



**IMPORTANT  
PRE-ARRIVAL CHECKLIST  
FOR PROSPECTIVE STUDENTS**

Dear Student:

Congratulations on your admissions! Before traveling to the United States of America please carefully read the Pre-Arrival Checklist to assist you with travel, Cultural Office registration, and transition to your school.

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

1. Attached is your **Admissions Packet from the university. (I-20, acceptance letter and other information such as housing, immunizations, brochures, etc)**
  - a. 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.
  - b. Complete and return all the necessary forms (housing, immunizations, etc.) enclosed in your admissions packet to the school as soon as possible. **You are responsible for making and finalizing your own housing arrangements and completing forms as requested by the University.**
  - c. **If you have been admitted to an intensive English program (ESL), you will have to submit an undergraduate application for academic studies upon fulfilling the language requirements.**
2. **SEVIS I-901 Fee-** You will have to pay the \$200.00 USD 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 using a credit card. The website is <http://www.ice.gov/sevis/students/index.htm>.
  - a. Attached is a copy of the **Kuwait Cultural Office'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 Kuwait Cultural Office, Los Angeles. The letter details the benefits that you will receive which includes a monthly allowance, health and dental insurance.
  - b. You may use this as a supporting document which you can present to the U.S. Embassy in Kuwait when securing your student visa.
  - c. You may also present this to your school if they ask you for proof of insurance. The actual insurance card will be mailed to you once you have arrived in the U.S. and registered with our office.
  - d. Please inform the Ministry of Higher Education (MOHE) of any delays you experience during your visa process.
3. **U.S. Immigration and Customs Enforcement- Please read the attached immigration regulations for international students that you will need to follow while you are in the U.S. as an international student.**
4. **Arriving in the United States of America**
  - a. **Flight Details-** Please notify the Ministry of Higher Education (MOHE) with your complete flight details ahead of time so we can arrange for the Cultural Office driver to pick you up at the Los Angeles International airport in Los Angeles, California. Flight details must include name of airline, flight number/s, date and time of departure and arrival and the name of the airport of destination.
  - b. **Days of Arrival-** The Cultural Office hours are from Monday to Friday, from 9:00am-5:00pm The office is closed on Saturdays and Sundays. In case you arrive after office hours, we will arrange for your airport pick-up, take you to your hotel. We will then arrange your pick up on the first business day to report to our office for your registration. Please take into consideration the Public Holidays observed in the U.S.



(e.g. Independence Day- July 4, Labor Day- September 6, Christmas Day- December 25, New Year's Day- January 1, etc.). The Cultural Office and the universities are closed during these holidays.

- c. **Hotel Reservations-** We strongly recommend that you make your hotel reservations prior to your arrival in Los Angeles, California. **We do not make hotel accommodations.**
- d. **List of Hotels that are located close to our office:**
- Hyatt Regency, Century Plaza- 2025 Avenue of the Stars, Los Angeles, CA. 90067; Telephone: 310-228-1234  
<http://www.centuryplaza.hyatt.com/hyatt/hotels/index.jsp>
  - Crowne Plaza Beverly Hills- 1150 South Beverly Drive, Los Angeles, CA 90035; Telephone: 310-553-6561.  
<http://www.cpbeverlyhills.com/>
- \*Please note that you have the option to make your reservations with other hotels\***

#### 5. Cultural Office Registration

- a. **Students reporting to the Cultural Office: \*Preferred\***
- Will be assigned to a Cultural Office Advisor, receive initial salary and health insurance will be activated.
  - Attend an orientation with Cultural Office Advisor regarding the scholarship rules and regulations and have questions answered.
- b. **Students reporting directly to the university** will have to submit the following requirements to our office to complete their Cultural Division registration.
- Copy of your I-20** – stamped with the date of entry into the U.S. (Must be clear and readable)
  - Copy of your I-94** – (small white card given to you at the U.S. port of entry) stamped with date of entry in the U.S. (Stamp must be clear and readable)
  - Verification of Enrollment-** once you have registered for classes, you may either:
    - Obtain an official letter from the University stating that you have enrolled as a full-time student for the specific term you are attending, **or**
    - Provide a copy of your class schedule, showing the total number of credits and term of enrollment
  - Permanent Address in the U.S. (Complete)**
  - Telephone number**
  - E-mail address (That you check consistently and regularly)**
  - Copy of a cancelled check from U.S. bank account** – we encourage students to immediately open a bank account so we can send your salaries by direct deposit. Once you have opened a bank account, send us a copy of a voided check. You may also secure a bank certification including your name, account number and routing number.

**\*Please ensure that your name appears on all documents; you may handwrite your name on the cancelled check.\***

**You may send all of these requirements to the, Hilda Blanco, via fax at 310.789.1159 or email [Hilda@kuwaitculturela.org](mailto:Hilda@kuwaitculturela.org). If you have further questions, you may also contact her at 310.746.4796.**

**\*\*\*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. \*\*\***

**In case of an emergency or if you require assistance after office hours please contact**

**Dr. Ali Al Kazemi at (310) 890-4480**