



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. ADMISSIONS/WELCOME PACKAGE FROM THE UNIVERSITY

- 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. Thoroughly read all documents: I-20, acceptance letter, and other information such as housing, immunizations, brochures, etc.
- c. Complete and return all the necessary forms (housing, immunization records, health waivers etc.) enclosed in your admissions packet to the school by their set deadlines. **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.**
- d. 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.FMJfee.com>
- 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. Each embassy has different requirements, please follow instructions available through the website of the U.S. Embassy in Kuwait at <https://kw.usembassy.gov/>
- c. If you are a scholarship student or a private supervised student, you may request a copy of the **Kuwait Cultural Office's Prospective Financial Support Letter**- This letter indicates that you are a sponsored student of the Kuwait Cultural Office, Los Angeles. The letter details the benefits that you will receive upon your arrival in the United States and registration with our office and university - 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. ARRIVING IN THE UNITED STATES OF AMERICA

- a. **Days of Arrival-** The Cultural Office's normal business hours are **Monday through Friday from 9:00 am-1:00 pm and 2:00pm-5:00pm** (10:00 am-3:30 pm 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. Please be advised that last airport pick-up is at 2:00 pm during our normal business days.

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 placement@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, California 90067; Telephone: +1-310-228-1234
 2. Crowne Plaza Beverly Hills- 1150 South Beverly Drive, Los Angeles, California 90035; Telephone: +1-310-553-6561.
- *Please note that you have the option to make your reservations with other hotels***

4. CULTURAL OFFICE REGISTRATION

- a. Students must register with the Cultural Office as soon as they arrive in the United States. Upon completing their registration with the Cultural Office, students will be assigned to an academic advisor. Scholarship and private supervised students will receive initial salary, and health insurance will be activated.

REGISTRATION INSTRUCTIONS:

- Send scanned copies of the required registration documents directly to your placement advisor.
- Submit your registration documents only after you have arrived in the United States, do not send your documents while you are still in Kuwait.
- Send all of your documents together in one (1) email and in PDF format. Kindly ensure that your documents are clear and legible. 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.
- Students may register in person at the Cultural Office and attend an orientation regarding their scholarship rules and regulations.



- Students have the option of attending orientation at 11:30 am or 3:30 pm; please arrive 30 minutes prior to your desired orientation. 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 is closed for lunch from 1:00pm- 2:00pm.

DOCUMENTS REQUIRED FOR REGISTRATION:

- Completed Registration Checklist Form –Click [here](#)
- Copy of passport صورة من جواز السفر الكويتي
 - US Citizens: Also provide copy of US passport صورة من جواز السفر الأمريكي
- Copy of F-1 visa صورة من الفيزا
- Copy of page #1 of I-20 نسخه من
 - US Citizens: Provide copy of your admission letter كتاب قبول اللغة
- Copy of I-94 (arrival/departure record) –Click [here](#) to retrieve I-94
 - US Citizens: Provide copy of your flight itinerary and boarding pass مسار الرحلة
- Copy of Direct Deposit Form نموذج الإيداع المباشر فى البنك

*****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 after hours please contact the General Consulate of the State of Kuwait, at (310) 279-3644.



STUDENT ARRIVAL INFORMATION

AIRPORT PICK UP AT LOS ANGELES INTERNATIONAL AIRPORT (LAX) ONLY

STUDENT NAME: إسم الطالب

STUDENT ID#: رقم الطالب

FLIGHT DETAILS: تفاصيل الرحلة

ARRIVAL DATE: تاريخ الوصول

AIRPORT: إسم المطار

LOS ANGELES INTERNATIONAL AIRPORT (LAX)

AIRLINE: اسم الخطوط الجوية

FLIGHT NUMBER: رقم الرحلة

SCHEDULED ARRIVAL TIME: وقت الوصول

(Students must arrive at LAX by 2:00 pm)

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 إزدحام حركة المرور يمكنك استخدام 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 **at LAX by 2:00 pm Monday through Friday.**

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**

SEND COMPLETED FORM TO: placement@kuwaitculturela.org