

## Spring 2023 Scholarship Reminders for Undergraduate Students

### Dear Academic Student,

I hope your Fall 2022 term is going well! We are looking forward to working with you in the upcoming Spring 2023 term. Please note that following important Spring 2023 reminders and deadlines.

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.*

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

- **Official Transcripts**  
Please have your official transcripts from all schools that you attended for Fall 2022 sent directly to our office.
- **Verification of Enrollment (VOE)**  
You must request and submit your **FINAL Verification of Enrollment** (Class Schedule). No changes to your schedule should happen after this.
- **Online Audit**  
Please submit an up to date online audit that includes your Fall 2022 and Winter 2022/2023 coursework. Online audits must be received by our office directly from your school.

### **IMPORTANT REMINDERS**

#### ***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.

#### ***Updated Study Plan***

Please make sure that our office has an up to date study plan on file for you. It is extremely important to closely follow your study plan and that you are on track to graduate on time.

#### ***Courses Requiring Prior Approval***

## **Spring 2023 Mailchimp Email to Students – Sent Monday, 11/21/22**

You must obtain written approval, in advance, from the Cultural Office **BEFORE** you enroll in online/hybrid classes, summer classes, or community college classes. Credits taken without prior written approval from the Cultural Office will not be approved or paid for.

### ***Online/Hybrid Coursework***

Students are permitted to take (4) online/hybrid classes ONLY **or** 12 credits of online classes. We would like to strongly encourage you to register for online/hybrid classes only in emergency situations. *Please note that hybrid courses with an online component of more than 51% will be considered online for scholarship purposes.* Online/Hybrid courses taken in accordance with the rules and regulations during Summer 2020/2021 and Fall 2020/2021 due to COVID-19 are exempted. **If you exceed the online course allotment, we will be unable to authenticate your degree upon graduation**

### ***Bank Account Changes***

If it is necessary for you to change your bank account, please provide our office with your new bank account information in a timely manner. Bank account changes can take up to 30 days to process. Due to this, we strongly recommend that you do not close your old bank account *until* you begin to receive salaries from our office in your new bank account.

### ***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.

### ***Course Withdrawals***

If you withdraw from any classes after the add/drop deadline at your school, you will have to repay any classes that you receive a W (withdrawal grade).

### ***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 I-20 ensure you maintain your legal status with USCIS.

Lastly, we cannot emphasize enough the importance of communicating with the Cultural Office constantly, especially with your academic advisor, with your university academic advisor, and the office of international students at the university.

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It is our goal to support you throughout your academic journey and we are here help you address any issues or concerns that may arise in adherence with MOHE's rules and regulations. We wish you much success and we look forward to continue to work with you as you pursue your academic goals.