

IMPORTANT



EMBASSY OF THE STATE OF KUWAIT CULTURAL DIVISION

3500 INTERNATIONAL DRIVE, N.W., WASHINGTON, D.C. 20008 TELEPHONE: (202) 364-2100 FAX: (202) 363-8394 / (202) 362-4379

PRE-ARRIVAL CHECKLIST For Prospective Students

Dear Student,

Congratulations on your admission! Before you arrive in the U.S., please carefully read the Pre-Arrival Checklist that we have prepared to facilitate your arrival in the U.S., your Embassy registration and transition to your school.

Thank you for your cooperation and we look forward to meeting you soon.

- Attached is your **Admission Packet from the university (I-20, acceptance letter and other relevant information like housing, immunizations, brochures, etc.)**.
 - ✓ Please take note that some students are admitted to academic studies while others are admitted to intensive English programs. Please check your I-20 and acceptance letters.
 - ✓ Complete and return all the necessary forms (housing, immunizations, etc.) enclosed in your admission packet to the school as soon as possible. You are responsible to make your own housing arrangement. Please contact the school directly to finalize your housing plans.
 - ✓ If you have been admitted to an intensive English program (ESL), you will have to submit an undergraduate application for academic studies.
- **SEVIS I-901 Fee** – You will have to pay the \$200.00 SEVIS I-901 fee before you have your interview with the U.S. Embassy in Kuwait to secure your visa. This may be paid online through the Internet using a credit card. The website address is <http://www.ice.gov/sevis/students/index.htm>.
- Attached is a copy of the **Kuwait Embassy's Financial Support Letter** – This letter was submitted to the university with your application form, which indicates that you are a sponsored student of the Embassy of Kuwait. The letter details the benefits that you will receive, which includes monthly allowance, health and dental insurance.
 - ✓ You may use this as a supporting document, which you can present to the U.S. Embassy in Kuwait when you secure your student visa.
 - ✓ You may also present this to your school if they ask for proof of health insurance. The actual insurance card will be given to you once you have arrived in the U.S. and registered with our office.
- **Appointment with the U.S. Embassy in Kuwait**
 - Once you have received your I-20 and paid the SEVIS fee online, your next step is to make an appointment with the U.S. Embassy in Kuwait.
 - Appointments are to be made online at <https://evisaforms.state.gov/default.asp?postcode=KWT&appcode=3>
- **U.S. Immigration and Customs Enforcement – Please read the attached immigration regulations for international students that you need to follow while you are in the U.S. as an international student.**
- **Arrival Information to the U.S.**
 - ✓ **Flight details** – Please notify the Ministry of Higher Education (MOHE) your complete flight details ahead of time so we can arrange for the Embassy driver to pick you up at the airport in Washington, D.C. Flight details should include name of airline, flight number/s, date and time of departure and arrival, and the name of the airport of destination. There are 3 airports located within the Washington, D.C. area. Attached is the **Student Arrival Information form** to be completed and returned to our office. Airport pick up will only be available for students arriving in Washington, D.C.

- ✓ **Days of Arrival** – The Cultural Division’s office hours are from Mondays to Fridays, from 9:30 am to 5:00 pm. The office is closed on Saturdays and Sundays. In case you arrive after office hours, we will arrange your airport pick-up, take you to your hotel and then picked up the first business day to report to our office for your Embassy registration. Please take into consideration the public holidays observed in the U.S. (e.g. January 1-New Year’s Day; January 18-Martin Luther King Day; February 15-Presidents Day; May 13-Memorial Day; July 4-Independence Day; September 6-Labor Day; October 11-Columbus Day; November 11-Veterans Day; November 25-Thanksgiving Day; December 25-Christmas Day). The Embassy and the universities may be closed during these holidays.
- **Hotel Reservations** – We strongly recommend that you make your hotel reservations prior to your arrival in Washington, D.C. We no longer arrange hotel accommodations for students because the hotels charge our office for the rooms even if the students do not show up due to flight delays or cancellation, delays due to U.S. immigration/customs or personal reasons.
 - ✓ **List of hotels that are located close to our office in Washington, DC:**
 1. Days Inn - 4400 Connecticut Ave., NW; Tel# 202-244-5600
 2. Savoy Hotel - 2505 Wisconsin Ave., NW; Tel # 202-337-9700
 3. Holiday Inn-Georgetown - 2101 Wisconsin Avenue, NW; Tel #202-338-4600
 4. Georgetown Inn - 1310 Wisconsin Ave., NW; Tel# 202-333-8900
 5. Churchill Hotel - 1914 Connecticut Avenue, NW; Tel #202-797-2095
 6. Washington Suites-Georgetown – 2500 Pennsylvania Avenue, NW; Tel #202-333-8060

Please note that you have the option to make your reservations with other hotels.

- **Embassy Registration**
 - ✓ **Students reporting to the Cultural Division in Washington, D.C.:**
 1. Will be assigned to an Embassy advisor, receive your salary and your health insurance will be activated.
 2. Have an orientation with your Embassy advisor regarding the scholarship rules and regulations.
 - ✓ **Students reporting directly to the university/college** must submit these requirements to our office:
 1. Copy of your passport with student visa and stamped date of entry in the U.S.
 2. Copy of your I-20
 3. Printout of I-94 Admission Number Form
 - a. Log into I-94 website - www.cbp.gov/i94
 - b. Complete the Admission (I-94) Number Retrieval form to retrieve the electronic I-94 number
 - c. Print two (2) copies of the form
 - i. Keep a copy for your file with your passport/visa
 - ii. Submit a copy to Cultural Office
 4. Proof of Enrollment – Once you have registered for classes, you may either:
 - a. Get an official letter from the university stating that you have enrolled as a full-time student for the specific term you are attending, or
 - b. Provide a copy of your class schedule, showing the total number of credits and term of enrollment.
 5. Permanent Address in the U.S.
 6. Telephone Number and Email Address in the U.S.
 7. Direct Deposit of Salary can be done by providing any of the following:
 - a. Copy of a Voided/Canceled Check with the student’s name printed on the check (no handwritten name on the check) or a
 - b. “Non-Federal Direct Deposit Enrollment Request Form” from the bank indicating the student’s name, account number and the ABA routing number

You may send all of these requirements to our office by fax at 202-362-4379 or by email to registration@kuwaitculture.com.

*** If you will report directly to your school, please contact the International Student Office of the university in case you need airport pick-up or housing.