



IMPORTANT PRE-ARRIVAL CHECKLIST FOR PROSPECTIVE STUDENTS

Dear Student:

Congratulations on your admission! Before traveling to the United States of America please carefully read this Pre-Arrival Checklist to assist you with travel, Cultural Office registration, and transition to your school.

Thank you for your cooperation and we look forward to meeting you soon!

1. Attached is your **Admissions Packet from the university. (I-20, acceptance letter, and other information such as housing, immunizations, brochures, etc.)**
 - a. Please take note that some students are admitted to academic studies while others are admitted to Intensive English programs. Please check your I-20 and acceptance letters.
 - b. Complete and return all the necessary forms (housing, immunizations, etc.) enclosed in your admissions packet to the school as soon as possible. **You are responsible for making and finalizing your own housing arrangements and completing forms as requested by the University. NOTE: Some universities require freshmen to live in on-campus housing.**
 - c. **If you have been admitted to an intensive English program (ESL), you will have to submit an undergraduate application for academic studies upon fulfilling the language requirements.**
2. **Visa Procedures**
 - a. You will have to pay the SEVIS I-901 fee (\$200.00 USD) before you have your interview with the U.S. Embassy in Kuwait to secure your visa. This may be paid online using a credit card. The website is <http://www.FMJfee.com>
 - b. Appointment with the U.S. Embassy in Kuwait
 - i. Once you have received your I-20 and paid the SEVIS fee online, your next step is to make an appointment with the U.S. Embassy in Kuwait.
 - ii. Each embassy has different requirements, please follow instructions available through the website of the U.S. Embassy in Kuwait at http://kuwait.usembassy.gov/how_to_apply.html
 - c. If you are a scholarship student or a private supervised student, you will find attached a copy of the **Kuwait Cultural Office's Financial Support Letter**- This letter was submitted to the university with your application form and indicates that you are a sponsored student of the Kuwait Cultural Office, Los Angeles. The letter details the benefits that you will receive, which include a monthly allowance and health and dental insurance.
 - i. You may use this as a supporting document, which you can present to the U.S. Embassy in Kuwait when securing your student visa.
 - ii. You may also present this to your school if they ask you for proof of insurance. The actual insurance card will be mailed to you once you have arrived in the U.S. and registered with our office.
 - d. Please inform the Ministry of Higher Education (MOHE) of any delays you experience during your visa process.
3. **U.S. Immigration and Customs Enforcement- Please read the attached immigration regulations for international students that you will need to follow while you are in the U.S. as an international student.**



4. Arriving in the United States of America

- a. **Days of Arrival-** The Cultural Office's normal business hours are **Monday through Friday from 9:00am-1:00pm and 2:00pm-5:00pm** (10am-3pm during Ramadan). The office is **closed on Saturdays and Sundays**. Please also take into consideration the Public Holidays observed in the U.S. (e.g. Independence Day- July 4, Labor Day- September 3, Christmas Day- December 25, New Year's Day- January 1, etc.) as well as Kuwaiti Holidays (Kuwait National Day, Eid al-Adha, Eid al-Fitr, etc.) when making your travel arrangements. The Cultural Office is closed during U.S. and Kuwaiti holidays. Please be advised that last airport pick-up is at 2:00pm during our normal business days.

If you arrive outside of office hours, on weekends, or on holidays, you may take a taxi or other method of transportation to your hotel. We will then arrange your transportation to the Cultural Office on the first business day following your arrival for your registration.

- b. **Flight Details-** Please provide our office with your complete flight details at least one week ahead of time so we can arrange for the Cultural Office driver to pick you up at the Los Angeles International Airport (LAX) in Los Angeles, California. Flight details must include name of airline, flight number/s, and date and time of arrival. Attached is the Student Arrival Information form, which must be completed and emailed to your placement advisor or registration@kuwaitculturela.org if you will require airport pick-up. Airport pick-up will only be available for students arriving at LAX.

- c. **Hotel Reservations-** We strongly recommend that you make your hotel reservations prior to your arrival in Los Angeles, California. **We do not make hotel accommodations.**

i. **List of Hotels that are located close to our office:**

1. Hyatt Regency Century Plaza- 2025 Avenue of the Stars, Los Angeles, California 90067; Telephone: +1-310-228-1234
<http://www.centuryplaza.hyatt.com/hyatt/hotels/index.jsp>
2. Crowne Plaza Beverly Hills- 1150 South Beverly Drive, Los Angeles, California 90035; Telephone: +1-310-553-6561.
<http://www.mybeverlyhillshotel.com>

Please note that you have the option to make your reservations with other hotels

5. Cultural Office Registration

a. **Students reporting to the Cultural Office:**

- i. will be assigned to a Cultural Office Advisor. Scholarship and private supervised students will receive initial salary. Health insurance will be activated for all students.
- ii. will attend an orientation with a Cultural Office Advisor regarding the rules and regulations. Students have the option of attending orientation at 11:30 am or 3:30 pm; please arrive 30 minutes prior to your desired orientation. At this time, students can ask questions or address concerns. This orientation takes approximately an hour, so please arrange your travel plans accordingly. Please be advised that the office is closed for lunch from 1:00pm- 2:00pm.



- b. **Students reporting directly to the university** will have to submit the following requirements to our office to complete their Cultural Division registration.
- i. ***Copy of your passport**
 - ii. ***Copy of your visa**
 - iii. ***Copy of your I-20**
 - iv. ***Copy of your I-94** –The U.S. Customs and Border Protection has automated Form I-94 at air and sea port of entry. The paper form will no longer be provided to a traveler upon arrival, except in limited circumstances. The traveler will be provided with a CBP admission stamp on their travel document. I-94 can be obtained from <https://i94.cbp.dhs.gov/i94/request.html>.
 - v. **Permanent Address in the U.S.** (If available) (If applicable, please include your apartment number)
 - vi. **Telephone number** (If available)
 - vii. ***E-mail address (That you check consistently and regularly)**
 - viii. ***Scholarship and Private Supervised Students only: Copy of a voided check from U.S. bank account** – we encourage students to immediately open a bank account so we can send your salaries by direct deposit. Once you have opened a bank account, send us a copy of a voided check. You may also secure a bank certification including your name, account number and routing number. **Please write your name on the voided check/ direct deposit form in English and Arabic.**
 - ix. ***US Citizens Only:** Copy of flight itinerary or tickets

***Required to complete your registration.**

Please ensure that your name appears on all documents; you may handwrite your name on the voided check. Feel free to e-mail or fax the required documents. *Please send your documents in one of the following formats: PDF, PNG, JPG, or GIF.* If you send us documents in a different format, it may delay processing of your file and we may require you to resend your document to us in an acceptable format.

You may send all of these requirements to your Placement Advisor or the Placement Department via fax at 310.789.1159 or email registration@kuwaitculturela.org. If you have further questions, you may also contact the Placement Department at 310.746.4789.

*****If you will report directly to your school, please contact the International Student Office of the university in case you need airport pick-up or housing. *****

In case of an emergency or after hours please contact the General Consulate of the State of Kuwait, at (310) 279-3644.



STUDENT ARRIVAL INFORMATION

*** AIRPORT PICK UP AT LOS ANGELES INTERNATIONAL AIRPORT ONLY ***

STUDENT NAME: إسم الطالب _____
STUDENT ID#: رقم الطالب _____
FLIGHT DETAILS: تفاصيل الرحلة
ARRIVAL DATE: تاريخ الوصول _____
AIRPORT: إسم المطار _____ LOS ANGELES INTERNATIONAL AIRPORT (LAX)
AIRLINE: اسم الخطوط الجوية _____
FLIGHT NUMBER: رقم الرحلة _____
SCHEDULED ARRIVAL TIME: وقت الوصول
(Students must arrive at LAX by 2:00 pm)

ACCOMPANIED BY PARENT(S)/GUARDIAN(S): Yes No

IF YES, NAME(S): _____

في حال الوصول خارج ساعات العمل الرسمي أو عدم مقابلة سائق المكتب لأسباب خارج الإرادة مثل إزدحام حركة المرور يمكنك استخدام سيارات الأجرة الرسمية لنقلكم لأحد الفنادق القريبة من المكتب الثقافي مثل فندق حياة ريجنسي - أو كراون بلازا.

REMINDER- The Cultural Office's normal business hours are **Monday through Friday from 9:00am-5:00pm** (10am-3pm during Ramadan). The office is **closed on Saturdays and Sundays**, as well as U.S. and Kuwaiti holidays. We will be able to pick you up from the airport if you arrive **at LAX by 2:00 pm Monday through Friday.**

If you arrive outside of office hours, on weekends, or on holidays, you may take a taxi or other method of transportation to your hotel. We will then arrange your transportation to the Cultural Office on the first business day following your arrival for your registration.

**TO ENSURE PICK-UP, PLEASE EMAIL OR FAX THIS FORM TO THE CULTURAL OFFICE IN LOS ANGELES
AT LEAST 7 DAYS PRIOR TO DEPARTURE**

EMAIL: registration@kuwaitculturela.org

FAX: 310-789-1159



IMPORTANT INFORMATION for INTERNATIONAL STUDENTS
U.S. IMMIGRATION & CUSTOMS ENFORCEMENT

BEFORE arriving in the United State of America:

- 1) Confirm that your passport and visa are valid for entry to the U.S. Your passport should be valid for **at least 6 months** beyond date of expected stay in the U.S.
- 2) **Do not open** the sealed envelope containing the immigration documents that you received from the U.S. Embassy in Kuwait during your visa appointment. The Customs & Border Protection Officer at the U.S. port of entry will be the only authorized person to do so.
- 3) While you are traveling, you should **carry with you** the following (do not check-in these documents with your luggage):
 - Your passport (including the attached envelope of immigrant documents) with visa
 - SEVIS Form I-20 AB
 - Evidence of financial resources (Kuwait Cultural Office Financial Support Letter); this was included in your Ministry of Higher Education admission packet
 - Name and contact information for your designated school official (DSO)
 - Pen and paper
- 4) You will have to complete the CF-6059B Customs Declaration Forms, which will be given to you during your flight and before you land at your initial point of entry in the U.S. It is important that you tell the Customs and Border Protection Officer that you will be a student. Be prepared to include the name and address of the university where you will enroll. Once the inspection is complete, **the officer will:**
 - Stamp your SEVIS form for duration of status (“D/S”) for F visa holders
 - Stamp your passport with your entry date
- 5) Secondary Inspection Requirements –If your information cannot be automatically verified by the inspector or you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection”.
 - We strongly suggest that you have the name and phone number of the foreign student advisor at your school. If you arrive during non-business hours (evening, weekends or holidays), you should have a phone number where this individual can be reached during non-business hours.
Failure to provide proper documentation and comply with the entry/exit procedures is cause to refuse student admission into the U.S.
 - There are times when a student may not be in full compliance and the student may be issued a Form I-515A “Notice to Student or Exchange Visitor”, which authorizes temporary admission into the U.S. and requires the student to take immediate action to submit proper documentation.
Non-compliance with the directions contained on these forms can result in denied entry.
- 6) US-Visit –is a comprehensive entry-exit registration system that was implemented at all international airports throughout the U.S. Non-immigrant visitors holding visas will be participating in the program, which involves obtaining a scan of two index fingerprints and a digital photograph of the arriving visitor.
- 7) National Security Entry-Exit Registration Systems (NSEERS) -Some visitors will require additional scrutiny and will have to provide additional information under NSEERS. Anyone could be subject to additional scrutiny and should follow the directions of the Customs and Border Protection Officer if additional information regarding itinerary, length of stay, or other security questions are required.
- 8) Admission to the U.S. –Students must report to their university IMMEDIATELY after reporting to the Cultural office to register for courses. Please ensure that you attend your mandatory student orientation at your study location for additional immigration information.

**Consulate General of the State of Kuwait
Kuwait Cultural Office
Los Angeles**



**القنصلية العامة لدولة الكويت
المكتب الثقافي الكويتي
لوس أنجلوس**

- 9) Continuing Students who are traveling outside of the U.S. must see their foreign student advisor at the school and obtain an endorsement from the designated school official. The endorsement will be on page 3 of the Form I-20. When returning to the U.S., a continuing student must present a valid Form I-20 with the DSO signature, proving that the student is active and in good standing with the school.
- 10) If you are authorized for Optional Practical Training (OPT) by your school, make sure that the school has updated your records in SEVIS and issued your new I-20 Form showing OPT authorization on page 3 of the form.

In case of an emergency or after hours please contact the General Consulate of the State of Kuwait, at (310) 279-3644.

For further information, please visit the U.S. Immigration and Customs Enforcement website regarding International Students at <http://www.ice.gov/sevis/students/index>