



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 <small>For hybrid courses, please list percentage of Online instruction. Online and hybrid course enrollment requires prior approval</small>
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 6 courses (18 credits total) during your entire scholarship studies. If you exceed the 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 **UnitedHealthcare Student Resources Policy ID# 2022-1863-4**.
7. **If you change your address/phone number/e-mail/bank accounts** please inform your Cultural Office Advisor as soon as possible.