



**RE: Scholarship Reminders & Planning Your Winter/Spring 2025 Studies**  
**UNDERGRADUATE STUDENTS**

We hope that your Fall term is going well! We are looking forward to the Spring 2025 term, and we hope that the new year brings you academic growth and success.

**REQUIRED DOCUMENTS FOR SPRING SALARY HOLD**

Students must submit the following documents to the Cultural Office by **February 1, 2025**.

*\*Failure to do so will result in the withholding of financial benefits and March's salary (released on February 20th).*

1. **Fall 2024 official transcripts from all schools attended** (must be sent directly to our office by the university)
2. **Winter/Spring 2025 verification of enrollment** (VOE) and detailed schedule (including your name, school, term, and detailed course information [start and end dates, credits, and method of instruction]).
3. **Verification of non-traditional courses from ALL schools attended, if not previously provided** (must be sent directly by the university to our office). An updated verification of non-traditional courses is required from your home university each semester, *even if you did not enroll in any online courses*.
4. **I-94 Travel history from <https://i94.cbp.dhs.gov/I94/#/history-search> - as proof that you are in your scholarship location**
5. **PIFSS (Public Institution for Social Security; المؤسسة العامة للتأمينات الاجتماعية) Letter**

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**Important Reminders**

**Maintain Close Communication with your Cultural Office Advisor:** It is crucial to frequently communicate with your advisor via email and check your email regularly as this is the primary way our office contacts you with important notices and reminders.

**Travel Approval:** During university holidays, if you leave the country, you must contact the International Student Office at your university to approve and sign your 1-20 to ensure you maintain your legal status with USCIS. **IMPORTANT! Per MOHE Rules, Article 3, item 15, students are not allowed to leave their scholarship location during regular academic terms. If you do so, you may be subject to repayment and issued a behavioral warning.**

**Maintain Full-Time Status:** You must register for at least (12) units per semester (Semester and Quarter systems) to maintain your legal status. You need to earn a 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.

**Spring 2025 Book Allowance:** As soon as you submit the items below we can review your eligibility:

- Fall 2024 Official Transcripts - showing that you have earned at least 12 credits for Fall 2024
- Winter/Spring 2025 VOE (Verification of Enrollment)

**Repeated Coursework:** Cannot be counted toward Summer Salary, Ticket Allowance or book allowance eligibility.

**Online or other non-traditional Courses:** You are allowed four (4) online/hybrid/independent study courses, not to exceed 12 credits, for your entire undergraduate study. Written prior approval by our office is required prior to taking these courses.

- **\*PRIOR APPROVAL means you emailed your request, including the complete course information, to your Cultural Office advisor BEFORE the start of the semester at your university\*** OR *If you register for non-traditional courses within the add/drop period, AND request approval prior to registering.*
- Submitting a copy of your VOE and class schedule does NOT count as requesting prior approval.
- **If you do not request prior approval, the scholarship will NOT pay for the course, even if you have remaining online classes.**
- **Degree Authentication & Continuation to Masters:** If you exceed the allowed four courses (12 credits) our office will not be able to authenticate your degree, and you will not be eligible to apply for Continuation to Masters.
- Please contact your advisor for a full list of documents required for your request to be approved.
- **IMPORTANT: Other non-traditional courses are, but may not be limited to:** hybrid, blended, remote, video, virtual, independent study, distance learning, flex courses

**Concurrent Enrollment:** Written approval by our office is required PRIOR to taking a course outside your university (including online & community college courses). **\*PRIOR APPROVAL means you submitted your request BEFORE the start of the semester at your university\*** **If you do not request prior approval the scholarship will not be able to pay for the course.**

- 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. Overlap/conflict in schedules is not allowed.
- Students are not permitted to exceed the home university credit limit due to concurrent enrollment, even if exceptions are made by the university. Any concurrent enrollment credits enrolled in excess of the home university credit limit will result in unapproved credits and final degree authentication will be at the Ministry's discretion.

**Community College courses (online courses NOT ALLOWED):** 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.

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

- **Waive University Health Insurance:** Your scholarship provides health insurance and WILL NOT pay for university health insurance.
- **Emergency Contact:** Call the Consulate General of the State of Kuwait's 24-hour hotline at (310-279-3644). For health insurance-related emergencies outside of our office's working hours, please contact United Healthcare at (866) 654-7449.
- **Ensure your Contact Information is Up to Date:** Email address, Mailing address, Phone number
- **Bank Account Information:** If you must change your bank account, **please allow up to 30 days for processing.**