



RE: Scholarship Reminders & Planning Your Fall 2023 Studies
ESL and UNDERGRADUATE STUDENTS

Dear Students:

We would like to welcome you to the new academic year. We hope that 2023-2024 will be a year filled with much success and accomplishments.

Here are a few important reminders regarding Ministry regulations:

• **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.

• **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 waive it prior to the deadline, to avoid any unwanted charges on your account. The scholarship WILL NOT pay for any university health insurance fees that are not waived.

• **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).

• **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)

• **Bank Account Information**

If you must change your bank account (no more than once), **please allow up to 30 days for processing.**

• **Travel Approval**

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

IMPORTANT! Per MOHE regulations students are not allowed to leave their scholarship location. In case of emergency, you must inform the Cultural Office if you plan to leave your scholarship location.

Reminders for ESL Students

• **Search for Answers to Frequently Asked Questions on Our Website**

Many answers to frequently asked questions can be found on the [Sponsored ESL Students](#) page of our website. Please use this resource!

• **Attendance and Immigration Status**

You are required to follow your school's attendance requirements. Failure to do so risks your immigration status and may require you to leave the country. According to MOHE Rules and Regulations Articles 17 and 23, please note: If you are absent more than 20% of your classes, you will have to repay from your salaries the amount that you exceeded the 20%. If you fail your classes due to absences or are dismissed from your ESL program, 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.

Required Documents for Fall Salary Hold - ESL Students

Students must submit the following documents to the Cultural Office no later than September 10, 2023 in order to ensure continuity of your salaries and other financial benefits. Failure to do so will result in withholding of October salary.

1. **Verification of Enrollment**

You must request and submit your FINAL Verification of Enrollment (Class Schedule).

2. **Grades**

You must submit your previous term's ESL grade report sent directly by the university to the office.

Reminders for Academic/Undergraduate Students

- **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; Please be reminded that you will need to earn minimum 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.

IMPORTANT NOTE: Any courses taken through the following Date/Time/Format/Divisions or Campuses are **NOT APPROVED and SHOULD NOT** be applied towards degree requirements and must be repeated during your studies and before graduation to avoid any issues during authentication process.

- Weekends (Saturday & Sunday classes are not allowed)
- Evening division and professional courses
- Unapproved Mini sessions
- Credits by exam or correspondence
- Extension, Global, Worldwide campus, Continuing Education/Studies, College of Professional Studies, Open University courses

- **Written approval by our office is required PRIOR to taking a course outside your university (including online & community college courses).**

Please check the list of approved schools/campuses on our website www.kuwaitculture.com before registering for a course. ***PRIOR APPROVAL means you submitted your request BEFORE the start of Fall semester at your university***

- **Community College courses (online courses NOT ALLOWED)**

Per Ministry rule you must have a valid reason to take community college courses for the tuition to be paid by the scholarship (maximum of 2 courses during your entire studies). If you do not have a valid reason, the course tuition will be the student's responsibility, however you still need prior approval to take community college courses. **You must submit the following documents for your request to be reviewed for approval:**

- Schedule of community college course
- Summer term student detailed schedule (home school)
- Written approval from home school (it should indicate the community college, course name/number and the equivalent course at your home school)
- Proof of conflict in schedule or that course is not available at your home school

- **Online or other non-traditional Courses**

You are only allowed four (4) online/hybrid/independent study courses, not to exceed 12 credits, for your entire undergraduate study. Written approval by our office is required prior to taking these courses. If you exceed the allowed four courses (12 credits), you will face consequences during degree authentication. **You must submit the following documents for your request to be reviewed for approval:**

- Verification of non-traditional courses from ALL schools attended (in case you have not provided all documents)
- Course syllabus of the online course
- Schedule of online course
- Summer term student detailed schedule
- Approval from home school (if taking the online course at a university, outside your home school)
- Proof that course is required for the degree

NOTE: The following are considered non-traditional courses: hybrid, blended, remote, video, virtual, independent study, distance learning, flex courses

- Per Ministry regulations, **concurrent enrollment (or enrollment in 2 schools in the same term)**, should not violate the credit limit per term at your home school and overlap/conflict in schedules are not allowed.

Required Documents for Fall Salary Hold - Academic/Undergraduate Students

Students must submit the following documents to the Cultural Office no later than September 10, 2023 in order to ensure continuity of your salaries and other financial benefits. Failure to do so will result in withholding of October salary.

1. **Spring & Summer 2023 official transcripts from all schools attended** (must be sent directly to our office by the university)
2. **Fall 2023 [verification of enrollment](#)/detailed schedule** (with your name, school and term)
3. **[Verification of non-traditional courses](#) from ALL schools attended, if not previously provided** (must be sent directly by the university to our office)
4. **Signed [study plan](#)** (must be sent directly by the university to our office)
5. **I-94 Travel history from <https://i94.cbp.dhs.gov/I94/#/history-search> - as proof that you are in your scholarship location**

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. As always, please reach out to our academic advisor at the Cultural Office via email with any questions.

Warm wishes for the upcoming school year!