



Where to Go and Why

Use this sheet to find the right person/department who can answer your questions.

Contact your Kuwait Cultural Office Advisor:

- For questions about your scholarship (rules of scholarship)
- To request to change your major, to change your university or to suspend your scholarship
- To request to take courses at a community college or online
- If you are planning to go back home
- To submit official Verification of Enrollment (VOE), transcripts, and study plans
- To update contact information (address, e-mail, phone)

Contact the Kuwait Consulate or Embassy:

- To renew your passport or visa
- To receive a copy of your birth certificate
- The Consulate in Los Angeles is at: 130 El Camino Drive, Beverly Hills, CA 90212. You can reach them at: 310.556.0300 or 310.556.0306. **In an emergency (natural disaster, security, immigration) please call 310.729.3644.**

Contact your University Academic Advisor/Counselor:

- To discuss course selection
- For suggestions of extra-curricular activities on campus
- To register for classes
- To inquire about research and fieldwork opportunities
- To ask questions about courses
- To ask questions about enrollment in courses
- To plan term schedules
- To discuss graduate school opportunities
- To discuss exploring other majors, double majors, or minors
- To discuss General Education requirements
- To discuss quarterly/semester GPA, cumulative GPA, and repeat policies
- To add/drop a class
- To discuss issues of probation, dismissal, withdrawal, re-admission
- To discuss transfer credit
- To create a study plan

Contact the University Registrar:

- To file graduation forms
- To add/drop or withdraw from a course
- To sign/stamp your ticket allowance form
- To request an official transcript
- To obtain official proof of enrollment for Verification of Enrollment

Contact the International Student Services Office:

- To discuss all immigration issues (I-20, visa, SEVIS, etc.)
- If you have questions about housing
- If you have questions about traveling around the country
- If you are planning on leaving the country
- For suggestions of extra-curricular activities on campus
- If you have questions about U.S. law and culture