* and I promise to abide by the above-rules and regulations.

أنا _____
أقر أنني قرأت وفهمت قواعد
ونظم برنامج اللغة الإنجليزية لوزارة التعليم العالي لطلاب البعثات الدراسية وأتعهد بأن
التزم بالقواعد والأنظمة المذكورة أعلاه.

Student's Signature _____

Cultural Division ID# _____

Date Signed _____

توقيع الطالب _____

الرقم _____

التاريخ _____



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MINISTRY OF HIGHER EDUCATION SCHOLARSHIP RULES AND REGULATIONS
FOR
STUDENTS IN INTENSIVE ENGLISH PROGRAM (ESL STUDIES)

1. Students are allowed a maximum of one year (12 months) in an approved intensive English program in order to obtain minimum TOEFL or IELTS scores required for full academic admission*.
2. Only International TOEFL/IELTS tests will be recognized, institutional TOEFL is not acceptable. A maximum of three (3) TOEFL/IELTS test fees will be covered by the scholarship. Student must provide copy of official test score and receipt to be reimbursed for the test fee.
3. After twelve (12) months of ESL studies students are expected to obtain full academic admission or conditional/bridge admission (6 credits ESL + 6 credits academic) at an approved university for their major.

Attendance

Students in intensive English must attend classes' everyday and fulfill all required course work. It is the responsibility of the student to be aware of the attendance policies/rules at their respective English programs. Exceeding the allowed absences per term is a serious violation of your student (F-1) visa.

Students who miss more than 20% of class for the term will need to repay the salary received exceeding the 20% of absences allowed according to MOHE scholarship rules and regulation, Article #17, item #19.

Dismissal

Dismissal from the intensive English program due to excessive absences will result in suspension from scholarship and repayment of all tuition and salaries paid.

Dismissal from intensive English program due to excessive absences might ends in the termination of your I-20 and per U.S. Immigration rules will be required to leave the country within two (2) weeks. Any violation of U.S. Immigration rules has severe consequences and could result in arrest, possible jail time and/or deportation.

Summer Salaries

To receive Summer Salaries (June, July & August), students must fulfill one of the following requirements:

1. Be enrolled in Intensive English program for the summer term (and complete the term).
2. Obtained full academic admission and completed all levels of intensive English program.

For June salary, students must fulfill one of the following requirements:

3. Completed all levels of intensive English program and obtained academic admission.
4. Be enrolled in the intensive English program during summer.

ESL Ticket

To be eligible for the ESL ticket allowance you must meet one of the following conditions:

1. Completed successfully twelve (12) months of intensive English studies + Academic Admission.
2. Completed successfully seven (7) months of Intensive English Studies + Academic Admission.
3. Completed successfully one (1) term of intensive English + Academic Admission + completed one academic term and earned minimum 12 academic credits with a 2.00 GPA.

ALL SCHOLARSHIP STUDENTS ARE SUBJECT TO MINISTRY OF HIGHER EDUCATION RULES AND REGULATIONS
FOR COMPLETE RULES AND REGULATIONS PLEASE CHECK OUT www.kuwaitculture.com



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- 1- يسمح للطلاب المستجدين بدراسة اللغة الانجليزية المكثفة لمدة عام كامل (12 شهراً) كحد أقصى، بهدف تحقيق المعدل المطلوب في اختبارات الابلنر أو التوفل، للحصول على قبول أكاديمي غير مشروط في التخصص الموفدين من أجله.
- 2- تقوم الوزارة بتحمل وتغطية مصاريف التقدم لإختبارات التوفل أو الأبلنر ثلاث مرات وعلى الطالب تقديم نسخة أصلية من المعدل الحاصل عليه وفاتورة الدفع حتى يتم تعويضه على المصاريف التي قام بدفعها. يعتمد فقط معدل التوفل أو الابلنر المعترف به دولياً أما المعدل المحلي فلن يؤخذ به ولن يتم اعتماده.
- 3- بعد مضي عام (12 شهراً) على دراسة الطالب لبرنامج اللغة الانجليزية المكثفة، يكون من المتوقع أن يلتحق في برنامج أكاديمي غير مشروط أو أحد برامج المعابر (6 مقررات أكاديمية + 6 مقررات لغة انجليزية مكثفة) بجامعة معتمدة في مجال التخصص.
- 4- على الطلاب الملتحقين في برامج اللغة الانجليزية المنتظم في الدراسة والمواظبة على الحضور اليومي وأداء جميع الواجبات المطلوبة. ومن واجبات الطالب معرفة اللوائح الخاصة بالحضور اليومي وأهميتها والالمام بها، حيث أن الغياب عن الحد المسموح به في الفصل الواحد يعد خرقاً لئاشيرة (FI) قد يترتب عليها اتخاذ اجراءات قانونية من قبل إدارة الهجرة الامريكية (SEVIS).
- 5- في حال تدني نسبة الغياب عن الـ 20% للفصل الواحد يلزم الطالب بدفع كافة الرواتب التي صرفت له بعد تعدي نسبة أيام الغياب الـ 20% .
- 6- في حال فصل الطالب من برنامج اللغة الانجليزية المكثفة نتيجة الغياب المستمر يتم تجميد بعثته ويطلب بدفع كافة المصاريف الدارسية والرواتب التي تقاضاها.
- 7- في حال فصل الطالب من برنامج اللغة الانجليزية المكثفة يتم الغاء الإقامة (I-20) حسب قوانين ولوائح إدارة الهجرة الامريكية، وفي هذه الحالة يتحتم على الطالب مغادرة البلاد خلال اسبوعين من تاريخ الفصل، ويترتب على أي خرق للوائح وقوانين إدارة الهجرة الامريكية عواقب وخيمة قد تصل الى اعتقال الطالب وحبسه أو ترحيله من البلاد.
- 8- في حال رغبة الطالب الحصول على رواتب فصل الصيف عليه أن:
 - أ- يلتحق ببرامج اللغة الانجليزية المكثفة خلال الصيف (واستكمال الفصل الدراسي)
 - أو
 - ب- الحصول على قبول أكاديمي غير مشروط مع استكمال برنامج اللغة.
- 9- يحق للطالب تنكرة اللغة الانجليزية المكثفة عند استيفاء احد الشروط الآتية:
 - أ- استكمال مدة 12 شهر في برنامج اللغة الانجليزية المكثفة بنجاح + الحصول على القبول الجامعي.
 - أو
 - ب- استكمال فصل في دراسة اللغة الانجليزية المكثفة بنجاح + الحصول على القبول الجامعي + استكمال دراسة فصل أكاديمي والحصول على 12 وحدة أكاديمية على الأقل بمعدل تراكمي 2.0.
 - أو
 - ت- استكمال فترة 7 أشهر ببرنامج اللغة الإنجليزية المكثفة بنجاح والحصول على القبول الجامعي.



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3500 INTERNATIONAL DRIVE, N.W. WASHINGTON, D.C. 20008 TELEPHONE (202) 363-2100 FAX (202) 363-8334 / (202) 362-1379

Dear Student,

Here are the General Guidelines regarding your scholarship. Please read this carefully and follow the instructions.

We wish you all the success in your studies in the U.S.!

*Sincerely,
Kuwait Cultural Division
Washington, D.C.*

GENERAL GUIDELINES FOR YOUR SCHOLARSHIP

- ESL student is given a maximum of 1 full year (12 months) to enroll in the intensive English program. There is no extension for language studies.
- The student must start applying to universities approved for his/her scholarship major during the ESL studies.
- Take the IELTS or TOEFL exam to obtain the score required by the intended school for admission.
- There are very few schools that accept an IELTS score of 5.5, most schools now require 6.0 or higher for academic admission.
- After 1 year of ESL studies, the student is expected to obtain admission to an approved university for his/her scholarship major.
- Most universities will require the student to take an English and Math placement test prior to start of academic studies.
- A study plan is required when the student begins his/her academic studies (freshman year).
- The student is required to meet with his/her academic advisor at the university and set a study plan for the rest of his/her degree.
- It is the student's responsibility to follow the study plan because it is your guide in taking the correct courses to declare your major and be able to complete the degree in time.
- The student is expected to complete his/her degree within 4 academic years (original scholarship period).
- The student must read the MOHE scholarship rules and regulations to be aware of his/her responsibilities as a scholarship student.
- Please do not hesitate to contact your academic adviser, if you have any doubts about any of the rules.
- It is important to remain in contact with your assigned academic adviser at the Kuwait Cultural Division throughout your studies.

Frequently Asked Questions by ESL Students 1

1. Why is it important that I attend my English classes?

- Attending ESL classes will help you improve your English skills and it will help you get a higher IELTS or TOEFL score.
- You will be more prepared for academics.
- Failure to attend will cause you to be dismissed from the program.

2. Can you please explain the attendance rule?

- You must attend classes every day and complete all required course work.
- You must be aware of the attendance policy at the English program you are attending.
- In case of excessive absences, you will receive a warning letter from your academic adviser.
- You might be subject to dismissal from the ESL program if you violate their attendance policy.
- You might have to repay a percentage of your monthly allowances due to excessive absences.

3. What should I do if I was dismissed or asked not return to my ESL program?

- Contact your embassy academic advisor immediately for guidance.
- To continue on scholarship, you need to obtain an admission at another approved ESL program within two weeks if you have not completed your 1 year of ESL studies.
- You can request to transfer to another ESL program if you have not 1) completed your 1 year of ESL studies and 2) have not yet secured unconditional academic admission. You must seek prior approval to transfer to another ESL program from the Cultural Office
- You can begin your academic studies if you have already secured full admission.

4. What happens if I was dismissed or asked not return to my ESL program?

- If you are not attending classes, the school can refuse to allow you to return for the next session. You will have to transfer to another school if you have remaining time in your ESL scholarship.
- The school will notify you that you're being dismissed before the term/session ends and will cancel your I-20/SEVIS record.
- If you are dismissed from your program due to absences before the term/session ends, you will have to repay ALL tuition and salaries received during your last term/session.
- If you are dismissed from your program at the end of the term/session due to absences of 20% or higher, you will have to repay a percentage of salaries.
- You will not receive salaries until you have been admitted to another approved ESL program.

5. If my I-20/SEVIS record is cancelled/terminated, can I stay in the U.S.?

No. In most cases, the termination of I-20/SEVIS record means that you must make plans to immediately depart from the United States. You may not be given a grace period of 14 days after a termination. According to the U.S. State Department:

"If an F student withdraws or leaves the academic program without first receiving approval for authorized early withdrawal, they will not be granted the 15-day grace period and will lose their status immediately upon leaving the academic program."*

6. When and how do I get my first ticket allowance?

- Complete successfully minimum of 7 months up to one full year (12 months) of ESL studies and obtain academic admission.
- Complete successfully one semester of ESL studies, obtain academic admission, and complete successfully 12 academic credits on your first term of academic studies.

7. Can I transfer to another ESL program? How? What do I need to send to my advisor?

You may transfer to another ESL program one time, if you meet the following conditions:

- Get the transfer request approved in advance by your academic advisor.
- The ESL program is an approved program.
- The sessions at the new school will not overlap with the sessions at the current school.
- You are not allowed to transfer mid-session.

If you are interested in transferring to another ESL programs you are advised to do the following:

- Check in with your embassy advisor about your options.
- Transfer to a school which also has your academic major so that they might have the option to begin your academic studies at the same university where you will finish your ESL studies.

8. Can I study ESL for more than one year?

No. Scholarship student is given one full year (12 months) to enroll in the intensive English program. There is no extension for language.

Note that the student can complete 1 bridge term after completing 1 full year of ESL study. The student must be enrolled in minimum of 6 academic credits and the bridge term will be counted as part of the 4 years scholarship period for academic study. Any additional ESL classes you need to complete after the bridge term will be on your own expense.

9. How can I change my major?

Change of major is not allowed during your ESL studies. The student can request for the change of major after earning a total of 12 credits and obtaining an overall GPA of 2.0 or better.

If you wish to seek the change of major without meeting requirements then will have to obtain admission on your own responsibility.

10. If I have acceptance to a university for academics can I leave my English program early?

Students who have obtained academic admission while enrolled in the English program must complete the term. Students cannot withdraw from an on-going session, otherwise, they will be charged for salaries and tuition paid for the term/session they withdrew from.

11. What documents do I need to submit to my academic adviser every term/session?

You must request from the ESL program to submit to your academic adviser an official final ESL grades report by the end of the term/session. Note that we do not accept grades reports directly from the student.

You can submit the ESL class schedule/verification of enrollment directly to your academic adviser if the form is signed/stamped by the ESL program.

12. When is my monthly salary deposited in my bank account?

The Cultural Division releases students' salaries between the 18th and 20th of each month unless your salary is on hold.

Note that the student cannot request for a salary in advance.

13. When can I expect to receive my insurance card?

You will receive a temporary insurance card valid for 60 days upon their arrival to U.S. by e-mail sent from the Kuwaiti Health Office in Washington D.C.

The permanent insurance card will be received 3 to 4 weeks from the date you submit your U.S. full address.

Frequently Asked Questions by ESL Students 2

1. How do I suspend my scholarship? What are reasons I can suspend my scholarship?

Students can suspend their scholarship by emailing their request to their advisor at the Cultural Office. The advisor presents the student's case to the academic committee for approval. Suspension can only last for a maximum of one (1) year. **NO SALARIES ARE RECEIVED DURING SUSPENSION.**

Reasons for suspending scholarship include:

- Violation of scholarship rules - a student's scholarship will be suspended by the cultural office if they are in violation of scholarship requirements including but not limited to: not obtaining academic admission after one year of ESL studies.
- Medical reasons - as long as the school approves the student withdrawing for a term and the student has a medical condition documented by a US doctor the student can suspend scholarship. Must send copies of school withdrawal approval form and doctor's notes or medical record.
- Personal request - many students choose to take a break from studies due to personal issues, family illness, etc.
- Visa delay - If there is a delay in processing the visa and it appears as "pending" a student can suspend scholarship and return once the visa is issued. Student must provide documents with proof of delay.
- Dismissal from ESL program - If your I-20/SEVIS record is terminated you will need to leave the country immediately in order to avoid violation of U.S. immigrations rules.

2. Can I apply to universities that are not approved for my major?

Students are **NOT** allowed to apply to universities that are **NOT** approved for their major. Our office is unable to send a Financial Guarantee Letter for unapproved schools. The student will have to obtain admission on their responsibility. Once the admission is available, you can forward to your assigned adviser with your written request. The academic adviser will forward to MOHE for their review and approval.

3. Can I suspend my scholarship during summer semester?

The student is **NOT** allowed to suspend the scholarship during summer unless in two cases: (1) Medical Condition or (2) Death in family. Student must provide valid supporting documents.

4. How can I apply for IELTS/ TOEFL test?

1. Visit their website @ www.ielts.org or <http://www.ets.org/toefl>
2. Search for the nearest testing center to your location of study.
3. Pick the center and the most convenient test date.
4. Complete the application and pay the test fees.

Note that **Only** international TOEFL/IELTS tests from either USA or Kuwait will be recognized, institutional TOEFL or foreign TOEFL/IETLS scores are **not acceptable**.

5. Will I be repaid for IELTS/TOEFL tests, application, enrollment deposit, and high school transcript evaluation fees?

Yes. The Kuwaiti Cultural Office can repay the student the following fees if provided with a receipt in PDF or JPG format. No email or Word documents accepted:

- 3 IELTS/TOEFL test fees combined only. Note the student must submit a copy of the official score result (with photo) and PDF of receipt.
- 5 university applications.
- 1 enrollment deposit fee.
- 1 high school evaluation report fee *if* required by the university.

6. **What documents I need to submit to my academic adviser every term/session?**

You must request from the ESL program to submit to your academic adviser an official final ESL grades report by the end of the term/session. Note that we do not accept grades reports directly from the student.

You can submit the ESL class schedule/verification of enrollment directly to your academic adviser Or can request from the ESL program to send to your academic adviser.

7. **What I should do in case I change my contact info or bank account?**

Students are required to update their academic adviser immediately in case of any changes in their contact info as e-mail, phone number, or physical address. Apartment number must be included.

Students are required to submit a copy pf new voided/cancelled check with their name printed on the check (**no handwritten name on the check is accepted**) or a direct deposit form from the bank indicating the student's name, **account number** and the **ABA routing number**.

8. **Should I inform my adviser if I have plans to travel to Kuwait?**

Yes. The student is required to inform the academic adviser about the travel plans. You also need to inform your school.

9. **Can I renew my Kuwaiti passport while I am in the U.S.?**

The student can now only renew the Kuwaiti passport in Kuwait.

Note that the student can request for a travel document from Kuwait Embassy if the passport is to expire within six months from the departure date to Kuwait.

TO DO LIST

The student is required to complete the following steps listed below after reporting to the location of study:

- **Permanent Address and Telephone Number** in the U.S.
- **Direct Deposit of Salary** can be done by providing any of the following:
 - a. Copy of a Voided/Canceled Check with the student's name printed on the check (**no handwritten name on the check**) or
 - b. **"Non-Federal Direct Deposit Enrollment Request Form"** from the bank indicating the student's name, **account number** and the **ABA routing number**.
- **Proof of Enrollment** – Once you have registered for classes, you may either:
 - a. Get an official letter from the ESL program stating that you have enrolled as a full-time student for the specific term you are attending, **or**
 - b. Provide a copy of your class schedule, showing for the term of enrollment.
- **Waive mandatory health insurance coverage** with your home school.