



RE: Scholarship Reminders & Planning Your Spring 2026 Studies
UNDERGRADUATE STUDENTS

We hope that your Winter term is going well! We are looking forward to the Spring 2026 term and hope 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 **May 1, 2026**

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

1. **Winter 2026 official electronic transcripts from your home university** (must be sent directly to your Cultural Office advisor by the university)
2. **Spring 2026 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 your home university, 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 non-traditional courses.*
4. **I-94 and travel history from <https://i94.cbp.dhs.gov/I94/#/history-search> - as proof that you are in your scholarship location**

Important Reminders

In preparation for the next term, Spring 2026, please be reminded of the following important MOHE rules & regulations:

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.

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. 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.***

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.

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

Maintain Full-Time Status: You must register for at least 12 units and remain enrolled in 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.

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 Spring 2026 allowance, **effective January 20, 2026**, as soon as you submit the following documents to confirm your eligibility:
 - Fall 2025 Official Electronic Transcripts - must have EARNED minimum 12 credits and 2.00 GPA in Fall 2025
 - Winter/Spring 2026 VOE (Verification of Enrollment) - must have enrolled full-time for Winter/Spring 2026 (minimum 12 credits)

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.
- Repeated courses also cannot be counted toward eligibility for Summer Salary, Ticket Allowance, Annual Allowance, 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 from our office is required before 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 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 course is required for the degree (either a letter from university adviser or an official study plan)

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. Scheduling overlap or conflicts is not allowed.

IMPORTANT: Students are not permitted to exceed the home university credit limit due to concurrent enrollment, even if the university grants an exception. 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: 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. Please refer to the [scholarship rules and regulations](#) to confirm the major change and academic transfer policy.

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!