

VISA PROCESSING

1

Before Coming to Kuwait

The newly hired employee should send the following:

- **A clear passport photocopy**
- A copy of university transcripts
- The original University Degree, attested by his / her country's foreign affairs department or his / her country's embassy (if he / she is not living in country of birth). In addition, a stamp is required from the nearest Kuwait Embassy. (These documents will be returned to you upon arrival).
- U.S.A. citizens must have the document authenticated by their State Dept. in Washington DC and then authenticated by the Kuwait Embassy in the U.S. This process takes approximately two weeks.

These should be sent by courier service (DHL) to the school address

2

After Signing the Contract

The school will work on getting preliminary approval from the Ministry of Education and a work permit for Kuwait. This cannot be completed until June. The work permit document will be sent to the employee in late June or early July.

The employee should contact the Kuwait Embassy (website or phone) in their country to see what medical tests are needed, as well as the documents needed to obtain a work residence visa. (These do change from time to time so it is important to check).

- 1- USA citizens need an FBI background check. This must be on a blue form with a seal. **This should be requested in March as it takes 5-6 weeks to process.** Please visit: www.kuwaitembassy.us
- 2- In all other countries the employee will need a police clearance.

The employee will send / deliver the following to the Kuwait embassy in their country.

- 1- The work permit + photocopy of it
- 2- Medical check-up form from doctor as well as medical tests
- 3- FBI background check for USA citizens, and police clearance for all other countries.
- 4- Passport photo
- 5- Current visa application form

3

Travelling to Kuwait

When the employee has completed steps 1& 2, the school will provide a one way ticket for the employee with an approximate date of travelling around **20th AUGUST**.

The employee will need to present the following documents at Kuwait Airport:

- The **original** stamped visa. Entry to the country is **not allowed** without it.
- The police clearance / FBI background check, attested by the Kuwait embassy.

Upon arrival

The school will arrange for residence visa, work permit & final approval from the Kuwait Ministry of Education.

The school will also then compensate the employee with **KD 100** (approximately US \$ 350) for expenses paid to get the visa stamped by Kuwait Embassy and other requirements.

The school will arrange for another medical checkup & finger printing during the first week or so in Kuwait, as required by law. The school covers all visa expenses in Kuwait.