



EMBASSY OF THE STATE OF KUWAIT

Cultural Office

3500 International Dr. NW

Washington, DC 20008

VERIFICATION OF ENROLLMENT

~ REMINDERS FOR STUDENTS ~

- 1. Verification of Enrollment is required at the beginning of every term. You must upload/submit it before OCTOBER 1, FEBRUARY 1, and JUNE 1. Failure to upload/submit the document on time will result in a HOLD ON YOUR SALARY.
2. Official transcript: Send one at the end of each term. Transcripts must be mailed by the university directly to the Cultural Office.
3. Required Earned credits: 12 credits per term and 27 semester/42 quarter per year; failure to earn these credits could result in salary deductions.
4. Non-traditional Courses: (this means any on-line/special topics/independent study courses) - you are allowed a maximum of 4 courses (12 credits total) during your entire studies. If you exceed the 4 courses (12 credits) allowed, your degree will not be authenticated. All non-traditional courses require prior approval and must be taken at an approved university.
5. Concurrent registration or registration at 2 different schools at the same term is not allowed.
6. Change of Major or Transfer of University: Requires prior approval from the Cultural Office.
7. Do not forget to waive (or decline) the medical insurance at your university.
8. If you change your address/phone number/e-mail/bank accounts please inform your advisor as soon as possible and update MyKSIMS.
9. Courses or programs offered through the Extension, Open University, Continuing Education, College of Professional Studies, or evening division are NOT approved.

STUDENT'S INFORMATION

Name:
School ID:
Civil ID:
Embassy ID:

SPONSOR

MOHE PRIVATE OTHERS
KPC, Equate, PAAET-Undergraduate, HCHA, Prime Minister

This is to certify that the abovementioned student is currently enrolled at SCHOOL pursuing a major in MAJOR. The student is expected to graduate on DATE.

Enrolled/registered to the following courses this TERM/YEAR term.

Table with 6 columns: Section, Course Number and Name, # of Credits, % of Online Component (>50% or <50%), Campus, Applied Towards Degree (Yes or No)

TOTAL Number of credits:

SIGNATURE AND STAMP OF THE REGISTRAR

STUDENT'S SIGNATURE

My Embassy Advisor is:

Email Address: