

SCHOLARSHIP

RULES & REGULATIONS

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EMBASSY OF THE STATE OF KUWAIT

CULTURAL DIVISION

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MINISTRY SCHOLARSHIP RULES & REGULATIONS

ARTICLE 1

DEFINITIONS

Ministry: The Ministry of Higher Education

Minister: The Minister of Higher Education

- **Study Mission** is when the Ministry of Higher Education sends a Kuwaiti student to attend an approved university abroad to obtain a specific degree, within the time frame of the program and according to the procedures and requirements in this by-law.
- **The Scholarship Plan** is the scholarship positions in various specialties and in different countries as determined by the Ministry of Higher Education. Qualified students may apply to pursue their undergraduate studies, in these specialties at the expense of the Ministry. Specialty areas are determined by the needs of government agencies, the development plan, and job market and in coordination with the Cultural Division offices.
- **The Scholarship Student:** Student who is accepted in the Ministry's scholarship plan or who joins scholarship after meeting scholarship conditions, and/or children of diplomats who are entitled to study abroad to obtain an academic degree. The Ministry of Higher Education bears all expenses during the scholarship period and supervises the student's progress academically and financially.
- **Merit scholarship Program** is a program encouraging students to be competitive in their studies. It offers the best academic opportunity for students to join merit universities abroad and to create a distinguished national work force in different fields which will impact the development of the society.
- **The scholarship Committee** is a committee established by a Ministerial decree and chaired by the Undersecretary of the Ministry of Higher Education. The scholarship committee will implement all decisions and rules included in the scholarship by-laws. It will also apply the financial regulations on overseas students and will issue decrees related to their scholarship. The scholarship committee will also recommend amendments to the regulations.
- **The Cultural Division** is one of the Ministry of Higher Education's offices and annexed to Kuwait Embassy. The Cultural Division has many missions such as: placement of students in universities abroad, supervise students academically and financially, issue stipends, prepare the required general budget and supervise the employees.

The Cultural Division will build and maintain relationships with universities, scientific or research institutes and cultural organizations within the local area of the Cultural Division office. It will also conduct academic and statistical studies on scholarship students and new approaches in higher education within the concerned countries. The Cultural Counselor or Cultural Attaché supervises the Cultural Division.

- **The Academic Committee** is a committee formed within the Cultural division under the supervision of the Cultural Counselor or the Cultural Attaché; its members are from the cultural division. The role of the committee is to discuss the student's academic status and submit the recommendations to the Ministry.
- **Scholarship location** is the country or city in which the university or college is located.
- **Accredited Universities** are the universities approved by the Ministry of Higher Education in coordination with the Cultural Division Offices and the National Agency for Academic Accreditation and Education Quality Assurance.
- **Academic year** is the period between the beginning and the end of the academic year according to the university's system at the scholarship location. It is less than a calendar year.
- **The Actual Duration of Study** is the study period to obtain the degree from universities and institutions accredited by the Ministry of Higher Education at the scholarship location.
- **The Study System** is the specific established school system to obtain the degree from universities and institutions abroad. The study system is divided into:
 1. **The Annual System**: is counted by year. The student performs an exam at the end of each school year until graduation.
 2. **The Term System**: student selects the academic courses needed for graduation in each semester to fulfill all graduation requirements, and is divided into:
 - **The two-term system**: This system includes Fall and Spring semesters including summer semester.
 - **The three-term system**: This system includes Fall, Winter, Spring quarters including Summer quarter.
 - **The summer term** is an optional semester. It is not considered to start the scholarship or join a program.
- **The Study Plan** is the arrangement of courses per academic term that the student must successfully complete to graduate.
- **The Application Process to the Universities** is the needed preparatory period to obtain an admission to an accredited university. It should not exceed one calendar year and consists of:
 1. The language program study.
 2. Training courses for admission tests.
 3. Preparatory programs that help the student to obtain an admission.
- **The advanced level**
- **A level** is two years of studies after the British high school for IGCSE or O- level

- **The preliminary year:**
 1. **Foundation year** is the period of studies after the Kuwaiti High School Diploma that prepares the student for undergraduate studies.
 2. **Premiere ET Deuxieme Degree Diploma** is the preparation for students studying in France to obtain the third level diploma or admission to the undergraduate studies. (*Not applicable to the U.S. system.*)
- **The Study Load** is the number of academic units, ranging between a minimum and a maximum credits the student has to pass in a term.
- **The Grade Point Average (GPA)** is the grade or points the student earns after completing exams.
- **Change of Major** when the student changes his scholarship major to another major, after obtaining a recommendation from the Cultural Division, and approval of the Ministry of Higher Education.
- **Join the scholarship** approval for private students to join the Ministry scholarship, provided he meets the scholarship requirements with the recommendation of the Cultural Division and approval of the Ministry of Higher Education.
- **Reinstatement** is to allow the terminated student back into the scholarship, provided he meets the requirements and with the recommendation of the Cultural Division and approval of the Ministry of higher Education.
- **Medical Leave:** A scholarship student who withdraws due to medical reasons recommended by the Cultural Office and approved by the Ministry. Student must present a medical report approved by the competent authority in the country of scholarship or from the Medical Council in Kuwait provided the withdrawal period does not exceed one semester or its equivalent in the annual system.
- **Scholarship Withdrawal** when the student does not join scholarship location at the start or during the scholarship.
- **Scholarship Annulment** is the cancellation of the scholarship before it starts.
- **Dismissal from Scholarship** the decision to terminate a student for repeated failure or terminated by the university or violates scholarship rules and regulations. The scholarship committee will issue a termination decree based on the Cultural Division recommendations.
- **Scholarship Suspension** is a temporary suspension according to the rules and the regulations.
- **Scholarship extension** is to extend the original scholarship period according to the rules and regulations.
- **Scholarship student Dependents** are the family members who accompany the student abroad during his studies; it is limited to the spouse and children.
- **The Financial Allowances** any annual or monthly financial allowances issued to the student.
- **The Financial Penalty** the amount of money to be paid by the student as a result of withdrawal from the scholarship after announcement of the scholarship plan and before joining the scholarship location.
- **The Indebtedness** to claim all expenses paid to the student as a result of termination decree or suspension or withdrawal from scholarship.
- **Financial Claims Committee** is formed by a Ministerial decree, its main mission is to review financial complains presented by scholarship students or their guardian.

ARTICLE 2

SCHOLARSHIP

FIRST: SCHOLARSHIP STUDENTS MUST ADHERE TO THE FOLLOWING CONDITIONS:

1. Must be a citizen of Kuwait.
2. Must be at least (17) years old and not over (23) years old.
3. Must have a high school diploma or its equivalent. The validity of the diploma should not exceed 26 months from the date of graduation for students who are competing to reserve a scholarship spot. Students who obtained a foreign high school diploma from Kuwait, one of the Arab countries or abroad must provide an equivalency from the Private Education Department at the Ministry of Education.
4. Percentage (high school grades) should not be less than the minimum required for scholarship award.
5. All official documents must be authenticated by the concerned authority and must show academic sequence with no interruption in the secondary stage.
6. Must not be on study leave.
7. No decree has been issued to be granted a scholarship either abroad or locally in the State of Kuwait or has accepted a grant which ended in dismissal.
8. The student should not have accepted a grant/scholarship either abroad or locally and withdrew after enrollment.
9. Not to combine between grant and scholarship at the same time.
10. A student who withdraws from the scholarship plan (Original – English) is allowed to re-register in the same scholarship year provided he did not complete the admission process and paid the financial penalty. The student must sign a promissory note stating that he will not ask for the previously withdrawn seat.
11. Not employed by any government agency or not on study leave and must be able to provide the Ministry with supporting documents.
12. Provide the Ministry with an original copy of the high school diploma within sixty days of the announcement of the Ministry's scholarship results. The Ministry of Higher Education reserves the right to cancel the scholarship in the event the student does not provide the certificate within the designated time.
13. The student's guardian must sign a promissory note to abide by the scholarship financial and academic regulations. The parent/guardian who has custody of the student must obtain a court order for the student to study outside Kuwait.
14. Must follow and abide by all decrees issued by the Ministry.

SECOND: Conditions of Accepting Foreign High Schools Diploma:

Students must abide by any updated rules issued by the Ministry of Education and Ministry of Higher Education regarding foreign high schools.

Graduate of British High School:

Letter grades (A*, A, B, C, D) earned in the (IGCSE) system will be converted to percentage as follow: (A* = 100, A=95, B=85, C=75, D=65). Add the highest 6 grades earned which includes the four required courses from the scientific division; the total will be divided by six so that the final grade of the student does not to exceed 100%.

1. A student is classified as a high school graduate from the scientific division when he passes the following: Math, Chemistry, Physics, and Biology.
2. Students must pass a minimum of eight courses, two or more in AS-Level or A-Level (Advance) and the remaining courses in the normal IGCSE levels, within a maximum of 36 months. Courses earned beyond the 36 months will not be recognized.
3. Courses will be counted if the student earns "C" or above; only one "D" will be counted.
4. Academic courses that are part of the Ministry of Education curriculum such as Arabic Language, Islamic Studies and the Koran are not counted.
5. Non-academic courses such as: Music, Physical Education, Theater, Arts Education, etc. are not counted unless the student submits an official document from the school he graduated from stating that it is an academic course.
6. Percentage is calculated as follows:
7. A student is allowed to register in literary majors provided he meets the four core scientific courses.

Graduate of American High School:

1. A student is classified as high school graduate from the scientific division when he successfully completes the following courses: Biology, Chemistry, Physics, Algebra 2, Calculus or Pre-Calculus during two regular academic semesters (not intensive).
2. The percentage is calculated as follows: Cumulative GPA + 1 X 20.
3. The (State GPA) will be approved for American high schools issued outside Kuwait.
4. A student is allowed to register in literary majors if he meets the core scientific courses. If the majors are Literary/Scientific the student has to compete with students in the scientific division only.

ARTICLE 3

DUTIES OF THE SCHOLARSHIP STUDENT

1. Hold a high level of good conduct.
2. Safeguard the country's reputation abroad.
3. Promise to review and abide by the rules and regulations of the Ministry.
4. Abide by the immigration laws and rules of the country of scholarship.

5. Respect the rules and laws in the country of scholarship and abide by the policies and regulations of the university or college where the student is admitted.
6. Abide by all decrees and regulations issued by the Ministry of Higher Education and the Cultural Office.
7. Students (he/she) are not allowed to marry except Kuwaiti or GCC citizens only during their scholarship or once they are awarded the scholarship.
8. The student and parent are to sign a pledge issued by the Ministry to take full responsibility for personal expenses during scholarship duration; the guardian will be held accountable to repay all expenses in case of dismissal or withdrawal from the scholarship if required by the Ministry.
9. The student must contact the Cultural Office in the country of scholarship before joining the school to learn his rights and duties.
10. The student must commit and not change his scholarship location unless exceptional circumstances are determined by the Ministry.
11. The student must commit to the scholarship major and abide by the designated period. **The student must provide the Cultural Office with the study plan at the beginning of the academic year as well as proof of attendance and the transcript at the end of each academic term. The student must not change majors without notifying the Cultural Office and obtaining the Ministry's approval.** The student is responsible for any delay in providing the required documents. Students who do not comply for any reason will be given one month warning before the monthly salary is suspended.
12. **A student is not allowed to enroll in any courses through correspondence, independent study program, credit by exam, or through continuing education.**
13. The student must devote his/her time to the scholarship and not seek any employment during that period. Upon recommendation of the Cultural Office to the Ministry, the student may participate in training/internship programs provided it is related to his major and will not interfere with his studies.
14. The student must provide the Cultural Office with an explanation of the reasons that led to his academic warning within one month of receiving the academic warning.
15. **The student must notify the Cultural Office if he decides to leave his study location for any reason.**
16. The student should not suspend or stop their enrollment and studies unless there are reasons beyond his control and has been approved by the Ministry.
17. A graduated student must not leave his scholarship location unless all graduation requirements are completed and all personal, financial and legal matters are taken care of prior to leaving the scholarship location.

ARTICLE 4

OBLIGATIONS OF THE SCHOLARSHIP STUDENT

AMENDED PER MOHE LETTER #WTA/9/WS/1523

FIRST: ENGLISH LANGUAGE STUDIES:

1. The student is given one calendar year from the date of admission in the language program to obtain the required (TOEFL or IELTS) score either in the scholarship location or in Kuwait, while a committee prepares the required conditions annually.
2. Freshman students are allowed to attend academic or preliminary studies at an approved university provided they obtain the required TOEFL or IELTS score within one calendar year of starting classes.
3. A student who completes the language program without obtaining the required TOEFL or IELTS score are allowed to directly attend academic or preliminary studies if he has an admission from an approved school. The student must obtain the required TOEFL or IELTS score before the end of the term.
4. The student is allowed to take the IELTS or TOEFL exam a maximum three times and all expenses are covered by the Ministry.
5. **The student is entitled to an end of ESL ticket allowance:**
 - upon successful completion of at least 3 months of ESL studies (passing at least 50% of ESL courses)
 - obtains the required TOEFL/IELTS score
 - obtains academic admission to an approved university for their assigned scholarship major
6. The student's scholarship will be suspended if he does not obtain the required TOEFL or IELTS score within the prescribed period mentioned in items 1, 2, 3. The suspension will be for a maximum of one academic year and the student will be responsible to repay all expenses.
7. Suspension period during the language program will not be counted towards the suspension during the academic period.

Addition: Students who are not enrolled in ESL courses during the Summer term are eligible for 2 months' salary (Summer salaries) provided that the following conditions are met:

- upon successful completion of at least 3 months of ESL studies (passing at least 50% of ESL courses)
- obtains the required TOEFL/IELTS score
- obtains academic admission to an approved university beginning the following regular semester from their last ESL enrollment

SECOND: ACADEMIC STUDIES:

Students enrolled in universities that follow the hourly system

1. Freshman students are allowed to register for an additional (6) credit hours of intensive English courses when necessary, to enable the student to complete a total of (12) academic credits during the first semester.
2. The student is not allowed to register in less than (12) credits provided it is not required by the university to study additional language courses.
3. **Scholarship students must successfully complete between (27-30) semester credits hour or (42-45) quarter credits during the academic year. A student who does not complete the required number of credits must enroll in summer classes.**
4. The student who fails to follow the study plan by completing (27-30) semester or (42-45) quarter credits will be issued an academic warning due to under-enrollment unless a legitimate excuse is provided to the Cultural Office and the Ministry.
5. The student is expected to achieve a 2.00/C grade or above per semester (or its equivalent in other study systems). If the student's Grade Point Average (GPA) drops below 2.00 the Cultural Office will implement the following:
 - First academic warning, so that the student will work to raise his GPA to the required average the following semester.
 - A second warning if the student continues his low GPA.
 - **If the student receives 3 consecutive or 4 non-consecutive warnings the Cultural Office will send a dismissal recommendation to the Ministry.** Dismissal decisions will be made by the Ministry of Higher Education.
6. **The student is allowed to enroll in a community college for two courses, provided it does not exceed 8 credits,** it is required and not offered by his home school. If the courses is chosen by the student, the student will be responsible for the tuition
7. The student is allowed one semester to study outside the country of scholarship if it is mandatory and required for graduation.
8. The student is not allowed to enroll in elective classes outside the scholarship location unless recommended by the Cultural Office and approved by the Ministry of Higher Education; the Ministry will not be responsible for any additional expenses outside of tuition charges.
9. **The student is allowed to enroll in non-traditional courses, not exceeding 4 courses (12 credits).** Non-traditional courses include: online, hybrid/web enhanced/blended, flex/hyflex/rooflex, distance education, independent/directed study, ITV, CD-Video lectures, remote. of Independent Study. Student must:
 - Obtain prior approval from the Cultural Office to enroll in non-traditional courses.
 - Student must provide the Cultural Office with a detailed letter issued by the university to describe the course material and the study system.
 - All non-traditional courses must be completed under the supervision of one of the approved universities by the National Agency for Accreditation and Quality Assurance.

Documents Required – Enrollment in Non-Traditional Courses

10. The student is not allowed to take any courses by correspondence, independent program, credit by exam or through continuing education. Enrollment in satellite campus and weekend courses is not allowed.
11. During the summer term, students are allowed to register at Kuwait University, any approved private university in Kuwait or Arab and foreign university outside his place of study with the approval from his home school.
12. The student will be reimbursed for tuition fees if he earns a grade of C or above in each course.
13. The number of summer courses allowed outside country of scholarship should not exceed 2 courses during the student's period of study, with the exception of Kuwait University courses.

ARTICLE 5

CHANGING COLLEGE OR UNIVERSITY

AMENDED PER DECREE #544/2018

CONDITIONS FOR CHANGING COLLEGES OR UNIVERSITIES:

1. Obtain prior approval from the Cultural Office.
2. College or University must be recommended in the major by the National Agency for Accreditation and Quality Assurance.
3. The student is not allowed to transfer schools if he will lose credits and result in a delay in graduation.
4. Universities can be changed **only two times** throughout the scholarship period and academic studies. Any other requests will be the decision of the Ministry and upon the recommendation from the Cultural Office.
5. The student is **not allowed** to change universities during the final year.

Documents Required – University Transfer

ARTICLE 6

SCHOLARSHIP EXTENSION

AMENDED PER DECREE #157/2020

Conditions for Scholarship Extension:

1. The Ministry holds the right to extend scholarship periods for a maximum of **two** academic years based on the Cultural Office's recommendation
2. Scholarship will not be extended if the student has not completed and successfully passed at least 50% of credits required for their assigned scholarship major.

Documents Required – Scholarship Extension

ARTICLE 7

CHANGE OF MAJOR

1. The student is allowed a **one-time** change of major during the student's academic studies.
2. The student is allowed to change majors upon completion of a minimum of (12) credits with a cumulative GPA of 2.00 or successfully completed the preliminary year according to the Cultural Office recommendation and the Ministry approval.
3. The student is not allowed to change majors if it will affect his graduation time.

Documents Required – Change of Major

ARTICLE 8

SCHOLARSHIP SUSPENSION

FIRST: Scholarship students are not allowed to suspend their scholarship before reporting to his scholarship location.

SECOND: The scholarship will be suspended for a maximum of one academic year if students fail to obtain an entry visa or for medical reasons, as long as the student provides a medical report approved by the Ministry of Health or any other reasons accepted by the Ministry of Higher Education.

THIRD: The scholarship may be suspended upon recommendation from the Cultural Office and approval from the Ministry on the following conditions:

1. A student who faces circumstances beyond his control that requires leaving his scholarship location, he must submit a letter to the Cultural Office stating the reasons and the period of suspension at the beginning of the term or the academic year.
2. Failure to obtain an academic admission for reasons beyond the student's control. The suspension will be for one academic year.
3. If university does not approve a re-take of the failing year and the Cultural Office is unable to find an admission from another university, the scholarship will be suspended for a maximum of one academic year until the student obtains an admission from an approved university.
4. If the student fails and is required by the university to be considered as unregistered student in order to take the final exams, the scholarship will be suspended and will be reinstated two months prior to finals.
5. A student who receives three consecutive or four non-consecutive academic warnings and has one academic year remaining until graduation.
6. *The yearly system not applicable.*

7. If the student's GPA drops and he is suspended by the university, the scholarship will be suspended until he obtains admission from an approved university.
8. The scholarship will be suspended until graduation, if the student has exhausted the allowed extension mentioned in (*Article 5*) and if the Ministry does not approve the extension.
9. If the student is dismissed by the university and did not exhaust Ministry academic warnings, the scholarship will be suspended for one academic year until he obtains an academic admission from an approved university.
10. The suspension period is not counted within the designated scholarship period.

Documents Required – Scholarship Suspension

ARTICLE 9

CANCELLATION AND DISMISSAL FROM SCHOLARSHIP

FIRST: Students who fail to contact the Ministry within (60 days) of scholarship admission announcements.

SECOND: The student will be dismissed from the scholarship in the following cases:

1. If the student does not comply with the rules and regulations mentioned in **Article 2 & 3 - Obligations and Responsibilities of the Scholarship Student**.
2. If the student's performance is below scholarship standards:
 - If student fails two consecutive or non-consecutive years, in majors that require studies for a maximum of 4 years. (*this is for the yearly system*)
 - If student fails two consecutives or three non-consecutive years, in majors that exceed four years of study. (*this is for the yearly system*)
 - Receipt of three consecutive or four non-consecutive academic warnings.
3. If a decree was issued for one year of suspension of scholarship and no academic admission has been obtained during the suspension period.
4. If a decree was issued for suspension till graduation and the student does not complete graduation requirements within one academic year.
5. In cases of violation of honor or other crimes and if the student is charged and found guilty by the competent authority in the scholarship country.

ARTICLE 10

JOINING SCHOLARSHIP

1. Must be a citizen of Kuwait.
2. Must have a high school diploma or its equivalent.
3. May not hold a bachelor's degree or its equivalent.
4. Major must be on the Ministry's scholarship plan and needed by the State of Kuwait.
5. Must be enrolled in classes at the time of his scholarship application.
6. Must provide the Cultural Office and the Ministry the study plan showing the number of credits needed for graduation and how these credits are distributed throughout the terms (or yearly system).
7. The student must abide not to change his major until graduation.
8. Joining scholarship will take place during the first two semesters in the credit hour system or at the beginning of the year in the annual system.
9. Joining scholarship does not take place during summer semester.

SECOND: *Annual System not applicable*

THIRD: CONDITIONS TO JOIN UNIVERSITIES THAT FOLLOW AN APPROVED CREDIT HOURS SYSTEM:

1. The student must complete (27-30) units in the semester system or (42-45) units in the quarter system.
2. The credits must be earned from an approved college or university
3. Must maintain 2.50 GPA or its equivalent in other study systems.

FOURTH: CONDITIONS TO JOIN SCHOLARSHIP FOR STUDENT WHO OBTAINED DIPLOMA FROM APPLIED COLLEGES

1. Must be a citizen of Kuwait.
2. Student's age is not to exceed thirty years old at the time of his application
3. One academic year of the diploma from the applied college should be approved and accepted by the university, provided the student has at least two academic years remaining in his studies.
4. Must meet all ministerial decrees that regulate equivalency.
5. The student must continue studies in the same field as his completed diploma.
6. Student's major must be available in the country of scholarship.
7. The student must not be employed by any government or private agency while applying for scholarship
8. The student is expected to complete and pass the first year with a (C/good) in the annual system or (27-30) units with a GPA 2.50 in the semester system or its equivalent in other study systems.
9. The student will be given the time needed according to the study plan.

10. Joining scholarship will take place during the first two semesters in credit hour system and at the beginning of the year in annual system
11. Joining scholarship does not take place during summer semester.

Documents Required – Joining Scholarship

ARTICLE 11

REINSTATEMENT FROM DISMISSAL

AMENDED PER DECREE #15/2022

A dismissed student will be reinstated one time only, within two academic years of the dismissal date upon meeting reinstatement conditions and the recommendation of Cultural Office and approval by the Ministry, as follow:

1. Student's major should be one of the majors offered by the Ministry of Higher Education and offered by an approved university.
2. During the dismissal period, the minimum credits completed should be (27/30) units for the semester system or (42/45) units in the quarter system.
3. Must maintain a minimum cumulative GPA of (2.50) or its equivalent in other study systems.
4. Credits must be obtained from an approved university or college.
5. Completion of one academic year within the annual system with (C/Good).
6. Reason for dismissal should not be due to misconduct or ethical reasons, unless he has been exonerated.
7. The dismissal period should not exceed **three** academic years from the date of dismissal
8. *Not applicable (French System)*

Additional requirements (Per Decree #15/2022):

- Students who have exhausted their scholarship period are not eligible for reinstatement to scholarship
- When the student rejoins the scholarship, he/she will be granted the remaining period of the scholarship duration if the dismissal is before the end of the study program.
- The duration of the previous semesters (scholarship period already exhausted) will be deducted for students enrolled in the internal or external scholarships

ARTICLE 12

MERIT SCHOLARSHIP

AMENDED PER DECREE #73/2021

ARTICLE 1: CANCELLATION OF DECREE #96/2018 ISSUED ON 4/12/2018 AND AMENDING ARTICLE 12 OF THE MERIT SCHOLARSHIP PROGRAM (DECREE #58/2013)

ARTICLE 2: APPROVAL OF MERIT SCHOLARSHIP PROGRAM FOR UNDERGRADUATES ACCORDING TO THE FOLLOWING:

1. Student must be a Kuwaiti Citizen
2. Applicants must have a high school diploma or its equivalent (Art or Science). High School validity date must not exceed two (2) academic years from the student's graduation date. Students who graduated high school outside of Kuwait or from a private high school in Kuwait must provide a high school equivalency certificate issued by the Ministry of Education's General Administration for Private Education
3. Merit applicants must meet the minimum high school percentage required to apply for a major that is listed in the annual scholarship plan
4. IELTS/TOEFL score must meet the scholarship's required English proficiency score
5. Applicant must not have an internal scholarship or be enrolled in one of the Governmental Higher Education institutions and has not withdrawn from it.
6. Prospective, Private Unsupervised, Conventional scholarship, or students who are rejoining the scholarship after dismissal must obtain admission to an approved merit university/merit major
7. Students must submit an approved/signed study plan for his/her major . Scholarship period is based on the prescribed period of study for the assigned scholarship major. For students who were previously awarded an internal scholarship, their merit scholarship period is calculated as follows: (prescribed period of study for the major – previous enrollment period under internal scholarship) **Conventional scholarship students are not eligible to apply for meri scholarship during their scholarship extension period.**
8. Merit students will be transferred to Conventional scholarship in the following cases:
 - a. Did not complete his/her degree and graduation requirements by the end of their original scholarship period
 - b. Enrolled in more than 2 courses (including labs) at a non-merit university after being granted a merit scholarship
 - c. Overall cumulative GPA drops below the minimum 2.0 required. Credits transferred from previous school(s) attended are counted towards calculation of overall cumulative GPA
 - d. Earned less than fulltime course load (12 semester credits/18 quarter credits) per term

- e. Exceeds the 4 non-traditional courses allowed
 - f. Transfers to a non-merit university/non-merit major
9. Merit scholarship students who were transferred to Conventional scholarship may be eligible for reinstatement to Merit scholarship in the following cases:
- a. Raises his/her overall cumulative GPA to at least 2.0 and above
 - b. Students who were transferred to Conventional scholarship for failure to earn at least 12 semester credits/18 quarter credits per term must earn at least 12 semester credits/18 quarter credit for two (2) consecutive regular semesters from the time of their removal from the merit scholarship.

ARTICLE 3: Merit scholarship students will receive the same allowances as Conventional students, in addition to a monthly award equal to (50%) of the MOHE Conventional monthly allowance.

ARTICLE 13

OPTIONAL FIELD TRAINING FOR GRADUATED STUDENTS

AMENDED PER MOHE LETTER #WTA/9/W H

A graduated student will be allowed to enroll in optional field training at his scholarship location according to the following:

- 1. Students must obtain a cumulative GPA of 3.00 or its equivalent in other study systems.
- 2. Field training should not exceed one calendar year.
- 3. Student should enroll in field training directly after completing his Bachelor's degree.

Additional Requirements

Students with the following violations are not eligible for the OPT scholarship

- Exceeded the maximum 4 non-traditional courses allowed
- Exceeded the enrollment credit limit requirement by their home school due to concurrent enrollment
- Granted more than one (1) year of scholarship extension

Required Documents – OPT Scholarship

ARTICLE 14

CONTINUATION FOR MASTERS

AMENDED PER MOHE LETTER #WTA/9/W H

A scholarship student is allowed to enroll in the Masters' program within one calendar year of obtaining the Bachelor's degree according to the following:

1. The undergraduate cumulative GPA must be (3.0) for the semester system and (B-very good) for the annual system, or its equivalent in other study systems.
2. Student must obtain an admission to the Masters' program within the same major as his Bachelor's degree from a university recommended by the Ministry of Higher Education. The Ministry's approval is required in case the student is changing majors or scholarship location.
3. The student must provide the Cultural Office with the study plan for the Masters' program; the study period should not exceed three academic years and must adhere to the original study plan.
4. The student will have the opportunity to fulfill the work experience required by the universities for admission.
5. Scholarship extension for the Masters' program is not allowed except for exceptional academic reasons which will be determined by the scholarship committee.

Additional Requirements

Students with the following violations are not eligible for the Masters scholarship

- Exceeded the maximum 4 non-traditional courses allowed
- Exceeded the enrollment credit limit requirement by their home school due to concurrent enrollment
- Granted more than one (1) year of scholarship extension

Required Documents – Masters Scholarship

ARTICLE 15

CHILDREN OF DIPLOMAT

Children of diplomats currently serving at Kuwaiti embassies and its affiliates and children of retired or deceased diplomats, will be admitted to the Ministry's scholarship to obtain their first degree. They will be exempt from the scholarship requirements and required grades except for those majoring in medicine, dentistry and pharmacy according to the following:

1. Children of diplomats are eligible to apply for scholarship within a period not to exceed 12 years of transfer to Kuwait, retirement and/or death of diplomat.
2. The student's diploma should not exceed two years for those who earned a high school diploma or its equivalent, or any diploma earned from an approved applied college.
3. The student must obtain an admission from one of the approved universities to continue their education.
4. Children of diplomats are allowed to relocate or change their major one time only during their scholarship period.
5. Children of diplomats are allowed a maximum of two years to enroll in a community college.
6. All Ministry rules will be applied to children of diplomats.

ARTICLE 16

CONDITIONS OF REWARDING OUTSTANDING STUDENTS

FIRST: Freshmen, sophomore and junior scholarship students are eligible for outstanding nomination according to the following:

1. **Students in the semester system:**

- Four point system: successfully complete minimum of (30) approved credits with 3.50 cumulative GPA out of 4.00 at the end of the academic year (in which he will be awarded) or its equivalent in other study systems, from an approved four year university.
- Five point system: successfully complete minimum of (30) approved credits with (4.25) cumulative GPA out of (5.00) at the end of the academic year (in which he will be awarded) or its equivalent in other study system, from an approved four year university.

2. **Students in the annual system:** pass with (very good) average for the following majors: Medicine, Dentistry, Pharmacy with an (excellent) average for other majors as long as the student did not repeat the year.

SECOND: Students must graduate within the scholarship period to be eligible for outstanding graduated reward provided they obtain the required cumulative GPA or higher.

ARTICLE 17

SCHOLARSHIP STUDENT ALLOWANCES

1. A scholarship student is entitled to pre travel allowance and other related expenses.
2. A freshman scholarship student is entitled to monthly allowance from the date of his arrival at his study location or up to a maximum of two weeks allowance prior to beginning of classes.
3. Merit (A) scholarship students are entitled to an additional allowance equivalent to (50%) of the regular monthly salary.
4. Merit (B) scholarship students are entitled to an additional allowance equivalent to (25%) of the regular monthly salary.
5. A scholarship student will receive allowances according to the rules and regulations stated for each country as follows:
 - Yearly allowances for books, clothing and equipment on the condition that he passes to the next level advances.
 - Computer Allowance upon arrival.

6. A student who is required to participate in mandatory field training outside the student's place of study will be entitled to the following allowances:
 - Round trip Economy class ticket from place of study.
 - Daily allowance equivalent to 50 KD
 - Required fees for the training program
7. A student who is required to participate in field training in Kuwait during his scholarship are eligible to a monthly salary, which includes social allowance for spouse and children accompanying the student.
8. A student will not lose his eligibility to receive monthly salaries due to circumstances approved by the Ministry, provided the delay does not exceed 30 days. If the delay exceeds 30 days, the student will lose his eligibility to salaries during this period and will only resume effective the date of his arrival at his place of study.
9. A scholarship student is eligible to receive monthly allowances while granted an approved sick leave not to exceed one term. The student must provide an official medical report from the country of scholarship or from the Medical Council in Kuwait upon the recommendation of the Cultural Office and approval of the Ministry.
10. Scholarship students requesting for maternity leave during their studies will continue to receive monthly allowances for one semester.
11. A student whose scholarship is suspended due to a visa delay or for reasons beyond the student's control will receive a maximum of three months salaries.
12. Students are not eligible to claim salaries and allowances if the request is made after one year from the date of eligibility (based on fiscal year).
13. The Cultural Office is responsible for all university or language institution fees.
14. In case there is no Cultural Office in the country of scholarship, the embassy will be responsible for all tuition and academic expenses stated in the rules and regulations. In case there is no diplomatic mission in the country of scholarship the student will pay all expenses and send proof of payment to the Ministry within two months and receipts must be sent before the end of the fiscal year.
15. The Ministry bears responsibility for payment of fees required for the transfer of salaries and allowances.
16. A student who do not complete the required credits and did not register during the summer term to complete them, will be deducted 25% of his summer salaries in the next academic year.
17. *The annual system (not applicable).*
18. A scholarship student who withdraws from academic units after the tuition has been paid must reimburse the Cultural Office the tuition for the withdrawn courses. The salary deduction is not to exceed 25% of his monthly salary.
19. In case of absences exceeding 20% of the allowed attendance, and without any accepted excuse, the percentage exceeding the 20% of absences will be deducted from the student's monthly salary.
20. The Cultural Office cannot hold the monthly salary under any circumstances without one month's prior official notice to the student and the Ministry.

21. Scholarship students expected to graduate will receive a conventional scholarship salary during the student's field training.
22. Masters degree students will receive conventional scholarship allowance.
23. A graduated scholarship student is eligible to two months' salary upon completion of graduation requirements.
24. A student who is suspended from scholarship until graduation will receive two months salary upon completion all graduation requirements, provided the suspension period does not exceed one academic year.

ARTICLE 18

ALLOWANCES FOR ACCOMPANYING DEPENDENTS OF SCHOLARSHIP STUDENTS

Scholarship students are entitled to allowances on behalf of accompanying family members as follows:

1. Additional spouse allowance of 80% of the scholarship monthly salary provided the spouse is not enrolled in a scholarship program or an employee who receives full or partial salary from any Kuwaiti institution. Social allowance will continue provided the spouse absence does not exceed two months (consecutive or non-consecutive) during the academic year.
2. Social allowance is paid to the spouse who requests maternity leave during her husband's scholarship period; the leave should not exceed one term upon the approval of the Cultural Office.
3. Additional allowances of 25% of the monthly salary will be paid to the student's children (maximum of three children). Handicapped children will receive 50% of the monthly salary provided an official decree from the Higher Council of Handicapped is submitted.

ARTICLE 19

TRAVEL TICKETS

FIRST: TRAVEL TICKET FOR SCHOLARSHIP STUDENT

1. A new student is entitled to an economy airfare or its cash equivalent to travel to their study location prior to the beginning of studies.
2. The student is entitled to a roundtrip ticket and a maximum of three days allowance, if the university requires a personal interview or an admission exam.
3. The student is entitled to an annual ticket allowance provided the student successfully completes the requirements according to his study system. The student's eligibility to a ticket is forfeited at the end of the fiscal year.
4. In the event of the death of a parent or child, the student and his dependents are eligible to a ticket allowance.

5. A dismissed or suspended scholarship student is not entitled to a return ticket to Kuwait.
6. The student is entitled to a ticket from Kuwait or from any previous location to the new scholarship location.
7. Children of Diplomats are entitled to an annual ticket allowance to Kuwait or to their parents' assigned location.
8. Upon graduation, the student is eligible to a return ticket allowance. A student who is within six months from graduation is not entitled to an annual ticket.
9. A Masters scholarship student is entitled only to a ticket to their master's scholarship location and a return ticket upon graduation.

SECOND: TRAVEL TICKETS FOR ACCOMPANYING FAMILY MEMBERS

1. Qualified scholarship students are eligible to an annual ticket allowance for the spouse and up to 3 children.
2. The accompanying family members are not entitled to an annual ticket within 6 months of arrival in the student's place of study.
3. In case of student's death, tickets will be issued to accompanying family members.

ARTICLE 20

ALLOWANCES FOR OUTSTANDING SCHOLARSHIP STUDENTS

1. Allowances for outstanding scholarship students are as follows:
 - 1000 KD for outstanding graduated student
 - 500 KD for outstanding continuing student
2. A student who completes graduation requirements at least one term prior to the prescribed period will receive a reward of 3 months' salary.

ARTICLE 21

ACADEMIC EXPENSES FOR SPOUSE AND CHILDREN

1. The Ministry of Higher Education is responsible for all tuition of the student's spouse provided the spouse has not exceeded the college degree, and or does not have a previous college degree. The duration of study should not exceed the scholarship period of the student. The accompanying member has to abide by the rules and regulations stated in Chapter 2, Article 3. Children of scholarship students are eligible for the same privileges starting at kindergarten (age not less than 4 years old).
2. The Ministry of Higher Education is responsible for all financial expenses during the scholarship period and the enrollment of the spouse in a language program is for a maximum period of one year.

3. If two scholarship students are married and one is dismissed and becomes a dependent, the dismissed student shall forfeit the right to educational expenses.

ARTICLE 22

HEALTH INSURANCE EXPENSES

1. Health insurance is determined by the Ministry of Health through its numerous offices. The insurance will cover the entire family (husband, wife and children) provided they show proof of residing permanently with the scholarship student.
2. The student and his accompanying dependents medical care are subject to the health care system available in the country of scholarship. A monthly premium is paid for each student and the host country will manage the medical aspect during the scholarship period.

ARTICLE 23

RULES AND REGULATIONS GOVERNING EXPENSES AND REPAYMENTS

FIRST: Financial penalties are due upon student's withdrawal from scholarship and before arriving at his scholarship location

SECOND: Full payment is expected in the following cases:

1. When the scholarship is terminated due to the student's academic failure and lack of responsibility.
2. When the student is dismissed from his school due to unethical behavior, indecent acts and disrespect for rules and regulations of the host country.
3. Not abiding by the Ministry's rules and regulations.
4. Absence or withdrawals from studies without legitimate reasons accepted by the Ministry.
5. Change of major or school without prior approval from the Ministry.
6. Violation of Article 3, item 7.
7. Employment while on scholarship, without prior approval from both the Cultural Office and the Ministry.

THIRD: Procedures for Repayment

1. Amount owed by the student is to be paid in full; however, the Ministry may determine some installment arrangements on a case by case basis.
2. In case of installment approval, the student and his guardian will be required to sign the necessary agreement and pay at least 25% of the total amount owed. The balance must be paid within in five years.

FOURTH: Postponement of Debt

The student or guardian has the right to request postponement of the amount owed as long as they provide supporting documents to show continuation of studies.

FIFTH: Exemption from Financial Claims

The financial claims committee has the right to waive monetary claims in the following cases:

1. Partial exemption applies in the following cases:
 - Facing difficulties however the student has maintained continued enrollment and shows seriousness in his academic studies, the committee may consider reducing the amount of the financial claim.
 - If the scholarship student obtains his diploma.
 - Inability to continue in scholarship due to special circumstances provided he presents an official document acceptable to the Ministry.
 - The amount to be exempted is not to exceed 30% of the total amount owed and shall be determined by the committee.
2. Total exemption applies in the following cases:
 - Death of the scholarship student.
 - Physical or mental incapacity supported by a medical report from the competent authorities in Kuwait.
 - A decree to reinstate the student into scholarship will cancel all previous decrees regarding financial claims.
 - Student obtains Bachelor's degree.

ARTICLE 24

VIOLATIONS AND PENALTIES

The scholarship student is subject to disciplinary actions as follows:

FIRST: Any violation of rules and regulations are subject to disciplinary action, such as:

1. Any action against the institution where the student is enrolled.
2. Not attending classes and lectures required by the university without legitimate reasons.
3. Student doesn't respect or destroys of school property.
4. Unethical conduct which may harm Kuwait's reputation abroad.
5. Any behavior or action violating rules and regulations in and outside Kuwait.

SECOND: Disciplinary actions imposed on scholarship student:

1. Written reminder.
2. Warning

3. Suspension of scholarship for a specified period.
4. Withholding of some or all financial allowances to the student.
5. Dismissal from scholarship.

Disciplinary actions are to be carried and implemented by the scholarship committee based on its decision. The scholarship committee has the right to transfer criminal offenses to the appropriate official authorities.

THIRD: Disciplinary actions mentioned in Article 3, 4 and 5 will be enforced after an investigation. The scholarship student will receive an official invitation to attend the hearing. The student will waive his right to attend if he does not show up at the said hearing and will be considered admitting to the accusation. The investigator will be appointed by the head of the scholarship committee.

FOURTH: All disciplinary actions are final. However, the student has the right to appeal the absentia decision within one week of notification. The student will be considered present if he was notified to attend and neither the student nor the guardian attends without an acceptable excuse.

FIFTH: All appeals should be directed to the Undersecretary of the Ministry of Higher Education, and the Undersecretary will present the case before the Scholarship Committee.

REQUIRED DOCUMENTS

Change of Major

- ☐ Personal letter addressed to the Academic Committee requesting a change of (intended major) effective (term/year).
The letter must state the reason why you are requesting change of major.
- ☐ Official letter from the (major department) confirming that you are eligible for direct admission to the (intended major) effective (term/year). Letter must state the number of earned credits that will transfer to the new major.
- ☐ Approved/Signed [Study Plan](#) for new major. **Must be received directly from your university advisor**
- ☐ If study plan is not available, copy of degree audit or an official letter from the university confirming the following:
 - a. Number of credits remaining to complete the degree requirement
 - b. Expected graduation date
- ☐ Official transcript with most recent grades posted

REQUIRED DOCUMENTS

Enrollment in Non-traditional courses

- ☐ Complete detailed schedule showing the courses, total credits registered, campus enrolled, with the days and times you're taking each course
- ☐ Syllabus for the non-traditional course
- ☐ [Verification of non-traditional courses form](#) from all universities attended stating the non-traditional courses (online, hybrid, independent study) taken to date. VNT form must be filled out, signed, and sent back directly by the **university registrar to your assigned embassy advisor** via email
- ☐ Official transcript with most recent grades posted

REQUIRED DOCUMENTS

Masters Scholarship

- ☐ Admission letter confirming your direct (unconditional) admission to an approved graduate program
- ☐ Official letter from the university confirming the following:
 - The master's program does not have any online, hybrid, or independent study component and that you are expected to complete the degree through traditional weekday classroom attendance. Masters scholarship students are not allowed to take any non-traditional courses
 - You are admitted to a post-professional degree program. This is required since admission to a first-professional masters program is not approved. First-professional programs/degree are considered as a bachelor's degree
- ☐ Signed masters Statement of Understanding Form
- ☐ Approved/Signed [study plan](#) showing the courses that you will need to take with your expected graduation date – **must be received by our office directly from your university advisor**
- ☐ Personal letter addressed to the Ministry requesting for a Masters scholarship effective (term/year)
- ☐ PIFSS Letter confirming that you are not receiving social security benefits
- ☐ Undergraduate Equivalency Certificate issued by the Ministry of Higher Education recognizing your undergraduate degree earned

REQUIRED DOCUMENTS

Joining Scholarship

MOHE Undergraduate Scholarship Requirements

1. Must have Kuwaiti Citizenship
2. Declared Major is on the list of approved designated scholarship majors [[view list](#)] and approved list of schools
3. Must not have been previously granted a MOHE scholarship that ended in dismissal or withdrawal (In accordance with MOHE regulations Article 2, First Section, Item #7 and #8)
4. Earned at least 27 semester or 40.5 quarter acceptable academic credits. All acceptable credits must be earned from approved schools in the U.S.
5. A minimum of 2.50 overall cumulative GPA (acceptable credits from approved US schools; *calculated by KCODC*)
6. A minimum of 27 earned/transferred academic credits detailed below:
 - 27.00 semester (or 40.5 quarter system) **acceptable** credits *from current approved US university* **AND/OR**
 - For students who recently obtained academic admission to an approved 4-year university: 27.00 semester (or 40.5 quarter system) **acceptable** credits *transferred from previous US approved school/s attended*
7. Must be enrolled full time (minimum 12 credits) in the previous regular term (or the term prior to your intended scholarship term)
8. Enrolled full time (minimum 12 credits) during the scholarship application current term
9. Must not be employed

The following credits are NOT ACCEPTABLE towards scholarship requirements

- Online courses earned at a community college after Spring 2016
- Online courses exceeding the allowed maximum 4 non-traditional courses.
- Credits earned through Continuing Education, Open university, College of Professional Studies, College of Extended Learning, Global or Worldwide Campus
- Credits earned from unapproved schools/unapproved campuses are not on the Ministry's approved list.
- Credits earned through evening division and weekend (Saturday & Sunday) classes.
- Credits earned through credit by exam or correspondence.
- Credits earned while you were employed.

SCHOLARSHIP APPLICATION CHECKLIST

- MUST be sent by the SCHOOL(S) DIRECTLY to the Kuwait Cultural Office -

- ☐ 1. ALL official transcripts from universities and colleges attended, including universities in Kuwait and other countries. (Transcripts are official when mailed directly by schools to the Cultural Office. Transcripts from schools outside of Kuwait and U.S. must be authenticated by the Kuwait Embassy Cultural office of the specified country.)
- ☐ 2. Verification of any completed nontraditional courses-signed by the university registrar (online, independent study, or special topics) from all the U.S. colleges and universities attended [**please use our [form](#)**]
- ☐ 3. Study Plan signed by the university academic advisor [**please use our [form](#)**]

- May be submitted by the Student to the Kuwait Cultural Office -

- ☐ 4. Copy of I-20 and Admission/acceptance letter from the approved 4-year school indicating term of acceptance to the approved major
- ☐ 5. Student's Detailed Class Schedule. Students must be enrolled **full-time (12 credits)**
- ☐ 6. Official transfer credit evaluation (**course-by-course**) if student previously earned credits from other schools
- ☐ 7. Detailed schedule from all schools for terms with concurrent enrollment (if attended more than 1 school during the same term)
- ☐ 8. Completed/signed Promissory Note to repeat the courses exceeding the 4 non-traditional courses allowed AND/OR any nontraditional courses taken at a two-year college starting summer 2016 through traditional classroom attendance at an approved university [**please use our [form](#)**]
- ☐ 9. Completed and signed Academic History Form [**please use our [form](#)**]

- ☐ 10. High school transcripts in English from 9th grade to 12th grade. (For graduates of private high schools in Kuwait or outside of Kuwait, students must submit the **NEW** (indicating if the student is a graduate from **Science** or **Arts** section) High School Equivalency Certificate issued by the Ministry of Education)
- ☐ 11. Copy of passport and page of entry stamp & visa
- ☐ 12. Copy of Civil ID card
- ☐ 13. Most Recent [Travel History](#)
- ☐ 14. Completed and signed Missed terms [**please use our [form](#)**]. Please provide a short statement explaining the gap in your studies
- ☐ 15. Guardian's Name, Kuwait Address, and Telephone Number [**please use our [form](#)**].
- ☐ 16. Public Institution for Social Security (PIFSS) letter stating that student is not receiving any salary [[website link](#)]

REQUIRED DOCUMENTS

Optional Practical Training

- ☐ Employment/OPT letter stating the following:
 - ☐ OPT start date
 - ☐ OPT end date
 - ☐ Position in the Company
 - ☐ Duties and responsibilities
 - ☐ If employment is fulltime or part-time
 - ☐ If employment is on-site or remote
- ☐ Copy of your work authorization card
- ☐ Copy of your I-20
- ☐ Letter of request from you addressed to the Ministry requesting OPT scholarship beginning (date/year) through (date/year)
- ☐ Signed Release of Information Form
- ☐ Signed Employer Agreement Form
- ☐ Signed Promissory note
- ☐ PIFSS Letter
- ☐ Undergraduate Equivalency Certificate issued by the Ministry of Higher Education recognizing your undergraduate degree earned

REQUIRED DOCUMENTS

Scholarship Extension

- ☐ Personal letter addressed to the Academic Committee requesting scholarship extension.
- ☐ Updated approved/signed [study plan](#). **Must be received directly from your university advisor**
- ☐ Official transcript with most recent grades posted

REQUIRED DOCUMENTS

Scholarship Suspension

Current/Continuing Academic Student

- ☐ Official letter from your home school confirming the following:
 - ☐ You have been approved a leave of absence for (term/year)
 - ☐ Reason for approving your leave of absence request
 - ☐ The Cultural Office will not be charged for any tuition fees for the suspension term(s)
 - ☐ You are eligible to resume your academic studies in (term/year)
- ☐ Personal letter addressed to the Academic Committee requesting scholarship suspension effective (term/year) with the reason for your suspension request
- ☐ Official electronic transcript with grades as of your last term of study
- ☐ Most Recent [Travel History Form](#)

Pre-Academic Suspension

FOR STUDENTS WITH REMAINING ESL TIME

- ☐ Official letter from your home school confirming the following:
 - ☐ You have been approved a leave of absence for (term/year)
 - ☐ Reason for approving your leave of absence request
 - ☐ The Cultural Office will not be charged for any tuition fees for the suspension term(s)
 - ☐ You are eligible to resume your ESL studies in (term/year)
- ☐ Personal letter addressed to the Academic Committee requesting scholarship suspension effective (term/year) with the reason for your suspension request
- ☐ Official electronic transcript with grades as of your last term of study
- ☐ Most Recent [Travel History Form](#)

FOR STUDENTS WITHOUT REMAINING ESL TIME

- ☐ Personal letter addressed to the Academic Committee requesting scholarship suspension effective (term/year) with the reason for your suspension request
- ☐ Official electronic transcript with grades as of your last term of study
- ☐ Most Recent [Travel History Form](#)

REQUIRED DOCUMENTS

University Transfer

- ☐ Admission letter confirming full/unconditional academic admission to your assigned scholarship major
- ☐ Approved/Signed [Study Plan](#) for the new university – **must be received directly from your university advisor**
- ☐ If study plan is not available, complete transfer evaluation report or an official letter from the university confirming the following:
 - a. Number of credits accepted at transfer from all previous schools attended
 - b. Number of credits remaining to complete the degree requirements
 - c. Expected graduation date
- ☐ Official transcript showing grades as of last term of enrollment
- ☐ Request letter addressed to the Academic Committee requesting a university transfer stating the reason for the request
- ☐ Copy of new I-20 (*if available*)
- ☐ Detailed schedule showing the courses, total credits registered with day and times each course is taken (*if available*)