



## 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.ice.gov/sevis/students/index.htm>.
  
  - 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. Appointments can be made online at <https://evisaforms.state.gov/default.asp?postcode=KWT&appcode=3>
  
  - 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-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. We will be able to pick you up from the airport if you arrive during our normal business hours.

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 [registration@kuwaitculturela.org](mailto: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, CA. 90067; Telephone: 310-228-1234  
<http://www.centuryplaza.hyatt.com/hyatt/hotels/index.jsp>
2. Crowne Plaza Beverly Hills- 1150 South Beverly Drive, Los Angeles, CA 90035; Telephone: 310-553-6561.  
<http://www.cpbeverlyhills.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. 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 closes



for lunch from 1:00pm- 2:00pm. Therefore, we suggest that students arrive before noon or after 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** – (small white card given to you at the U.S. port of entry) stamped with date of entry in the U.S. (Stamp must be clear and readable)
  - 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 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 310.746.4796.**

**\*\*\*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 if you require assistance after office hours please contact Dr. Ali Al Kazemi at (310) 890-4480**



**STUDENT ARRIVAL INFORMATION**

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

STUDENT NAME: اسم الطالب \_\_\_\_\_  
STUDENT ID#: رقم الطالب \_\_\_\_\_  
FLIGHT DETAILS: تفاصيل الرحلة \_\_\_\_\_  
ARRIVAL DATE: تاريخ الوصول \_\_\_\_\_  
AIRPORT: اسم المطار LOS ANGELES INTERNATIONAL AIRPORT (LAX)  
AIRLINE: اسم الخطوط الجوية \_\_\_\_\_  
FLIGHT NUMBER: رقم الرحلة \_\_\_\_\_  
SCHEDULED ARRIVAL TIME: وقت الوصول \_\_\_\_\_

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 ازدحام حركة المرور يمكنك إستخدام 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 during our normal business hours.

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](mailto:registration@kuwaitculturela.org)

FAX: 310-789-1159

2049 Century Park East, Suite 1950 Los Angeles, CA USA 90067 Phone: 310.789.1160 Fax: 310.789.1159