



RE: Scholarship Reminders & Planning Your Fall 2025 Studies **UNDERGRADUATE STUDENTS**

Welcome to the 2025-2026 Academic Year! Please review the following important reminders:

Please carefully review the updated [scholarship rules and regulations dated July 17, 2025](#). If you have any questions or need clarification, contact your Cultural Office advisor.

REQUIRED DOCUMENTS FOR FALL SALARY HOLD

Students must submit the following documents to the Cultural Office by **September 10, 2025**.

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

1. **Spring 2025/Summer 2025 official transcripts from all schools attended** (must be sent directly to our office by the university/not accepted if sent from students directly)
2. **Fall 2025 [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/not accepted if sent from students directly). 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. **Signed [study plan](#)** (must be sent directly by the university to our office/not accepted if sent from students directly)
5. **I-94 Travel history from <https://i94.cbp.dhs.gov/I94/#/history-search> - as proof that you are in your scholarship location**
6. **PIFSS (Public Institution for Social Security; المؤسسة العامة للتأمينات الاجتماعية) Letter from SAHEL application**

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 I-20 to ensure you maintain your legal status with USCIS. ***IMPORTANT! Per scholarship rules and regulations, you must be present at the scholarship location from the start date to the end date of each term with the exception of official university closures and holidays as specified in the university academic calendar. 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. If you plan to return to Kuwait to renew your visa, it is extremely important to consult with your university's International Office in this regard.***

Maintain Full-Time Status: 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. You will need to earn a minimum of 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. **These credits must be earned through courses within the major study plan.**

Annual Allowance (book/clothing and equipment allowances): Your eligibility for the annual allowance will be reviewed twice a year, once for the Fall semester and once for the Spring semester.

- **Only active students who are not suspended and are not studying on extension are eligible for the annual allowance.**
- We can review your eligibility for the Fall 2025 allowance, **effective August 20, 2025**, as soon as you submit the following items to confirm your eligibility under the new rules and regulations:
 - Spring/Summer 2025 Official Transcripts - must have EARNED minimum 12 credits and 2.00 GPA in Spring /Summer 2025
 - Fall 2025 VOE (Verification of Enrollment) - must have enrolled full-time for Fall 2025 (minimum 12 credits)

Repeating Courses: ***You are not allowed to repeat classes with a grade of C or higher; the scholarship will not cover the cost of tuition for such courses.*** Repeated courses also cannot be counted toward eligibility for Summer Salary, Ticket Allowance, Annual Allowance, Outstanding Student Award, or continuation to Master's.

Online or Other Non-Traditional Courses: ***You are allowed a maximum of six (6) non-traditional courses* or 18 credits in total for your entire undergraduate studies. Written prior approval by our office is required prior to taking these courses.*** If you exceed the allowed six courses (18 credits), our office will not be able to authenticate your degree, and you will not be eligible to apply for Continuation to Masters.

****PRIOR APPROVAL means you submitted your request 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.***

IMPORTANT: 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.

- **You must send an email request to your Cultural Office advisor before the start of the semester or registration, including the following information/documents for your request to be reviewed for approval:**
 - Class name, class number, and amount of credits
 - Term you plan to take the class
 - Where you plan to take the class
 - Format of class (in-person, online, hybrid)
 - 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.

IMPORTANT:

- A Verification of Enrollment (VOE)/class schedule without a request email from you is not considered a prior request.
- Non-traditional courses* are, but may not be limited to: online, hybrid (undefined or 51%+ online instruction), hybrid remote/online (undefined or 51%+ online instruction), attend anywhere, blended, remote, video, virtual, independent study, distance learning, flex courses.

Mandatory Internship Course and Study Abroad: Written prior approval from the Cultural Office is required before enrollment. Online internships are not approved.

IMPORTANT: 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.

Concurrent Enrollment: Written approval by our office is required PRIOR to taking a course outside your university (including in-person, online, & in-person community college courses).

PRIOR APPROVAL means you submitted your request BEFORE the start of the semester at your university

- 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.

IMPORTANT: 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 in excess of the home university credit limit will result in unapproved credits, final degree authentication will be at the Ministry's discretion, and you will not be eligible to apply for Continuation to Masters.

- **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: If you do not request prior approval for taking a course at another university or community college, the scholarship will not pay for the course.

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

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.

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.

Academic Warnings: If your term GPA falls below 2.00, you'll receive an academic warning with a salary deduction. One-Time Monthly Salary Deduction per Warning:

- First: 15% of monthly salary
- Second: 20% of monthly salary
- Third, Fourth, and Any Additional: 25% of monthly salary

Note: Three consecutive or four total warnings may lead to dismissal from the scholarship.

Major Change and Academic Transfer: You are not allowed to change your major or 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.

Waive University Health Insurance: **Your scholarship provides health insurance and WILL NOT pay for university health insurance.** Please ensure to follow the instructions provided by your school for the health insurance waiver by the given deadline to avoid any unwanted charges on your account.

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

Ensure your Contact Information is Up to Date: Email address, Mailing address, Phone number

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)

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.

Warm wishes for the upcoming school year!