



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

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](#)**]
 - Intensive English Rules and Regulations (*If enrolled in ESL/English Language Program*) [**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