



A GUIDE TO

Offer Approval For Private Students

STEP 1

First, you need to create a student account on the Kuwait Cultural Office's online system.
www.kcouk.org

STEP 2

Then, make a request for an offer approval by uploading the required documents into the designed field/ section accordingly. Make sure that you selected the "Private Student" option when you make this request.

STEP 3

Once your Offer Approval request is submitted successfully, you will need to allow between 3 to 7 working days before getting a response to your request, and will be via email.

INFO

For more general information on how to make an Offer Approval request please refer to the below link.

<https://youtu.be/10zGo7dvWGM>

Documents required when making offer approval requests

1

Official offer / Acceptance Letter (PDF Format) from an approved University, which should include the following details:

1. Programme of study title- with the programme's HECoS or CAH or JACS Code if applicable.
2. Start and End dates of the programme
3. Mode of Study: Full-Time
4. Offer letter should be on a University headed paper and must be stamped or signed by the University

2

Entry Requirement that must be uploaded:

For Bachelor's Degree offers

High School certificate (along with its equivalency document issued by the Ministry of education, if the certificate was obtained from a private institute or outside Kuwait)
+ Foundation year's certificate (or any equivalent certificate, such as Diploma) that was used as your entry requirement by the University.

For Foundation Year Offers

High School certificate (along with its equivalency document issued by the Ministry of education, if the certificate was obtained from a private institute or outside Kuwait)
+ IELTS certificate, if the offer letter was unconditional.

For Master's Degree Offers

High School certificate (along with its equivalency document issued by the Ministry of education, if the certificate was obtained from a private institute or outside Kuwait)
+ Bachelor' certificate(along with its equivalency document issued by the Ministry of Higher Education, if this certificate was issued outside Kuwait or by a private Institute in Kuwait.

For PhD Offers

High School certificate (along with its equivalency document issued by the Ministry of education, if the certificate was obtained from a private institute or outside Kuwait)
+ Master' certificate(along with its equivalency document issued by the Ministry of Higher Education, if this certificate was issued outside Kuwait or by a private Institute in Kuwait.

INFO

Please ensure that you upload a copy of any official document/ letter from your employer that confirms you will be on "study leave " while studying your course in the UK.

(كتاب بالتفريغ التام للدراسة معتمد من الهيئة العامة للقوى العاملة)

However, if you are currently unemployed, then please obtain a letter confirming that from " The Public Institution For Social Security".

(المؤسسة العامة للتأمينات الاجتماعية)