



Kuwait University  
Deanship of Admission and Registration  
Admission Department

**Admission & Transfer Regulations**  
**Kuwait University**  
**Academic Year 2011/2012**

# Table of Contents

<b>Subject</b>	<b>Page</b>
1. Objective	3
2. Introduction	4
3. Admission Results	5
4. Admission's Waiting Lists	5
5. Academic Guide Booklet	5
6. General Admission Regulations	6
7. College-Specific Admission Regulations	9
8. Equivalent Grade Point Average	11
9. Acceptable Secondary School Certificates	12
10. Admission Categories	15
11. Transfer to Kuwait University	19
12. Transfer Regulations	19
13. Transfer Regulations from Other Universities	20
A. General Regulations	20
B. College-Specific Regulations	21
14. Transfer from The Public Authority for Applied Education and Training	24
15. Transfer to the Center for Medical Sciences	26
16. Transfer from Saad Al-Abdullah Academy for Security Sciences	26
17. Transfer from Ali Al-Salem Academy for Military Sciences	27
18. Transfer of National Guards	27

# Objective

High-level education is quite different from previous educational levels. It is not the goal that the prospective student should aim at when joining the University. Rather, it outlays a self-learning road, through science and knowledge, to drive mankind towards the future, by being equipped with science, knowledge, and society values to advance the glory of the homeland.

This guide is prepared with the objective of guiding prospective students in Kuwait University, as it summarizes all of the information related to admission and transfer processes. It forms an essential guide for freshmen students, and contains all of the relevant regulations unless amended, as announced along with the effective date of the amendments. As an alternative, regulations and amendments are also updated and available in the following website of the Deanship of Admission and Registration:

**<http://registrar.ku.edu.kw>**

For any questions, don't hesitate to contact us at [admission@ku.edu.kw](mailto:admission@ku.edu.kw). We are pleased to welcome you in Kuwait University, and we hope that you achieve your hopes, ambitions, and success within our academic environment.

# Introduction

The Deanship of Admission and Registration is pleased to congratulate you on the occasion of achieving your Secondary School Certificate and welcomes you to the beginning of your undergraduate studies stage. On this happy occasion, we would like to announce the availability of the online admission system, through which the admission application can be submitted for the category of Kuwaitis and children of Kuwaiti women (of identified nationalities) that are graduates of the Unified System and the Institute of Religion. The online admission system can be accessed following the link below, according to the announced dates determined by the Deanship of Admission and Registration:

**<http://portal.ku.edu.kw/admission>**

1. **Application Submission:** The applicant submits an application form, within **the admission period**, in which he/she orders their academic preferences as long as the minimum percentage requirement is satisfied. Uncompleted applications will not be accepted, nor will be any alterations to the application form after the end of the admission period.

**Note:** Students expecting to graduate from English Secondary Schools during the summer semester and fulfill the minimum percentage for admission set by the University must start the filling process of their application in accordance with the dates set by the Deanship of Admission and Registration. In this case, the applicant must submit a “to whom it may concern” certificate that the applicant is expecting to graduate. Once the summer semester is completed, the applicant must submit the original Secondary School Certificate to the University **within two working days** only.

2. The admission of an applicant is conditioned upon the submission of the following documents:
  - a. The original Secondary School Certificate.
  - b. A valid Civil ID (or Police Card for undetermined nationality) and a copy of it.
  - c. A passport copy.
  - d. A certificate indicating the Secondary School that the applicant has studied all years in (for graduates of American Secondary School).
  - e. The Secondary School certificate should be evaluated by the Private Education Department in the Ministry of Education (for graduates of foreign Secondary School and from abroad).
  - f. Other documents to prove the admission category of the applicant (for non-Kuwaitis).
  - g. TOFEL, IELTS, or TOFEL IBT results (if available).
  - h. A letter of salary transfer from any local bank (for Kuwaitis and children of Kuwaiti women).
  - i. Two recent colored photos of the applicant.
  - j. Payment of 10 KD non-refundable application fee.

# Admission Results

Admission results will be published in local newspapers and the official website of Kuwait University. Admitted students will receive a SMS indicating the College where the student is admitted along with his/her date for document submission and registration of courses. Applicants that have submitted their application electronically can also find this information after logging into the online admission system (<http://portal.ku.edu.kw/admission>), and all applicants can view this information on the Deanship of Admission and Registration website (<http://registrar.ku.edu.kw>).

## Admission's Waiting Lists

**for Kuwaiti applicants and children of Kuwaiti women (identified nationality)**

Since admitted students may withdraw from Kuwait University after the announcement of admission results, and in order to offer the opportunity to other applicants who wish to occupy the available seats, a system of waiting lists is applied in the Center for Medical Sciences, College of Allied Health Sciences, College of Law, and the Department of Architecture in the College of Engineering, where 5% of the seats are set aside as a waiting list per College for applicants admitted in other Colleges in the University yet wish to join this College. In the event that an applicant in one of the above-named Colleges withdraws from the University, applicants on the waiting lists are admitted, in accordance with the admission regulations. However, and in all cases, the waiting lists are canceled in the first week of study of the College in question. The waiting lists' system is also applied on applicants admitted in the Center for Medical Sciences in an academic year when the students are distributed to the three colleges at the end of the second semester.

## Academic Guide Booklet

All services provided by the Vice-President for Academic Affairs, including a description of all curriculums and courses' description, can be accessed using the following address:

**[www.vpaa.kuniv.edu.kw](http://www.vpaa.kuniv.edu.kw)**

# General Admission Regulations

1. Admission at the University is limited to Secondary School graduates, according to the set categories, who graduated from Secondary School within a maximum of four semesters or two academic years.
2. Admission at the University occurs twice every academic year according to the general regulations of admission and admission dates, as announced by the Deanship of Admission and Registration
3. Students' applications that achieved a higher Secondary School percentage, or its equivalent, than the minimum set by the University are accepted. Applicants must also meet the other requirements set for admission, as well as any College-specific regulations. The minimum acceptable Secondary School percentage is as follows:
  - Science Major: 70% or more, or GPA of 2.5
  - Liberal Arts Major: 78% or more, or GPA of 2.9

## **Acceptance of the admission application does not guarantee admission in the University**

4. Kuwait University accepts disabled Kuwaiti students and children of Kuwaiti Women who have graduated from special-needs schools according to the minimum Secondary School percentage set by the Deanship of Admission and Registration. The application of disabled students graduating from other schools will be evaluated by members of the Medicine College. In all cases, the disabled student should provide a medical report and a certificate supporting their limitation (issued by the Public Authority for Disabled Affairs). The minimum acceptable Secondary School percentage is as follows:
  - Science Major: 65% or more, or GPA of 2.25
  - Liberal Arts Major: 72% or more, or GPA of 2.6
5. Applicants accepted in the Spring semester may compete for a seat with applicants applying for admission in the following Fall semester in a College where admission is once in an academic year. The criterion for competing is the Secondary School percentage or its equivalent. This process is not counted among the number of times that the student may transfer between Colleges within the University. When the applicant is accepted at a College, he/she keeps his/her original University ID number along with their student record (except applicants admitted in the College of Law).
6. Applicant are accepted at College levels or Colleges of the Center for Medical Sciences, except the following Colleges in which admission is based on aggregate majors:

College	Majors and Minors
Science	Computer Sciences Biological Sciences Mathematical and Natural Sciences
Engineering & Petroleum	Architecture Other Engineering Majors
Education	Scientific Majors Liberal Arts Majors

7. The Deanship of Admission and Registration determines the sub-majors for students once they meet the major conditions as devised by the concerned University committees.
8. Admission to Scientific Colleges (Colleges of the Center for Medical Sciences, College of Science, College of Engineering & Petroleum, College of Allied Health Sciences, College of Education/Science Majors, College for Women) is limited to Secondary School graduates with Science Major, or its equivalent.
9. Admission in Liberal Arts Colleges is available to Secondary School graduates with Liberal Arts Major, as well as graduates with Science Major provided that they satisfy the minimum percentage required from Liberal Arts Major graduates, except in the College of Education in which admission in its Liberal Arts Majors requires that the applicant be a graduate with Liberal Arts Major, or its equivalent.
10. In Colleges that distribute its seats between applicants with Science and Liberal Arts Majors, graduates of each major compete for seats according to their Secondary School percentage or their Equivalent Grade Point Average, following the general admission regulations.
11. The term “Kuwaiti applicants” in all admission and transfer regulations includes children of Kuwaiti women of determined nationality who hold a Kuwaiti Civil ID, whereas the term “non-Kuwaitis” includes applicants from other nationalities who are allowed to join the University in accordance with the rules set.
12. Applicants whose Secondary School percentage or Equivalent Grade Point Average is equal to or higher than the minimum percentage for immediate admission set by the Deanship of Admission and Registration, upon receipt of the application form, are accepted immediately in the College or the group of majors indicated as their first choice in the application form.
13. Applicants who do not meet the minimum percentage for immediate admission will be considered for admission after the end of the admission period, where students are distributed to Colleges based on the available seats in various specializations according to their choices in the application forms and their Secondary School percentage or Equivalent Grade Point Average.
14. An applicant is admitted with the condition that he/she studies in the semester in which he/she is admitted, and admission is canceled if the applicant does not study in that semester. An admitted applicant (other than those who have University staff grants, the Rector of the University grants, top students grants) can postpone the acceptance once for the following semester, by applying for postponement within the period set for considering postponement applications, in accordance with the rules set by the Student’s Affairs Committee at the University.

15. When a Secondary School graduate is accepted, he/she is exempted from any courses he/she may have studied before joining Kuwait University, in accordance with the system of non-degree students at the University on the condition that he/she gets a “C” at least, or “P” in remedial courses, or in case the applicant has taken the courses in another University which satisfies all of the transfer regulations of universities whose applications of transfer to Kuwait University are accepted. In this case, the applicant is exempted from these courses after they are equalized at Kuwait University, according to the applied regulations on transferred students from other universities. The grades that the applicants earned in the studied courses, while studying under the system of non-degree students at Kuwait University or in another University, do not count towards their GPA at the University (general or major).
16. The minimum Secondary School percentage or Equivalent Grade Point Average of admitted Kuwaiti applicants in the second semester is the same as that in the first semester. Non-Kuwaiti applicants in the second semester are admitted according to the number of available seats.
17. Non-Kuwaiti applicants are admitted after determining the minimum Secondary School percentage or Equivalent Grade Point Average of admitted Kuwaiti applicants, while noting that their Secondary School percentage or Equivalent Grade Point Average cannot be lower than that of admitted Kuwaiti applicants of the same gender in the same discipline.
18. Prospective students must be full-time students, and applicants must sign official documents to that effect when applying; the University reserves the right to expel students if this condition is breached, unless he/she has a prior approval from the University to combine education and work.
19. When a freshman decides to withdraw from the University – after registering for courses – within the first six weeks of the start of study, the Deanship of Admission and Registration withdraws him/her from the registered courses. However, if the student withdraws from the University after that period, he/she should withdraw the courses through the Student’s Affairs Committee, except for students of the College of Law, where a student may withdraw before the exams in their first year of study. A freshman who withdraws from the University may re-apply to the University, in accordance with the admission regulations at that time.
20. Students in the Center for Medical Sciences may withdraw from the University during their freshman year (Fall and Spring semesters). The Deanship of Admission and Registration will suspend the student’s ID number, and all of the courses taken in his/her freshman year will not be counted. In accordance with the admission regulations, the students who joined the Center for Medical Sciences during this period can join any other College within two Academic Years, according to the set rules at the time of their admission.
21. A graduate of Kuwait University, a student who has discontinued his/her education at the University, a student who withdrew after studying several courses, or a student who was expelled from the University may not apply as a new student, with the exception of graduates from Kuwait University who wish to join one of the Colleges of the Center for Medical Sciences (Medicine, Pharmacy, Dentistry) to study under the program of transferring University graduates to one of these Colleges, in accordance with the set rules.
22. It is possible to substitute the results of (TOEFL, IELTS or IBT) for the Academic Aptitude Tests, as long as their TOEFL score is higher than 310, and their IBT/IELTS score is higher than one.

# College-Specific Admission Regulations

## First: College of Business Administration

1. Priority of admission is given to applicants who have the highest Equivalent Grade Point Average calculated by the Secondary School percentage and the results of aptitude tests as follows:
  - 70% for the Secondary School percentage
  - 15% for the result of the English Language Test
  - 15% for the result of the Mathematics Test
2. Secondary School graduates with Liberal Arts Major may compete for their allocated seats in the College, provided that they have an Equivalent Grade Point Average of no less than 72%.

## Second: Center for Medical Sciences (Medicine, Dentistry, Pharmacy)

1. The Secondary School percentage (Science Major) should be no less than 85% (or its equivalent).
2. Priority of admission is given to applicants who have the highest Equivalent Grade Point Average calculated by the Secondary School percentage and the results of aptitude tests as follows:
  - 65% for the Secondary School percentage
  - 15% for the result of the English Language Test
  - 10% for the result of the Mathematics Test
  - 10% for the result of the Chemistry Test
3. Students of the Center for Medical Sciences who achieved a GPA of 2.50 or above are distributed to the Colleges of the Center after the end of the second semester of their freshman year, in accordance with the set rules of the Colleges. In case seats are available in the College of Pharmacy, students who have a GPA of less than 2.50 may be accepted to occupy those seats, provided that their GPA is no less than 2.25.

## Third: College of Engineering & Petroleum

1. The Secondary School percentage (Science Major) should be no less than 80% (or its equivalent).
2. Priority of admission is given to applicants who have the highest Equivalent Grade Point Average calculated by the Secondary School percentage and the results of aptitude tests as follows:
  - 70% for the Secondary School percentage
  - 15% for the result of the English Language Test
  - 15% for the result of the Mathematics Test

## Fourth: College of Allied Health Sciences

1. The Secondary School percentage (Science Major) should be no less than 75% (or its equivalent).
2. Priority of admission is given to applicants who have the highest Equivalent Grade Point Average calculated by the Secondary School percentage and the results of aptitude tests as follows:
  - 70% for the Secondary School percentage
  - 15% for the result of the English Language Test
  - 7.5% for the result of the Mathematics Test
  - 7.5% for the result of the Chemistry Test

### **Fifth: College of Sciences/Computer Sciences Department**

1. The Secondary School percentage (Science Major) should be no less than 75% (or its equivalent).
2. Priority of admission is given to applicants who have the highest Equivalent Grade Point Average calculated by the Secondary School percentage and the results of the aptitude tests as follows:
  - 70% for the Secondary School percent
  - 15% for the result of the English Language Test
  - 15% for the result of the Mathematics Test

### **Sixth: College for Women**

1. Admission is restricted to female applicants (Science Major only).
2. Priority of admission is given to applicants who have the highest Equivalent Grade Point Average calculated by the Secondary School percentage and the results of the aptitude tests as follows:
  - 70% for the Secondary School percent
  - 15% for the result of the English Language Test
  - 15% for the result of the Mathematics Test

### **Seventh: College of Law**

1. The College should be the applicant's first or second choice at most.
2. The applicant should pass the personal interview conducted by the College at the beginning of the academic year.

### **Eighth: College of Education**

1. The applicant should pass the personal interview conducted by the College at the beginning of each semester.

# Equivalent Grade Point Average

Admission in the Center for Medical Sciences, College of Engineering & Petroleum, College of Business Administration, Computer Sciences Department and College for Women is according to the Secondary School percentage and the results of aptitude tests. The following regulations and examples illustrate the calculation of the Equivalent Grade Point Average for the different Colleges.

## 1. Center for Medical Sciences:

**Equivalent Grade Point Average** = 65% × Secondary School percentage + 15% × English language test + 10% × Mathematics test + 10% × Chemistry test

**Example:**

- Secondary School Percentage 95%
- English Language Test 80%
- Mathematics Test 70%
- Chemistry Test 75%

**Equivalent Grade Point Average** =  $0.65 \times 95 + 0.15 \times 80 + 0.10 \times 70 + 0.10 \times 75 = 88.25\%$

## 2. College of Engineering & Petroleum, College of Business Administration, Computer Sciences Department and College for Women

**Equivalent Grade Point Average** = 70% × Secondary School percentage + 15% × English language test + 15% × Mathematics test

**Example:**

- Secondary School Percentage 90%
- English Language Test 75%
- Mathematics Test 85%

**Equivalent Grade Point Average** =  $0.70 \times 90 + 0.15 \times 75 + 0.15 \times 85 = 87\%$

## 3. College of Allied Health Sciences

**Equivalent Grade Point Average** = 70% × Secondary School percentage + 15% × English language test + 7.5% × Mathematics test + 7.5% × Chemistry test

**Example:**

- Secondary School Percentage 79%
- English Language Test 80%
- Mathematics Test 60%
- Chemistry Test 75%

**Equivalent Grade Point Average** =  $0.70 \times 79 + 0.15 \times 80 + 0.075 \times 60 + 0.075 \times 75 = 77.425\%$

# Acceptable Secondary School Certificates

Kuwait University accepts the following Secondary School Certificates, in accordance with any set conditions for each certificate:

1. **General Secondary School Certificate** (Unified System, Science & Liberal Arts Majors), or its equivalent.
2. **Secondary School Certificate of the Institute of Religion**, which equals the General Secondary School Certificate in its specialization. The Institute of Religion graduates are accepted in accordance with the conditions of accepting Liberal Arts Major graduates at the following Colleges only: College of Law, College of Liberal Arts, College of Education, College of Sharia and Islamic Studies, and College of Social Sciences. Admitted applicants may not transfer to any College other than the Colleges mentioned above.
3. **General Secondary School Certificate from abroad**: The certificate should be a recognized degree, and it should be evaluated by the Ministry of Education in Kuwait as equivalent to the Kuwaiti General Secondary School Certificate in Liberal Arts or Science Majors. Non-academic courses are excluded while calculating the Secondary School percentage. To accept the certificate, it is stipulated that Kuwaiti applicants should have studied all years of Secondary School in one country; applicants whose parents are delegated on an official mission or are on a government study grant are exempted from this condition. Also exempted are applicants who started in a credit-study system at Kuwaiti schools then continued their study abroad. In this case, the aggregate average for all years is calculated.
4. **English Secondary School GCE, GCSE, IGCSE**: Notwithstanding the first condition of the general admission regulations, applicants with the above certificates are accepted according to the following:
  - a. Passing eight subjects at least, two of which (or more) are from the A/S-Level or A-level, and the rest are IGCSE. The applicant should have passed all subjects in the last 36 months at most; otherwise, the applicant is required to study and pass courses which are older than that.
  - b. Courses with a “C” average or higher are accounted for and only one course with a “D” average. The applicant’s percentage should not be less than the minimum required percentage for admission in the University.
  - c. Courses with a degree other than “A”, “B”, “C”, “D” will not count towards the courses required to join the University.
  - d. To qualify as a Science Major, an applicant should have passed the following subjects: mathematics, chemistry, physics, biology, and another A/S-Level course.
  - e. To include Arabic Language and Islamic Education with the required courses, the applicant should pass the exams offered by the Ministry of Education in these courses.
  - f. Non-academic courses (such as music, athletics, drama, etc.) or Arabic for non-native speakers’ courses will not count towards the required courses.

- g. The University will, in accordance with the system of non-degree students, conditionally accept the application of an English Secondary School graduate who meets all the conditions except for one subject, which is needed to qualify as a Science Major graduate, until he/she passes the subject required within one academic semester from the date of application. Only then, the admission regulations will apply at the date of application in the previous semester. It is possible to exempt the applicant from studying this course if he/she passes it with a grade of “C” or higher. In all cases, the course does not count towards the required percentage for admission, nor in the GPA at the University.
- h. An applicant may submit an application to evaluate the A-Level courses which he/she passed with the equivalent 100-Level courses offered by the University if his/her grade was “C” or higher, for three courses at most. Those courses will not count towards the courses required by the University, nor in the GPA at the University.
- i. The A-Level course included in the eight required subjects will not be considered equivalent to University courses.
- j. The percentage of the certificate is calculated as follows:
  - The grades “A+”, “A”, “B”, “C”, “D” in IGCSE courses are given the following percentages: “A+” = 100%, “A” = 95%, “B” = 85%, “C” = 75%, “D” = 65%
  - Ten points are added to the applicant’s evaluation scales in the A-Level or A/S-Level courses on top of the evaluation scales for the IGCSE courses.
  - The percentages for the highest eight grades are added up, taking into consideration to calculate among them the five required subjects from the Science Major graduate, and the total is divided by eight (eight courses) in order to calculate the applicant’s percentage. The aggregate percentage must not exceed 100%.

5. **American Secondary School:** Holders of American Secondary School Certificate are treated like holders of General Secondary School Certificate (credit system). Their applications will be accepted, provided that the applicant studied all Secondary School years in an American school. For applicants who transferred from other schools or systems, the Deanship of Admission and Registration will calculate their average grades in the four years prior to graduation. Applicants will be considered as American Secondary School Certificate holders, which is the basis for the process of determining their compulsory and optional courses, and their major. To be considered as a Science Major, he/she must successfully pass the following one-unit courses:

- |     |                          |                                    |
|-----|--------------------------|------------------------------------|
| (1) | Biology                  | Secondary School grade 9 at least  |
| (2) | Chemistry                | Secondary School grade 10 at least |
| (3) | Algebra II               | Secondary School grade 10 at least |
| (4) | Physics                  | Secondary School grade 11 at least |
| (5) | Calculus or Pre-Calculus | Secondary School grade 11 at least |

**Note:** Secondary School percentage = (GPA + 1) X 20

- a. The University will, in accordance with the system of non-degree students, conditionally accept the application of an American Secondary School graduate who meets all the conditions except one subject, which is needed to qualify as a Science Major, until he/she passes the subject required within one academic semester from the date of application. Only then, the admission regulations will apply at the date of submitting the application in the previous semester. It is possible to exempt an applicant from studying this course if he/she passes it with a grade of “C” or higher. In all cases, the course does not count towards the required percentage for admission, nor in the GPA at the University.
- b. An American Secondary School graduate may submit an application to evaluate the AP courses which he/she passed with the equivalent 100-Level courses offered by the University if he/she received “3 Points” on the “1-5 Scale” approved by the American College Board, provided that he/she submits a certified degree from the board, for three courses at most. These courses will not count towards the applicant’s aggregate average in Secondary School, nor his/her University GPA after he/she is accepted.
- c. An American Secondary School graduate may submit an application to evaluate the DP/IB courses which he/she passed with the equivalent 100-Level courses offered by the University if he/she received “6 Points” or more in Standard Level courses, or “5 Points” or more in Higher Level courses, according to the “1-7 Scale” approved by the International Baccalaureate Organization (IBO), provided that he/she submits a certified degree from the organization, for three courses at most in both levels. The courses will not count towards the aggregate average in Secondary School Certificate, nor his/her University GPA after he/she is accepted.
- d. When any of the above mentioned courses is evaluated for an equivalent course at Kuwait University, the applicant’s grade in that course will not count towards the applicant’s GPA at the University. Also, the applicant’s grade will be excluded when calculating the applicant’s aggregate average in the American Secondary School Certificate.
- e. In case the course is not equalized, the applicant’s grade for that course is accounted for in the American Secondary School Certificate.
- f. In all cases, the highest aggregate average that will be accredited for American Secondary School graduates is “4 Points” in the Points System, or 100% in the percentage system. An average more than one 100% will be counted as 100% only.

# Admission Categories

## **Non-Kuwaiti applicants are subject to the minimum percentage of admitted Kuwaiti applicants**

Admission in Kuwait University is available for the following categories, in accordance with the conditions of admission for each category. Non-Kuwaiti categories of applicants compete as one group for the seats allocated for non-Kuwaitis, unless it is clearly stated that a certain category has priority over others. The applicant must include the following documents with the application form:

1. A complete admission application, signed by the applicant.
2. The original Secondary School Certificate.
3. A valid Civil ID (or Security ID for undetermined nationality) and a copy of it.
4. A certificate indicating the Secondary School that the applicant has studied all years in (for graduates of American Secondary School)
5. The Secondary School certificate should be evaluated by the Private Education Department in the Ministry of Education (for graduates of foreign Secondary School and from abroad).
6. Passport photocopy.
7. TOFEL, ITELTS or TOFEL IBT results (if available).
8. Two recent colored photos of the applicant.
9. Payment of 10 KD non-refundable as an application fee.
10. Other documents to prove the admission category of the applicant (for non-Kuwaitis).

### **First Category: Kuwaitis and children of Kuwaiti women (identified nationality)**

Children of Kuwait women are treated equal to Kuwaitis in terms of the admission process.

#### **Additional required documents (for children of Kuwait women)**

1. An original and a copy of the birth certificate.
2. An original and a copy of the Civil ID of the mother.
3. An original and a copy of the nationality certificate of the mother.
4. A letter of salary transfer from any local bank.

### **Second Category: Non-Kuwaitis, including the following sub-categories**

#### **a. Spouses of Kuwaiti citizens (identified nationality)**

Applicants in this category compete for admission in all University Colleges for the allocated seats, in accordance with admission conditions for non-Kuwaiti applicants.

#### **Additional required documents**

1. An original and a copy of the marriage certificate.
2. An original and a copy of the Civil ID (of wife or husband).
3. An original and a copy of the nationality certificate (of wife or husband).

**b. Children of Kuwaiti women of undetermined nationality (150 seats)**

Applicants are distributed to all University Colleges according to the number of available seats per College and the minimum averages of admitted Kuwaiti applicants.

**Additional required documents**

1. An original and a copy of a valid Security ID.
2. An original and a copy of the birth certificate.
3. An original and a copy of the nationality certificate (of the Kuwaiti mother).
4. An original and a copy of the Civil ID (of the Kuwaiti mother).
5. A letter of salary transfer from any local bank.

**c. Undetermined nationality (15 seats)**

Applicants of undetermined nationality (not children of Kuwaiti women) may be admitted if they hold Kuwaiti Secondary School Certificates (80% and 85% at least for Science and Liberal Arts Major, respectively).

**Additional required documents**

1. An original and a copy of a valid Security ID.

**d. Spouses of Kuwaiti citizens of undetermined nationality (5 seats)**

**Additional required documents**

1. An original and a copy of a valid Security ID.
2. An original and a copy of the Civil ID (of wife or husband).
3. An original and a copy of the nationality certificate (of wife or husband).
4. An original and a copy of the marriage contract.

**e. GCC citizens (5% of total seats; 1% for citizens of each GCC country)**

GCC citizens residing in Kuwait are accepted in all University Colleges, provided that the applicants have passed all years of Secondary School at Kuwaiti schools, pending the availability of seats.

**Additional required documents**

1. A certificate indicating that the applicant has studied all Secondary School years in Kuwait.

**f. Children and spouses of Faculty Members and Language Teachers**

Children and spouses of non-Kuwaiti Faculty Members and Language Teachers are admitted in all University Colleges. Children and spouses of faculty members in the Center for Medical Sciences and College of Engineering & Petroleum have the priority to be accepted in these colleges, bearing in mind that their average is not less than the minimum Equivalent Grade Point Average of accepted Kuwaiti applicants.

**Additional required documents**

1. An official letter from the Department of Faculty Members and Language Teachers Affairs.

### **g. Children of Diplomats**

Children of members of the Diplomatic missions accredited in the State of Kuwait and with which Kuwait has bilateral diplomatic representation are admitted in all University Colleges.

#### **Additional required documents**

1. An official letter from the Kuwaiti Ministry of Foreign Affairs stating that the parent is among the members of the diplomatic mission of his/her country in Kuwait.

### **h. Children of Martyrs**

Children of non-Kuwaitis and undetermined nationality martyrs are admitted in University Colleges, provided that the applicants have studied all Secondary School years at Kuwaiti schools.

#### **Additional required documents**

1. A certificate indicating that the applicant has studied all Secondary School years in Kuwait.
2. An official letter from the martyrs' office stating that the applicant is the son/daughter of a martyr.

### **i. University staff grants (20 seats)**

Spouses and children of University staff members are admitted in all Colleges according to the allocated number by the University Council. The applicant should have studied all Secondary School years at Kuwaiti schools with a minimum Secondary School percentage of 75% for Science Major and 80% for Liberal Arts Major. Priority of admission depends on the years of the parent's service at the University. The applicants will be distributed to the University Colleges according to their Secondary School Certificate percentage. The admitted applicant should register and study the first semester he/she is accepted in; otherwise, his/her admission will be canceled.

#### **Additional required documents**

1. A certificate indicating that the applicant has studied all Secondary School years in Kuwait.
2. An official letter from the Staff Administrative Affairs indicating that the applicant's guardian is currently employed at the University.

### **j. The Rector of Kuwait University's grants (50 seats)**

The applicant should have studied in Kuwaiti schools with a minimum percentage of 75% for Science Major and 80% for Liberal Arts Major. The admitted applicant should register and study the first semester he/she is accepted in; otherwise, his/her admission will be canceled.

### **k. Top students grants for non-Kuwaitis (15 seats)**

The University allocates seats for top non-Kuwaiti Secondary School graduates (Unified System); ten of these seats go for Science Major top applicants and five for the Liberal Arts Major top applicants. Only the top ten Science Major graduates and only the top five Liberal Arts Major graduates compete for these seats, according to their Secondary School percentage. The admitted applicant should register and study the first semester he/she is accepted in; otherwise, his/her admission will be canceled. Priority of admission is given to graduates of the current academic year.

## **I. Cultural grants**

The Deanship of Students' Affairs presents to the Deanship of Admission and Registration a list of the number of cultural grants offered by Kuwait University for brotherly and friendly states, provided that the applicant's Secondary School percentage is no less than 75% for Science Major and 80% for Liberal Arts Major. The admitted applicant should register and study the first semester he/she is accepted in; otherwise, his/her admission will be canceled, unless the applicant, or the nominating party, submits an application to postpone admission to the following semester during the set period. Otherwise, the grant will be repealed for the nominating party or State, in which case it may not nominate another applicant for the grant in the following semester, unless it applies to withdraw the application of the applicant within the first six weeks of study.

# Transfer to Kuwait University

## Transfer applications to the University should include the following documents:

1. A certified sealed copy of the transcript.
2. A certified copy of Secondary School Certificate.
3. The descriptions of courses studied in the previous educational institution.
4. A passport copy.
5. A valid Civil ID and a copy.
6. Other documents to prove the admission category of the applicant (for non-Kuwaitis).
7. Two recent colored photos of the applicant.
8. A signed letter confirming that the applicant is a full-time student, or an approval letter that the applicant is a part-time student.
9. A letter of salary transfer from any local bank (for Kuwaitis and children of Kuwaiti women).

## Transfer Regulations

In addition to the general admission regulations, accepting applications of transfer applicants are subject to the capacity of the University, while taking into consideration that accepting an application does not necessarily imply admission in the University.

1. Applicants who already studied at Kuwait University may transfer back to the University, provided that they did not graduate from it, were on academic probation for their low GPA in the last semester of their study, or got expelled from the University for disciplinary or academic reasons. The major sheet in place at the time of transfer will apply to the applicant, and all courses he/she previously attained at the former University will not be considered. The University graduates seeking to join any College of the Center for Medical Sciences are exempted from this condition.
2. The Deanship of Admission and Registration determines the outcome of transfer applications, in accordance with the general and College-specific transfer regulations. Applicants are admitted at the College level or to a group of desired specializations as specified within the transfer application. Once a transfer applicant is admitted in the University, the Deanship of Admission and Registration determines the subspecialties of the applicants in collaboration with the University Colleges, in accordance with the rules set for determining the subspecialties of Secondary School graduates.
3. The term “Kuwaiti applicants” in all admission and transfer regulations includes children of Kuwaiti women of determined nationality who hold a Kuwaiti Civil ID, whereas the term “non-Kuwaitis” includes applicants from other nationalities who are allowed to join the University in accordance with the rules set.
4. Transfer of non-Kuwaiti applicants is restricted to the following categories: spouses of Kuwaiti citizens, spouses and children of Faculty Members and Language Teachers, spouses and children of University staff, members and children of diplomats. The number of transferred applicants among these categories should be within the ratio of admission of non-Kuwaitis set for every College.

5. To consider any course that the applicant studied abroad, the course should be equalized by the concerned department, provided that the applicant passed the course with a minimum grade of “C” (two points in the four-point system or its equivalent in other systems), unless the College stipulates a higher grade to equalize the courses. If the College decides that a course has no equivalent course available, the course cannot be re-submitted for equalization to the College.
6. An applicant desiring to transfer to a science College should have a Secondary School Certificate, Science Major or its equivalent.
7. Kuwait University awards undergraduate degrees for transferred applicants from other universities or Colleges, provided that they pass at Kuwait University, after being admitted, at least 30 credits, 15 of which, at least, are major’s courses, with a minimum GPA and major average of no less than 2 Points, in addition to satisfying the other graduation requirements.
8. An applicant is admitted with the condition that he/she studies in the semester in which he/she is admitted, and admission is canceled if the applicant does not study in that semester. The applicant can postpone the acceptance once (other than those who have University staff grants) for the following semester, by applying for postponement within the period set for considering postponement applications, in accordance with the rules set by the Student’s Affairs Committee at the University.

## **Transfer Regulations from Other Universities**

### **General Regulations**

1. The Applicant should not have earned a Bachelor’s degree from any other University. The applicant should be registered in a University or a College that follows the four-year system, and that is accredited from the relevant authorities according to the educational system. The study system should be similar to the system at Kuwait University, especially in terms of attendance, which is mandatory throughout all academic years. The University accepts applications of applicants who stopped attending the University for a period of no more than one academic year prior to the submission of the application.
2. The applicant should have passed at least 45 credits in the two-semester system (or equivalent in other systems), or two academic years in an accredited University with a four-year system, with an aggregate average of no less than “B-” (2.67 points in the four-point system, or 80% in the percentage system, or very good in the term system), unless the College stipulates a higher average.
3. The applicant must have passed at least 30 credits in the last University he/she was enrolled in, with an aggregate average of no less than “B-” (2.67 points in the four-point system, or 80% in the percentage system, or very good in the term system), unless the College stipulates a higher average.
4. Applicants who wish transfer to the Colleges of Law, Sharia & Islamic Studies and Social Sciences, must obtain a GPA of no less than “B” (3 points in the four-point system, or 83% in the percentage system, or very good in the term system).
5. In the event that the grading system of the applicant’s University is different from the grading system of Kuwait University, the general average for the applicant is calculated as follows:
  - a. 5 Points system: General Average = Applicant’s Average  $\times$  4  $\div$  5
  - b. 4.5 Points system: A+ is counted as 4 Points (A), according to Kuwait University regulations.

6. The applicant must have passed 15 credits that can equalized to courses offered by the College to be transferred to, except the College of Engineering & Petroleum and the College of Allied Health Sciences, where courses from the College of Science are accepted.
7. It is possible to transfer an applicant who studied less than 45 credits in the two-semester system in another accredited University, as long as the applicant has passed a minimum of 30 credits, his/her GPA in the University upon transferring is no less than the minimum average required in the general regulations of transfer from other universities, and he/she has not stopped attending for more than one academic year. The applicant should complete the required credits in Kuwait University, according to the system of non-degree students, with no less than 15 credits and pass them with a GPA of no less than the GPA required in the College-specific transfer regulations. When the applicant is admitted, he/she may apply to evaluate whether the courses he/she passed in his/her University are equivalent to Kuwait University courses, with an average of no less than “C” for the transferred credits.
8. If the applicant transfers from a University that applies the four-year system without course credits, and successfully passed one academic year, he/she may, abiding by all the general transfer regulations, study 30 credits at Kuwait University, in accordance with the system of non-degree students and the set rules, to complete the required two academic years.
9. Previously-studied courses as non-degree students in Kuwait University or any other University shall not be calculated within the applicant’s GPA or major’s GPA after he/she is accepted in Kuwait University.
10. It is possible to transfer Kuwaiti children of diplomats and delegates of the state on official missions who accompany their parents after the end of the mission of the parent, provided that they at least passed one academic semester in an accredited University with a four-year system, with an average of no less than the average required in the transfer regulations from other universities. The applicant should complete the required number of credits at Kuwait University, in accordance with the system of non-degree students, and pass them with an average of no less than the average required in the transfer regulations from other universities. When the applicant is admitted, he/she may apply to evaluate whether the courses he/she passed in his/her University are equivalent to Kuwait University courses, with an average of no less than “C” for the transferred courses. The applicant should submit documents that verify that he/she accompanied his parent during the study period abroad.

## **Colleges-Specific Regulations**

In addition to the general transfer regulations from other universities, College-specific Regulations should be met by the applicant when applying to Kuwait University, as described below.

### **1. College of Business Administration**

- a. The applicant must have successfully passed at least two courses from the University he/she is transferring from that are equivalent to College courses, with an average in each course of no less than “B-” (2.67 Points, or 80%).
- b. The applicant must successfully pass the academic aptitude tests in English (80% or higher) and Mathematics (50% or higher).

- c. The applicant may be exempted from passing the aptitude tests if he/she passed an English language course equal to or higher than Introductory English 106, and a mathematics course equal to or higher than Introductory Mathematics.
- d. In case an applicant does not pass the required tests, and the courses he/she studied at his/her original University are not equalized for the two courses mentioned in the clause above, he/she may be admitted if he/she passes the Introductory English and Mathematics courses or higher courses, in accordance with the system of non-degree students at Kuwait University.

## **2. College of Engineering & Petroleum**

- a. The applicant should have completed 15 credits at least in science courses in the two-semester system (or its equivalent in other systems), with an average of no less than “B-” (2.67 Points). The courses should be in the College of Engineering & Petroleum or the College of Science, and required in the major sheet of the College of Engineering & Petroleum.
- b. To transfer to the Department of Architecture, the applicant should have passed two courses at least in architectural design in the two-semester system, or three courses in architectural design in the four-semester system, with an average of no less than “B-” (2.67 Points, or 80%). The courses should be required in the major sheet of the College of Engineering & Petroleum. These courses are counted among the 15 credits mentioned in condition 6 of the general transfer regulations from other universities.
- c. The applicant should successfully pass the academic aptitude tests in English (80% or higher) and Mathematics (75% or higher).
- d. It is possible to exempt an applicant from the aptitude tests if he/she successfully passed an English course equal to or higher than Introductory English or a mathematics course equal to or higher than Introductory Mathematics.
- e. If the applicant does not successfully pass the required aptitude tests, and the courses that he/she studied at the original University are not equalized for the two courses mentioned in the clause above, he/she may be admitted if he/she successfully passes the Introductory English and Mathematics courses or higher courses, in accordance with the system of non-degree students at Kuwait University.

## **3. College of Law**

- a. The applicant should have completed at least 45 credits in the two-semester system, or its equivalent in other systems at an accredited four-year study University.
- b. The applicant should successfully pass the personal interview conducted by the College at the beginning of the academic year.

## **4. College for Women**

- a. Transfer is restricted to female applicants (Science Major only).
- b. The applicant should have passed at least two courses equivalent to two courses given by Kuwait University, with a minimum average “B-” (2.67 Points, or 80%) in each course.
- c. The applicant should successfully pass the academic aptitude tests in English (80% or higher) and Mathematics (70% or higher).

- d. It is possible to exempt an applicant from the aptitude tests if she has passed an English Language course equal to or higher than Introductory English 106, or a course equal to or higher than Introductory Mathematics.
- e. If the applicant does not successfully pass the required aptitude tests, and the courses she studied are not equalized for the two courses mentioned in the clause above, she may be admitted if she successfully passes the Introductory English and Mathematics courses, in accordance with the

## **5. College of Education**

- a. The credits mentioned in condition 6 of the transfer regulations should be courses in the professional College or the major which the applicant selects.
- b. The applicant should successfully pass the personal interview conducted by the College.

## **6. College of Science/Computer Sciences Department**

- a. The applicant should have completed 15 credits at least in science courses in the two-semester system (or its equivalent in other systems), with an average of no less than “B-” (2.67 Points). The courses should be in the College of Science, and required in the major sheet of the Computer Sciences Department. These courses are calculated within the units required to transfer.
- b. The applicant must successfully pass the academic aptitude tests in English (70% or higher) and Mathematics (70% or higher).
- c. The transferred applicant may be exempted from passing the aptitude tests if he/she passed an English language course equal to or higher than Introductory English, and a mathematics course equal to or higher than Introductory Mathematics.
- d. In case an applicant does not pass the required tests, and the courses he/she studied at his/her original University are not equalized for the two courses mentioned in the clause above, he/she may be admitted if he/she passes the Introductory English and Mathematics courses or higher courses, in accordance with the system of non-degree students at Kuwait University.

## **7. College of Allied Health Sciences**

The credits mentioned in condition 6 of the transfer regulations should be courses in the that can be equalized to courses in the major sheet that offered by the College of Allied Health Sciences or the College of Science.

# **Transfer from the Public Authority for Applied Education and Training**

## **General Regulations**

1. Transfer of graduates from the Colleges of the authority to the Colleges at Kuwait University is restricted to Kuwaiti applicants and children of Kuwaiti women (of the determined nationality), with priority to Kuwaiti applicants.
2. The applicant's GPA should not be less than 3.50 Points.
3. The applicant's major's GPA should not be less than 3.50 Points; graduates of Business Studies who wish to transfer to the College of Business Administration are exempted from this condition.
4. Colleges in Kuwait University will abide by the number of seats allocated to the graduates of the authority's Colleges.
5. No more than three academic years should have passed since graduation.
6. The applicant may not transfer from the College in which he/she is accepted into any other College.
7. The Deanship of Admission and Registration will include the courses approved by the College of transferred to as long as the applicant passed them with a grade of no less than "B" (Very Good). The Colleges should provide the Deanship of Admission and Registration with the equalized courses for the previously-transferred students, except the students transferred to the College of Allied Health Sciences, where the applicant will be registered in the first academic year as a freshman, and no previously-studied courses will be counted.
8. The applicant should have a Secondary School Certificate (Science Major) or its equivalent, except graduates from the College of Business Studies who wish to transfer to the College of Business Administration, as they may hold a Secondary School Certificate (Arts Major).

## **College-Specific Regulations**

### **1. College of Business Administration**

- a. Graduates of the College of Business Studies with equivalent majors to the College of Business Administration may be admitted, with a maximum of ten students per year.
- b. The applicant should pass the aptitude tests in English (80% or higher) and mathematics (50% or higher).
- c. It is possible to exempt the applicant from the condition of passing either of the academic aptitude tests or both if he/she has passed English Language 106 and Mathematics 98 or higher courses, according to the system of non-degree students at Kuwait University.

### **2. College of Engineering & Petroleum**

- a. Graduates of the College of Technological Studies may be admitted at the College of Engineering & Petroleum (except Architecture).
- b. Transfer to the College of Engineering & Petroleum is limited to ten students at most per year (7 students in the Fall semester and 3 students in the Spring semester).
- c. The applicant should pass the aptitude tests in English (80% or higher) and mathematics (75% or higher).

- d. An applicant may be exempted from the condition of passing either of the aptitude tests or both if he/she has successfully passed Introductory English or a higher course, and Introductory Mathematics or a higher course, according to the system of non-degree students at Kuwait University.

### **3. College of Science**

#### **3.1. Computer Science Major**

- a. Graduates of the College of Technological Studies and College of Business Studies (Computer Majors only) may be admitted in the College of Science (Computer Science) with a maximum of 5 students per year.
- b. The applicant should pass the aptitude tests in English (70% or higher) and mathematics (70% or higher).
- c. An applicant may be exempted from the condition of passing either of the aptitude tests or both if he/she has successfully passed Introductory English or a higher course, and Introductory Mathematics or a higher course, according to the system of non-degree students at Kuwait University.
- d. In case an applicant does not pass the required tests, and the courses he/she studied at his/her College are not equalized for the two courses mentioned in the clause above, he/she may be admitted if he/she passes the Introductory English and Mathematics courses or higher courses, in accordance with the system of non-degree students at Kuwait University.

#### **3.2. College of Science Majors (Mathematical & Natural Sciences – Biological Sciences)**

Transferring is restricted to graduates of the College of Technological Studies.

### **4. College of Allied Sciences**

- a. Transfer is limited to two specializations at the College: (i) Health Information Management (for graduates with Medical Records specialization), and (ii) Clinical Laboratory Sciences (for graduates of other specializations).
- b. An applicant may not change his/her specialization within the College.
- c. An approval letter from the College.

### **5. College for Women**

- a. Transfer is limited to female graduates specialized in Nutrition only, with a maximum of 15 students per year.
- b. The applicant should pass the aptitude tests in English (80% or higher) and mathematics (50% or higher).
- c. It is possible to exempt the applicant from the condition of passing the aptitude tests if she has passed a course equal to or higher than English Language 106 and a course equal to or higher than Mathematics 98.
- d. If the applicant does not successfully pass the required aptitude tests, and the courses she studied at her College are not equalized for the two courses mentioned in clause 2 above, she may be admitted if she successfully passes the Introductory English and Mathematics courses, in accordance with the system of non-degree students at Kuwait University.

## **Transfer to the Center for Medical Sciences (Medicine, Pharmacy, Dentistry)**

Abiding by the general transfer regulations, it is possible to transfer graduates of science Colleges at Kuwait University or other universities to one of the three Colleges of the Center for Medical Sciences to occupy any available seats after the distribution of students in their freshman year, according to the following conditions:

1. Transfer is restricted to Kuwaiti applicants.
2. The graduate should have an undergraduate degree from one of the science Colleges with a GPA of no less than Three Points of the Four-Point system.
3. The graduate should have passed 38 credits of the following courses, with a minimum of “C” (2 Points, or 73%) at least in each course:
  - 8 credits in Chemistry courses
  - 8 credits in Physics courses
  - 3 credits in Biological Sciences’ courses
  - 3 credits in Mathematics or Statistics courses
  - 10 credits in English courses
  - 6 credits in elective courses
4. No more than two academic years should have passed since graduation.
5. The required documents should be submitted to the Deanship of Admission and Registration in August.
6. The applicant should take the English aptitude test conducted by the center before the beginning of study.
7. The applicant starts studying in the third semester of the program of the College he/she transfers to.

## **Transfer from Saad Al-Abdullah Academy for Security Sciences**

Police officers that are graduates of Sheikh Saad Al-Abdullah Academy for Security Sciences, who meet the general transfer regulations to Kuwait University, are allocated 25 seats per year in the College of Law. Their applications are accepted following a nomination letter from the Ministry of Interior, according to the following conditions:

1. The applicant’s average should be no less than Very Good upon graduation from the Academy.
2. The applicant obtains a study leave.
3. The Deanship of Admission and Registration will include the courses offered by the departments, which the applicant has passed with a grade of no less than Good.

## **Transfer from Ali Al-Salem Academy for Military Sciences**

1. The candidate should be a Kuwaiti citizen that graduated from the Academy, in accordance with the Cooperation Agreement between the Army Chief of Staff and Kuwait University on 10/4/1995.
2. Application to the University is through a nomination by the Ministry of Defense in a letter from the Chairman of the Board of Military Education.
3. All transfer regulations from other universities, in addition to College-specific regulations, are applied to the candidate after studying under the system of non-degree students.
4. The applicant may not transfer from the College in which he/she is accepted in to another College except by an official letter from the Ministry of Defense.
5. The applicant who satisfies all requirements of graduation will be awarded a University degree in the major he/she specialized in.
6. The number of candidates each academic year should not exceed 40 candidates.
7. The applicant will be exempted from the courses he/she successfully passed with a grade of “C” or higher, according to the system of non-degree students at Kuwait University, but these grades do not count towards his/her GPA at the University.
8. All courses passed by the applicant prior to their nomination will not count.

## **National Guard Enrollment**

National Guard Applicants are admitted in Kuwait University under the following two categories:

1. Applicants that satisfy the minimum admission percentage of Kuwait University
  - a. 5 seats are allocated per academic year.
  - b. The applicant major is determined based on the nomination of the Chairman of Military Education.
  - c. The applicant must obtain the minimum percentage or Equivalent Grade Point Average of Kuwaiti applicants in the nominated College.
  - d. No more than three academic years should have passed since graduation from Secondary School.
2. Applicants that do not satisfy admission regulations are nominated according to the following rules:
  - a. Application to the University is through a nomination by the Ministry of Defense in a letter from the Chairman of the Military Education.
  - b. All transfer regulations from other universities, in addition to College-specific regulations, are applied to the candidate after studying under the system of non-degree students.
  - c. The applicant may not transfer from the College in which he/she is accepted in to another College except by an official letter from the Ministry of Defense.
  - d. The applicant who satisfies all requirements of graduation will be awarded a University degree in the major he/she specialized in.
  - e. The number of candidates each academic year should not exceed 15 candidates.
  - f. The applicant will be exempted from the courses he/she successfully passed with a grade of “C” or higher, according to the system of non-degree students at Kuwait University, but these grades do not count towards his/her GPA at the University.
  - g. All courses passed by the applicant prior to their nomination will not count.