EMBASSY OF THE STATE OF KUWAIT
CULTURAL DIVISION
2111 Wilson Blvd, Suite 500, Arlington, VA 22201 Telephone: (202) 364-2100 Fax: (202) 363-8394/(202) 362-4379

ADMISSION CERTIFICATION/AUTHENTICATION CHECKLIST

All documents below must be submitted.

DOCUMENTS NEEDED FROM STUDENTS To be uploaded to the Student Portal	
• Passport	
• Civil ID	
• Admission letter (**must indicate major/program**)	
• I-20	
• IELTS/TOEFL results	
• For **Master or Doctorate** admission: statement of understanding form	
• Release of information form (consent)	
• Kuwait Social Security Statement from Public Institution for Social Security in Kuwait	
• For employees	Affiliated with *Civil Service Commission*, initial approval letter for study issued by CSC
	Not affiliated with CSC, initial approval letter for study issued by employer
	Private sector/self-employed, approval letter for study issued by Public Authority for Manpower in Kuwait (**must indicate approved major**)
• For **ESL, Associate, or Bachelor** admission	High school transcript/s (copy) **and** Equivalency certificate (*if attended private HS in Kuwait or HS outside Kuwait*)
• For **Master** admission	Final bachelor transcript, diploma **and** Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
• For **Doctorate** admission	Final master transcript, diploma **and** Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
• Screenshot of student profile details on MOHE's Dayrah Academic Online System	
• For students who changed their names, copy of court ruling and name change	
DOCUMENTS NEEDED DIRECTLY FROM THE SCHOOL/S **To be sent to kmontemayor@kuwaitculture.com**	
• Official transcript/s – from current school if at least one term has been completed, and all prior schools attended	
• Verification of admission form – from the Admissions Office	
• For **Master or Doctorate** admission: letter confirming that the program is not an online/non-traditional program and that there are no online/non-traditional courses required to complete degree requirements – from the Registrar	

The Cultural Office reserves the right to request additional documentation as needed.