



## 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

### **ENROLLMENT VERIFICATION CHECKLIST** **(Authentication of Credits earned only)**

**All documents below must be submitted to the Authentication Department in the order listed.**

1. Copy of Kuwait Passport	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
2. Copy of Kuwait Civil ID	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
<p><b>3a. Two (2)</b> original official transcripts of the <u>last university attended</u> must be received <b>directly</b> from the university/college by the Cultural Office.</p> <p><b>3b. Two (2)</b> original official transcripts from all universities/colleges for which transfer credits were awarded at the last university attended. This includes original official transcript/s from Kuwait University, PAAET and private universities in Kuwait (if applicable):</p> <p><b>Note:</b> Original official transcripts from <b>all</b> U.S. and Canadian colleges and universities attended must be mailed <b>directly</b> from the schools to the Cultural Office.</p> <p>a) b)</p>	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
<p><b>4. Transcripts of <u>last two diplomas/degrees earned prior to the degree being certified:</u></b></p> <p>a. <input type="checkbox"/> Copy of high school transcript and diploma</p> <p>b. <input type="checkbox"/> Copy of Equivalency Certificate issued by the General Administration for Private Education Department at Ministry of Education (for Private High School Graduates and High Schools located outside of Kuwait). <b><u>Must indicate Science or Literary/Art.</u></b></p> <p>c. <input type="checkbox"/> Official original transcript of Bachelor's degree, if applicable</p> <p>d. <input type="checkbox"/> Copy of Equivalency Certificate Issued by Ministry of Higher Education (if prior degrees earned outside of Kuwait)</p> <p>e. <input type="checkbox"/> Copy of Equivalency Certificate Issued by Director General of Private Universities at the Ministry of Higher Education (if prior degrees earned at private universities inside of Kuwait)</p>	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
5. Signed Authorization form (see next page)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
7. Copy of admission letter and/or I-20 previously authenticated by the Cultural Office <b>OR</b> Verification from last university/college attended confirming start date into the program	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
8. Additional Supporting documentation (proof of class schedules due to concurrent enrollment, emails from universities etc.), if applicable.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
9. For students who changed their names, copy of court ruling on name change	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted

**The Cultural Office reserves the right to request additional documentation if needed**

**AUTHORIZATION to REPRESENT and RELEASE INFORMATION**

Date: \_\_\_\_\_

To Whom It May Concern:

**In compliance with The Family Educational Rights and Privacy Act of 1974 (FERPA), I also hereby authorize your Institution/School/College/University to release all information to the Cultural Office of the Embassy of Kuwait regarding my application and/or enrollment at your Institution, specifically in reference to my:**

- Application/Admission/ Acceptance/Enrollment
- Academic Records, Transcripts, Graduation and Registration Records
- Records of Disciplinary Proceedings

**Address of the Cultural Office of the Embassy of the State of Kuwait:**

**Attn: Authentication Department**

3500 International Drive, N.W.

Washington, DC 20008

Fax: 202-363-8394

I confirm that I have carefully read the above-mentioned authorization and that I fully understand the meaning and intent of this document.

Name (as reflected on the passport): \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

University ID / Social Security #: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature