STUDENT REGISTRATION CHECKLIST

Please upload the following documents in KCO Student Portal:

1. Copy of Kuwaiti Passport
2. Copy of Civil ID
3. Copy of Visa
4. Copy of I-20
5. Complete PDF printout of your travel history:
   - Kuwait passport holder: access your travel history and I-94 form through the CBP website www.cbp.gov/I94.
     - **To Access I-94:** Go to Get Most Recent I-94 → Enter Personal and Passport Information
     - **To Access Travel History:** Go to View Travel History → Enter Personal and Passport Information
   - US Passport holder: access your travel history from SAHEL. Also provide a copy of your boarding pass and passport page showing stamped date of entry in the U.S
6. PIFSS (Public Institution for Social Security) Letter: To Whom It May Concern letter confirming employment and/or social allowance status https://www.pifss.gov.kw/sites/En/Pages/Home.aspx.

   To access your PIFSS letter: Go to the E-services tab → E-Portal for individuals → Login with your Civil ID and get the form.
7. US bank account or direct deposit information (**no handwritten name on the check)**
   - Voided/cancelled check with the student's name printed on the check OR
   - Non-Federal direct deposit enrollment request form issued by the bank with the student's name, account number, and ABA routing number
8. Detailed Class Schedule: Complete PDF printout of detailed schedule showing your name, courses, total number of credits enrolled, days and times for each course and campus enrolled.
9. **Signed Forms:**
   - MOHE Student Forms [**please use our** form]

Please update the following information in KCO Student Portal:
   - Phone number in the U.S.
   - Permanent mailing address in the U.S.
   - Email address

Students Reinstated to Scholarship OR Transferring from the LA office:
Please arrange for the following documents to be sent to our office directly from all previous schools attended:
   - Official Transcript(s) – official electronic transcript are accepted
   - Verification of Non-Traditional Courses (VNT) Form

IMPORTANT NOTES: To complete your embassy registration

➢ Make sure that you have completed and updated your profile in Dayrah prior to your embassy registration
➢ Inform our office once you have uploaded all documents and updated your information in KCO Student Portal