

## Spring 2023 Scholarship Reminders for ESL Students

**Dear ESL Student,**

We hope your Fall 2022 term is going well! We are looking forward to working with you in the upcoming Spring 2023 term.

Please submit all required documents listed below by **February 1, 2023** to make sure you receive your March 2023 salary on time (released around February 20, 2023). *If we do not receive your required documents by the deadline we will not be able to release your salary.*

### **Submit All Required Documents No Later than February 1, 2023.**

- ***Verification of Enrollment***  
You must request and submit your **FINAL Verification of Enrollment** (Class Schedule). This will ensure the continuity of your salaries and other financial benefits.
- ***Grades***  
You must request and submit your previous term's ESL grade report. This will ensure the continuity of your salaries and other financial benefits.

### **Important Reminders**

- ***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.
- ***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***)
- ***Waive your University Health Insurance***  
Please note that it is your responsibility to waive your university health insurance every

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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.

- ***Attendance and Immigration Status***

You are required to follow your school's attendance requirements. This includes having good attendance and good participation in your classes. Failure to do so risks your immigration status and may require you to leave the country. If you fail your classes due to absences or if you are dismissed from the ESL program due to absences, you will have to **repay** all scholarship benefits, including salaries, tuition, and allowances, issued to and for you for that term.

- ***Participation and Conduct***

You are expected to participate in your classes and be a good representative of Kuwait.

- ***Emergency Contact***

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

- ***Travel Approval***

If you plan to leave the 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.