



Fall 2026 Important Student Reminders

Dear Graduate Students,

We hope this message finds you well & that you had a productive school year! As fall approaches, please review below for important reminders.

Register Early

- 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/degree.
- You are only allowed to enroll in courses that are required for your degree as stated in your original study plan.

Mandatory Credit Requirement

- Graduate students are required to maintain full-time status every term by adhering to the full-time credit requirement outlined by the graduate program (semester and quarter systems) to maintain your legal status with the Department of Homeland Security/USCIS.
- All courses must be required for your degree.
- You must enroll in traditional weekday; daytime classes offered at the main campus of the university.
- All enrolled classes should be upper division graduate classes required for your program. Bachelor level lower division classes are not allowed per Ministry rules. The tuition for Bachelor level courses will not be covered by our office. This tuition will be at the student's expense.

Fall 2026 Salary Eligibility & Required Documents

If you plan to suspend your scholarship effective Fall 2026, you must notify your Cultural Office advisor immediately. You are not entitled to receive any salaries that align with the Fall 2026 term if you plan to suspend your scholarship for Fall 2026.

What do I need to submit to confirm my eligibility?

- Students must submit the following documents to the Cultural Office by September 10, 2026.

What if I don't submit my documents by September 10, 2026?

- Your salary will be held effective the October 2026 salary (scheduled to be released around September 20, 2026).

Required Documents

1. **Fall 2026 Verification of Enrollment/class schedule**
 - Must show your full name, school name, term, and detailed course information (start and end dates, credits, and method of instruction) confirming full-time enrollment
 - Students are required to always provide their Cultural Office advisor with the final copy of their class schedule. If you change your class schedule before the add/drop deadline, you must provide your advisor with an updated copy.
 - All enrollment decisions must be finalized before the add/drop deadline. Students are responsible for any tuition charges resulting from withdrawing from courses after the add/drop deadline.
2. **Spring 2026/Summer 2026 official transcripts**
 - Must be sent directly from the school to our office
 - *Not required for first-TERM
3. **Verification of Non-Traditional Courses Form**
 - Must include all coursework through the most recent term
 - Must be sent directly from the school to our office and signed by the Registrar
 - *Not required for first-TERM
4. I-94 Most Recent Date of Entry + I-94 Travel History
5. Current Certificate from the Public Institution for Social Security in Kuwait (PIFSS)
6. Current "To Whom it May Concern" Certificate from the Public Authority of Manpower (PAM)

Links to Student Forms

- [Graduate Forms](#)
- [OPT Forms](#)



Non-Traditional Courses (including Online)

- Check with our office before enrolling in any classes that are not standard in-person at the home university (*including online, hybrid, blended, remote, video, virtual, independent study, distance learning, flex course, study abroad*)
 - Masters Students:* Do not take more than 2 non-traditional courses total for the duration of your studies. This includes any mandatory non-traditional courses required for your degree.
 - All Others:* Confirm with your advisor before enrolling in any non-traditional courses.
- Written prior approval from our office is required before taking any non-traditional courses.
 - PRIOR APPROVAL means you submitted your request BEFORE the start of the term at your university** -OR- If you register for non-traditional courses within the add/drop period, AND request approval prior to registering.
 - If you do not request prior approval for non-traditional courses, the scholarship will not pay for the course, even if you have remaining non-traditional classes.
 - Each approval is specific to the requested course for a specific term, based on the course number and section, and is not applicable to any future non-traditional course enrollment requests.
- If you exceed the allowable non-traditional course limit for your scholarship, our office will not be able to authenticate your degree.
- Taking any unapproved courses will cause significant delays with your final degree authentication.

Requesting Non-Traditional Course(s)

You must send an email request to your Cultural Office advisor before the start of the term or registration, including the following information/documents for your request to be reviewed for approval:

- Class name, class number, and number of credits
- Term you plan to take the class
- Where you plan to take the class
- Format of class (in-person, online, hybrid, independent study, etc.)
- A copy of the detailed course schedule, including meeting dates, times, and instruction method. This can be a copy of your class schedule or a screenshot from the university course search with the required information.
- Proof that the course is applicable to the degree (either a letter from your university adviser or an official **original** study plan)

A Verification of Enrollment (VOE)/class schedule and/or study plan without a request email from you are NOT considered prior requests.

Mandatory Internship Course and Study Abroad

- Written prior approval from the Cultural Office is required before enrollment.
- Online internships are not approved.
- If you do not request prior approval for taking a mandatory internship course or enrolling in a study abroad program, the scholarship will not cover the cost of tuition.

Repeated Courses

- You are not allowed to repeat courses with a grade of C or higher; the scholarship will not cover the tuition for such courses or courses that are not required for your degree.

Unapproved Courses

Unapproved Date/Time/Format/Divisions/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:

Example of unapproved courses:

- 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*
- Courses at community colleges (NEVER approved at the graduate level)*



Withdrawn Course

If you drop a course after the add and drop period, you will receive a "W" grade, which stands for withdrawal from the course. **Please note that your scholarship does not cover tuition fees associated with Ws.**

University Transfer Requests

You are not allowed to transfer universities without first notifying the Cultural Office and receiving confirmation that your request complies with the scholarship rules and regulations. Failure to adhere to this requirement will result in a regulatory violation. Please refer to the scholarship rules and regulations to confirm the academic transfer policies.

Unapproved Courses

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.

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 I-20 to ensure you maintain your legal status with USCIS.
- Per scholarship rules and regulations, you must be present at the scholarship location from the start date to the end date of each term. In case of emergency, you must inform the Cultural Office and your university's International Office prior to your departure if you plan to leave your scholarship location.
- It is extremely important to consult with your university's International Office and notify your Cultural Office advisor prior to making any travel arrangements, including returning to Kuwait for a visa renewal.

Bank Account Information

Students may request a maximum of three bank account changes during the scholarship period, with all requests requiring a bank letter confirming the old account's closure. If you must change your bank account, please allow up to 30 days for processing. Only allowed between the 1st and 10th of each month for next month's salary. (Example: Submit Aug. 1-10 for September salary).

Maintain Close Communication with your Cultural Office Advisor

Your academic advisor at the Cultural Office is your best source of support and information. They are ready and willing to answer all your questions and provide you with all the information you need to confirm you are following all your scholarship rules and requirements. 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.

Ensure your Contact Information is Up to Date

- Email address
- Mailing address
- Phone number

Emergency Contact

Call the Consulate General of the State of Kuwait's 24-hour hotline at (310-279-3644).

Failure to comply with any scholarship regulations may result in:

- Loss of financial benefits
- Repayment obligations
- Academic/Scholarship consequences

Please remember that we are here to help you as needed. If you have any questions, please consult with your Cultural Office Adviser via email.