



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

ADMISSION CERTIFICATION/AUTHENTICATION CHECKLIST

All documents below must be submitted

Date

Name	Civil
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DOCUMENTS NEEDED FROM STUDENTS

To be uploaded to the Student Portal

- Passport
- Civil ID
- Admission letter (**must indicate major/program**)
- I-20
- Full disclosure (educational background) [use our [form](#)]
- Release of information (consent) [use our [form](#)]
- Kuwait Social Security Statement from Public Institution for Social Security in Kuwait
- For employees: affiliated with *Civil Service Commission*, submit initial approval letter for study issued by CSC; not affiliated with CSC, submit initial approval letter for study issued by employer; private sector/self-employed, submit approval letter for study issued by Public Authority for Manpower in Kuwait (**must indicate approved major**)
- For **ESL, Associate, or Bachelor** Admission: High school transcript/s (copy) **and** Equivalency certificate (*if attended private HS in Kuwait or HS outside Kuwait*)
- For **Master** Admission: Final bachelor transcript, diploma **and** Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
- For **Doctorate** Admission: Final master transcript, diploma **and** Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)

DOCUMENTS NEEDED DIRECTLY FROM THE SCHOOL/S

- Official transcript/s – from current school if at least one term has been completed, and all prior school/s attended (E-transcript/s must be sent to kmontemayor@kuwaitculture.com)
- Verification of Admission form [use our [form](#)] – from the Admissions Office
- Letter confirming that the program is not an online/non-traditional program and that there are no online/non-traditional courses required to complete degree requirements – from the Department/Coordinator (Verification and letter must be sent to kmontemayor@kuwaitculture.com)

The Cultural Office reserves the right to request additional documentation as needed