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

العامة لدولة الكويت القنصلية
المكتب الثقافي الكويتي
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SCHOLARSHIP PACKET
2019-2020 School Year

The Ministry of Higher Education (MOHE), through the Kuwait Cultural Office, Los Angeles, offers Kuwaiti Nationals who meet the required eligibility criteria the opportunity to apply for full academic sponsorship. Scholarships are awarded in the Fall and Spring term only; summer term is excluded.

ELIGIBILITY

Applicants must meet ALL of the following criteria:
- Must be a Kuwaiti Citizen.
- Must be currently enrolled full-time in a MOHE approved US university and major.
- Must have earned a minimum of 27 academic semester credits or 42 quarter credits from a MOHE approved US university.
  - Or student must have transferred 27 semester credits or 42 quarter credits - earned in MOHE approved US school - towards their degree requirement.
- Must have a minimum cumulative GPA of 2.50.
- Must have not been previously granted a MOHE scholarship that ended in dismissal or withdrawal (in accordance with MOHE regulations Article 2, First Section, Item #7 and #8)
- Must submit a signed Promissory Note to repeat any excess unapproved courses through traditional classroom attendance at an approved university.

PAAET Diploma Holders in addition to the above criteria:
- Must not exceed 30 years of age.
- Must continue studies in same field as PAAET diploma held.

APPLICATION

- Must be submitted via email by 11:59 PM on:
  September 30, 2019 (FALL Applicants)
  February 28, 2020 (SPRING Applicants)
- Must be filled out completely.
- Must be typed or neatly printed.

SELECTION

- Applications that are received by the deadline will be reviewed by the Kuwait Cultural Office, Los Angeles's Academic Committee.
- If all requirements are met, the application will be submitted to the Ministry of Higher Education in Kuwait.
- Final decision and awards will be made by the Ministry of Higher Education. Students will be notified via email if awarded a scholarship.

QUESTIONS?

Private Unsupervised students email: privatestudents@kuwaitculturela.org
Private Supervised students email: wstewart@kuwaitculturela.org

NOTE: Packets that are incomplete, and/or not received by the deadline, are subject to DISQUALIFICATION.
801 S. Figueroa Street, 19th floor | Los Angeles, CA USA 90017 | Phone: 310-746-4789 | Fax: 310-789-1159

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APPLICATION INSTRUCTIONS

ALL listed documents are required. Please put your packet together as follows:

1) SCHOLARSHIP APPLICATION CHECKLIST
2) ACADEMIC HISTORY FORM
3) COMPLETED SCHOLARSHIP APPLICATION DATA SHEET
   1. Do not leave questions blank. If your answer to a question is "no", "none", or "not applicable", please state as such.
   2. Please type your entry, if possible, or print legibly in ink.

4) SUPPORTING DOCUMENTS TO BE SUBMITTED BY APPLICANT: (Place behind Data Sheet in order listed)
   1. High School Transcript
   2. Equivalency Certificate (If Applicable)
      - Graduates of private high schools in Kuwait or outside of Kuwait must submit the High School Equivalency Certificate issued by the Ministry of Education.
   3. University Acceptance Letter
      - Admission letter must indicate admission to an approved scholarship major, and the start term of your program.
   4. Transfer Evaluation Form (If Applicable)
   5. Study Plan
   6. Verification of Enrollment
   7. Updated I-20
   8. I-94
   9. Kuwaiti Passport
   10. Civil ID Card
   11. Birth Certificate

5) SUPPORTING DOCUMENTS TO BE SUBMITTED BY SCHOOL OFFICIAL:
   1. Online course Audit*
   2. Official Transcripts *

*Official Transcripts and Online course Audits from ALL colleges and universities attended must be received by our office. Applications will not be reviewed until we receive a complete application.

ALL listed documents must be *received* by 11:59 pm on September 30/February 28.
- Send all of the documents together in one (1) email and in PDF format.
- Ensure that your documents are clear and legible. *Low quality documents will be rejected and you will have to resubmit (this refers to picture copies, blurry copies, very small copies, etc).*

Email complete application to:

Private Unsupervised students: privatestudents@kuwaitculturela.org

Private Supervised students: wstewart@kuwaitculturela.org

Make the subject of your email: **Scholarship Application**- **First Name Last Name [Civil ID]**

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SCHOLARSHIP APPLICATION CHECKLIST

Name: _____   University: _____

Civil ID: _____   Major: _____

Cultural ID: _____   High School Track: _____

Documents Checklist: (Please check off as completed):

_____ 1. Academic History Form

_____ 2. Scholarship Application Data Sheet

_____ 3. High School Transcript from 9th grade to 12th grade level

_____ 4. Equivalency Certificate (If Applicable)
         Graduates of private high schools in Kuwait or outside of Kuwait must submit the High School
         Equivalency Certificate issued by the Ministry of Education.

_____ 5. PAAET Degree/Certificate (If Applicable)

_____ 6. University Acceptance Letter
         Admission letter must indicate admission to an approved scholarship major, and the start term of
         your program.

_____ 7. Transfer Evaluation (If Applicable)

_____ 8. Study Plan

_____ 9. Verification of Enrollment

_____ 10. Requested for Online Audits to be sent

_____ 11. Requested for Official Transcripts to be sent

_____ 12. Updated I-20

_____ 13. I-94

_____ 14. Letter from College/University confirming tuition/fees have been paid (supervised students only)

_____ 15. Kuwaiti Passport

_____ 16. Civil ID Card

_____ 17. Birth Certificate

Please do not write below this line.

Notes:

College/University	Official Transcript (Date Received)	Online Verification Form (Date Received)

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ACADEMIC HISTORY FORM

Name: _____   Civil ID#: _____

Date of High School Graduation: _____   High School Institution: _____

High School Track: Art / Science (Choose)_____   Scholarship Major: _____

*Please include **all** colleges/universities attended after high school graduation.(This includes universities outside of the United States)*

Semester	Year	Name of School Attended	Transcript *Please check if submitted.*

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SCHOLARSHIP APPLICATION DATA SHEET

Name:_____
    (Copy from Passport. Indicate other spelling of name, if any, by the School.)

School: _____

Date of Birth (MM/DD/YY) _____   Place of Birth: _____

Passport No.: _____   Civil ID No.: _____

Date Issued (MM/DD/YY) _____   Place of Issue: _____

Height: _____   Weight: _____ lbs.

Permanent Address: _____   Tel. No: _____

Father's Name: _____ Age: _____

Occupation: _____

Mother's Name: _____ Age: _____

Occupation: _____

Number of Brothers: _____   Number of Sisters: _____

For Married Students ONLY:

Spouse's Name: _____

Children's Names and Ages:

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If spouse has a separate passport, Passport No.: _____

Date Issued (MM/DD/YY): _____Place of Issue: _____

Check one:
_____ Family will accompany me
_____ Family will follow later
_____ Family will remain in Kuwait

Check Program:
_____ Ministry of Education   _____ Kuwait University
_____ Civil Service   _____ Study Leave with pay
_____ Private   _____   Study Leave without pay
_____ Other   _____

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What do you plan to study (Major)? _____

Degree Level: _____

When do you plan to start English? _____

When do you plan to start Academic work? _____

Period for which scholarship is requested: From_____ To _____

Secondary Schools:

From   To   Name of School   Track: Art / Science (Choose)_____

_____   _____   _____

_____   _____   _____

_____   _____   _____

Colleges/Universities attended:

From   To   Name of School   Degree

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

_____   _____   _____   _____

Besides above schools, did you have any other opportunity to practice English? (e.g. summer in England) _____ Yes _____ No
If Yes, when and where? _____

In your previous schooling, were any subjects taught in English?   _____ Yes   _____ No
If Yes, please list them_____

_____

_____   _____

Signature   Date

Please do not write below this line.

Date Received   _____

Date of U.S. Arrival (I-94)   _____

Type of Visa   _____

English Language School   _____

Regular Program School   _____

Local Program School   _____

ID Number   _____

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TRANSFER CREDIT EVALUATION FORM

The Kuwait Cultural Office requests that you complete this transfer credit evaluation

Basic Information

Student Name: _____   Student ID #: _____

University: _____   Term: _____

Enrollment Status: _____   Anticipated Graduation Date: _____

Academic Information

Degree Type:_____

Major:_____

Concentration:_____

Total Credits Transferred:_____

Total Credits Applied toward Degree: _____

Institutional Credits Earned (If any):_____

Total Credits Required for degree completion:_____

University Advisor:_____   Phone Number: _____

University Advisor Signature:_____   Email Address: _____

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STUDY PLAN

Please complete this form beginning with _____ term and continuing through each term until your expected date of graduation. List the courses needed to complete your degree requirements by semester/quarter

NAME: _____ **ID#:** _____ **MAJOR:** _____

SCHOOL: _____ **PROSPECTIVE GRADUATION DATE:** _____

Total # of Credits Required: _____ **Advanced Standing/Transfer Credits:** _____

Student's University Advisor: _____ **Phone Number:** _____

Student's University Advisor Signature: _____ **Email Address:** _____

TERM: _____ **YEAR:** _____

Course No.	Course Name	Credits

TERM: _____ **YEAR:** _____

Course No.	Course Name	Credits

TERM: _____ **YEAR:** _____

Course No.	Course Name	Credits

TERM: _____ **YEAR:** _____

Course No.	Course Name	Credits

In signing below, I acknowledge that these are the required courses within my degree program which I must successfully complete in order to earn my undergraduate degree.

Student Name:_____

Student Cultural Office ID:_____

Date:_____

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ONLINE COURSE AUDIT REQUEST

Date:

Student Name: **Date of Birth:**

University/College ID: _____ **Cultural ID:**

Dear University/College Representative,

Greetings from the Kuwait Cultural Office, Los Angeles!

Our office would like to request your assistance in providing us with an online course audit for the above mentioned scholarship student. An online course audit is required for scholarship purposes in order to verify the number of fully-online courses/credits a student has taken at your university/college.

The online course audit must include the following information for all fully-online courses the student has taken at your university/college. **Hybrid courses do not need to be listed**:

TERM YEAR (EX: Fall 2015)	COURSE NAME & NUMBER (EX: MATH 125)	NUMBER OF CREDITS EARNED (EX: 4 credits)	APPLY TOWARDS DEGREE COMPLETION? (YES, NO, N/A)

When completed, the audit should be emailed directly from the university/college representative to [ADVISOR EMAIL].

An ONLINE COURSE AUDIT FORM has been provided on page 2 for your convenience. An official university document including the same required information is also acceptable.

If the student did not take any online courses, our office still requires an email from a university/college representative confirming the student took 0 online courses.

Please do not hesitate to contact me if you have any questions or concerns. Thank you for your assistance in advance.

Best regards,

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Kuwait Cultural Office | Los Angeles
801 S. Figueroa Street, 19th floor
 Los Angeles, CA USA 90017
Phone: 310-746-4789 | Fax: 310-789-1159

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ONLINE COURSE AUDIT FORM
(TO BE COMPLETED BY UNIVERSITY/COLLEGE REPRESENTATIVE)

Date:
University Name:

Student Name: **Date of Birth:**

University/College ID: _____ **Cultural ID:**

Note: Please ONLY list fully-online courses taken by the above-named student in the table below. Hybrid courses do not need to be listed. If the student did not take any fully-online courses, please write "Student did not take any fully-online courses" in the first row. Kindly sign the form when completed.

	TERM YEAR (EX: Fall 2015)	COURSE NAME & NUMBER (EX: MATH 125)	NUMBER OF CREDITS EARNED (EX: 4 credits)	APPLY TOWARDS DEGREE COMPLETION? (YES, NO, N/A)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

University/College Representative Information (person who completed this form)

Name:_____ **Title:**_____

Phone Number:_____ **Email:**_____

Signature:_____

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PLEASE EMAIL COMPLETED FORM DIRECTLY TO THE ACADEMIC ADVISOR LISTED ON THE ONLINE COURSE AUDIT REQUEST

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<u>VERIFICATION OF ENROLLMENT</u>
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	FULLY Online Course? **Hybrid does not count as online (Yes or No)** **Prior approval required – see below**
	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 <u>beginning of every term</u>. 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 <u>at the end of each term</u>. Transcripts <u>must be mailed by the university</u> 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 <u>prior approval</u> from the Kuwait Cultural Office, Los Angeles, and must be taken at an approved university.
5. **Major Change or University Transfer** – requires <u>prior approval</u> 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.