EMBASSY OF THE STATE OF KUWAIT
CULTURAL DIVISION
2111 Wilson Blvd, Suite 500, Arlington, VA 22201 Telephone: (202) 364-2100 Fax: (202) 363-8394/ (202) 362-4379

ADMISSION CERTIFICATION/AUTHENTICATION CHECKLIST
All documents below must be submitted

Date

Name		Civil	

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 <u>DIRECTLY</u> 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