



Dear **Academic** Students,

We would like to welcome you to the new academic year. We hope that 2022-2023 will be a year filled with much success and accomplishments.

On behalf of Dr. Fatima Boujarwah and myself, it is my pleasure to reach out to you all in the hopes of serving you and supporting you on your academic journeys in accordance with the Ministry of Higher Education's (MOHE) rules and regulations.

MOHE, as well as other sponsors, are very much invested in your success and your continued academic progress toward degree completion. Accordingly, we would like to draw your attention to **important notices and reminders** we hope you take it into consideration as you begin a new academic year:

1. **Maintain Close Communication with your Cultural Office Advisor**

Your academic advisor at the Cultural Office is your best source of support and information. As such, it is crucial for you to maintain frequent communication with your advisor **via email**. They are ready and willing to answer all your questions, and provide you with all the information you need to confirm you are in compliance with all your scholarship rules and requirements. Please also make sure you **check your email regularly** as this is the primary way our office contacts you with important notices and reminders that you should be aware of.

2. **Ensure your Contact Information is Up To Date** In order to guarantee effective communication with your advisor and the Cultural Office it is crucial that you ensure that all of your information is accurate and up to date, this includes but is not limited to your:

- email address
- mailing address
- phone number
- Bank account information (***this will prevent delays in receiving your salary***)

3. **Submit All Required Documents No Later than September 16th, 2022**

• ***Verification of Enrollment***

You must request and submit your **FINAL Verification of Enrollment** (Class Schedule). No changes to your schedule should happen after this.

• ***Updated Study Plan***

You must ensure that they are following your study plan and program guidelines. Beginning Fall 2022, our office will be verifying adherence to study plan. As such, you must request and submit an up to date and **accurate study plan** issued by your home university advisor within the ***past 6 months***.

• ***Prior Written Approval For Online and Hybrid Courses***

If you need to take courses are offered in an **ONLINE** or **HYBRID** format please keep in mind the following important policies:

- You are permitted to take (4) online/hybrid classes **ONLY or** 12 credits of online classes. If you exceed this online/hybrid course allotment, we will be **UNABLE** to authenticate your degree upon graduation. We would like to strongly encourage you to



register for online/hybrid classes only in emergency situations.

- You **MUST** obtain approval **before** the course begins or our office will be **UNABLE** to pay the fees for these course and you will be responsible for paying them yourself.
- In order to ensure our office has the most up to date information about the online courses you have taken, you must submit an **updated Online Audit** to your advisor that includes any and all online courses take up to and including Summer 2022.
- Beginning Fall 2022 any Hybrid course you take with an online component of more than 51% will be considered online for scholarship purposes. If for any reason we are unable to obtain the in person vs online percentages for a hybrid course, the course will be counted as **ONLINE** and will count towards your allotment.

4. **General Reminders**

- **Waive your University Health Insurance**

Please note that it is your responsibility to waive your university health insurance every term/year since your scholarship provides you with health insurance. Please make sure to check the deadlines to waive out of this, to avoid any unwanted charges on your account. Our office **WILL NOT** pay for any university health insurance fees that are not waived.

- **Register Early**

You should register for classes as early as possible, as soon as registration opens, to avoid any complications, such as not being able to register for the required courses needed for your major.

- **Maintain Full Time Status**

You are required to maintain full time status. This means that you must register for **at least (12) units per semester** (Semester and Quarter systems) to maintain your legal status with the Department of Homeland Security/USCIS; and, it is recommended to register for (15) units per semester overall. You will need to earn 27 semester credits or 42 quarter credits with a minimum GPA of 2.0 in each academic calendar year or you **WILL NOT** be entitled to summer salaries, or your annual ticket allowance.

- **Courses Requiring Prior Approval**

You must obtain written approval, in advance, from the Cultural Office **BEFORE** you enroll in online/hybrid classes, summer classes, or courses at schools other than your home university. Credits taken without prior written approval from the Cultural Office will not be approved or paid for.

- **Submit your Transcript**

It is very important that you are prepared to submit your transcript as soon as your term ends, to ensure that we are able to keep the Ministry of Higher Education up to date with your academic progress. This will ensure the continuity of your salaries and other financial benefits.

- **Transcripts for Courses Taken Outside your Home Institution**

You must submit all transcripts for courses taken outside your home school as soon as the course is completed. Please request that the university you attended mail us your transcripts directly either via regular mail or electronically.

- **Payment of Courses Taken in Kuwait**

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



**القنصلية العامة لدولة الكويت
المكتب الثقافي الكويتي
لوس أنجلوس**

Please be advised that students who are studying and taking a summer course at a university in Kuwait, your tuition will be disbursed by the Ministry of Higher Education in Kuwait, and NOT by the Cultural Office.

- ***Repeat Unapproved Courses in an Approved Format***

If you have any unapproved courses, please ensure that you retake them in an approved format as soon as possible. If they are not retaken before you graduate, your degree cannot be authenticated by this office and your degree authentication will be at MOHE's discretion.

- ***Emergency Contact***

In case of emergencies (disasters, immigration, imprisonment), please call Consulate General of the State of Kuwait's hotline at (310-279-3644).

- ***Travel Approval***

If you plan to leave to country, you must contact the International Office at your university to obtain approval and sign your 1-20 ensure you maintain your legal status with USCIS.

Finally, we cannot emphasize enough the importance of maintaining close and regular communication with your academic advisor at the Cultural Office, with your academic advisor at your home university and with the office of international students at your home university.

We would like to assure you that it is our goal to support you throughout your academic journey. We are at your service, and will help you address any issues or concerns that may arise in adherence with MOHE's rules and regulations. We hope that this new academic year brings you much success as you work towards realizing your academic goals.

We wish you all the best in your studies,

Dr. Fawaz Ali Abdulmalek

Cultural Counselor/Director


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