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

DEGREE CERTIFICATION/AUTHENTICATION CHECKLIST

All documents below must be submitted.

DOCUMENTS NEEDED FROM STUDENTS To be uploaded to the Student Portal	
• Passport	
• Civil ID	
• Final admission letter and I-20 (previously certified by the Cultural Office)	
• Release of information (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**)	
• Prior degree	**Associate or Bachelor** – high school transcript/s, diploma, and Equivalency certificate (*if attended private HS in Kuwait or HS outside Kuwait*)
	Master – final bachelor transcript, diploma, and Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
	Doctorate – final master transcript, diploma, and Equivalency certificate (*if attended private university in Kuwait or university outside Kuwait*)
• For students who changed their names, copy of court ruling and name change	
DOCUMENTS NEEDED <u>DIRECTLY</u> FROM THE SCHOOL/S	
• Official transcripts from all schools attended where earned credits applied toward the degree (Electronic PDF transcripts must be sent to your advisor by email)	
• Verification of Non-traditional Courses Taken from all schools attended where earned credits applied toward the degree (Your advisor will request from each school directly)	

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