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

القنصلية العامة لدولة الكويت
المكتب الثقافي الكويتي
لوس أنجلوس

VERIFICATION OF ENROLLMENT

Please complete ALL fields on this form

TERM: _____ **YEAR:** _____

SPONSOR: ☐ **MOHE** ☐ **Private** ☐ **Other** (KPC, EQUATE, PAAET, HCHA, Prime Minister)

This is to certify that: _____
First Name *Last Name* *Cultural Office ID#*

Is enrolled at: _____ **Major:** _____
Name of University

Expected Date of Graduation: _____

Course #	Course Name	# of Credits	Online/Hybrid/In-person For hybrid courses, please list percentage of Online instruction. Online and hybrid course enrollment requires prior approval
	Total Number of Credits		

Student's Signature:_____ **Signature & Stamp of Registrar:** _____
Student's E-mail Address:_____
Student's Current Mailing Address/Phone Number: _____
_____
Cultural Office Advisor:_____

*** Important Reminders For Students ***

1. **Verification of Enrollment (VOE)** – is required at the beginning of every term. You must submit it before OCTOBER 1, FEBRUARY 1 and JUNE 1. Failure to submit the VOE on time will result in a HOLD ON YOUR SALARY.
2. **Official Transcripts** – you need to send one at the end of each term. Transcripts must be mailed by the university directly to the Kuwait Cultural Office, Los Angeles.
3. **Required Earned Credits** – 12 credits per term and 27 semester/42 quarter per year; failure to earn these credits could result in salary deduction, ineligibility for annual ticket allowance, and/or ineligibility for summer salary.
4. **Non-Traditional Courses** – (**Online, Special Topics, or Independent Study Courses)
   You are allowed a maximum of **4** courses (12 credits total) during your entire scholarship studies. If you exceed the 4 courses allowed, your degree cannot be authenticated. All non-traditional courses require prior approval from the Kuwait Cultural Office, Los Angeles, and must be taken at an approved university.
5. **Major Change or University Transfer** – requires prior approval from the Kuwait Cultural Office, Los Angeles.
6. **Do not forget to waive (or decline) the health/medical insurance** at your university, EVERY TERM. The Cultural Office cannot pay for or reimburse any university health insurance fees. Full medical coverage is provided by the Embassy of Kuwait through Cigna Health Care/Account # 2298366.
7. **If you change your address/phone number/e-mail/bank accounts** please inform your Cultural Office Advisor as soon as possible.