Kuwait University
College of Business Administration
Student Exchange Program
Fact Sheet 2025-2026

SEP Team	**Dr. Kamel Rouibah** **Program Director** Email: Kamel.Rouibah@ku.edu.kw **Ms. Ikhlas Abdullah** Director Assistant for SEP Students Affairs Tel: +965-24988392 Email: Ikhlas.Abdulla@ku.edu.kw **Ms. Shyini Kizhkeel** Incharge- Incoming SEP Tel: +965-24985856 Email: shyini.kizheel@ku.edu.kw
Website	CBA Student Exchange: https://cbaweb.ku.edu.kw/students-alumni/student-exchange-program/ Instagram : @sep.cba / @cbaku.sa YouTube
Accreditation	CBA has earned its initial academic accreditation in 2005 by The Association to Advance Collegiate Schools of Business (AACSB). Renewed 2010,2017 and 2019/2020.
Mailing Address	College of Business Administration, Kuwait University, Sabah Al-Salem University City Shedadiya Area, Students Exchange Program, Associate Dean for Students Affairs, Dean's Building Ground Floor, P.O.Box 5486, Safat 13055 Kuwait
Level of Study	Graduate / Undergraduate
Language of Teaching	Languages of study are English, and Arabic is limited.
Undergraduate Program	1. Accounting 5. Marketing 2. Economics 6. MIS 3. Finance 7. Operation & Supply Chain. 4. Management 8. Public Administration.

Graduate Programs	1. MBA 2. MS Economics Program 3. MS Accounting Program Any questions, please Email: Mona Arian mona.arian@ku.edu.kw		
Exchange Period	One / Two Semesters		
Support Programs **&** **Extra Language Courses**	Language Center http://www.kuniv.edu/ku/Students/CourseSchedule/index.htm The Center for Community Services and Continuing Education (Based on payment) http://www.kuniv.edu./ku/Centers/Centrefor CommunityServiceContinuingeducation/index.htm		
Academic Calendar Working Days: Sunday- Thursday . Weekend: Friday &Saturday	Fall 2025	Orientation: 1st week of the semester (Approach SEP Office for confirmation) Class starts: September 14,2025 Class End: December 22,2025 Exams: December 24,2025 -January 5, 2026 Winter holiday: January 11 – January 31, 2026	
	Spring 2026	Orientation: 1st week of the semester (Approach SEP Office for confirmation) Class Start: February 1,2026 Class End: May 7,2026 Exams: May 23,2026 Summer holiday: May 31 - September 12, 2026	
Exchange Nomination and Application Deadline	Spring 2026	Nominations & Application: October 2025	
	Fall 2026	Nominations & Application: March 2026	
Grading System	College of Business Administration follows the Grading System of the United States.		

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Grade Points	4	3.67	3.33	3	2.67	2.33	2	1.67	1.33	1	0

A is divided into two levels:
1. A equals 4 points
2. A- equals 3.67 points

C is divided into three levels:
1. C+ equals 2.33 points
2. C equals 2 points
3. C- equals 1.67 points

B is divided into three levels:
1. B+ equals 3.33 points
2. B equals 3 points
3. B- equals 2.67 points

D is divided into two levels:
1. D+ equals 1.33 points
2. D equals 1 point

F equals 0 points.

FA: Fail due to absence occurs as follow:

	1. 3 hours absence (1st warning) 2. 3 hours absence additional (2nd warning) 3. 1 hour absence additional (FA)
Orientation Week (Class Registration & Withdrawal)	Fall 2024: 1st week of the semester (Approach SEP Office for confirmation) Spring 2025: 1st week of the semester (Approach SEP Office for confirmation)
Withdrawal System	Incoming exchange student may withdraw from any course at the end of the 6th week of the semester. Note the course loads should not be less than the minimum load.
Admissions Documents Requirements **SEP Application Form** **CBA Courses**	1. CBA Application Form and Business Courses List to be studied at CBA/KU. 2. Colored copy of the photo page of passport (validity ≥ 3 years). 3. Ten 10 colored small photographs as the same size and background color of the passport photograph. 4. Official University Transcript in English Version. 5. Proof of English Language Proficiency (TOEFL, IELTS, or letter from home institution). 6. Curriculum Vitae in English Version. 7. Nomination letter released by Home Business School. 8. A Certificate of Criminal Records released in English Version. Notification: Student receives CBA acceptance letter two (2) months before the start of the exchange semester. PDF Incoming Application.pdf PDF Documents Requirements-Incon https://cmu.cba.ku.edu.kw/aolapp/syllabus/list/approved/ Note: Selection of the courses needs to be approved by SEP
Student's ID & Student's Password	Incoming exchange student receives the student ID and student's password to access different system used by KU after the courses schedule is released. It takes up to one (1) month.
Learning Expectation	Incoming exchange student is expected to abide to KU rules and regulations.
Work	Outside the scope of student exchange office.
Acceptance Letter	Student receives CBA acceptance letter two months prior the start of the exchange semester.
Course Load Credits/ Semester Full –Time	Course Load for incoming exchange student is determined by Home Institution. **Undergraduate:** Minimum Load: 12 credits Regular Load: 15 credits Maximum Load: 18 credits (**GPA: 3.00 & above**) **Graduate:** Minimum Load: 6 credits.

	Maximum Load: 9 credits.
Transcript Deanship of Student Affairs	Incoming exchange student receives KU transcript up to one (1) month of the semester end. Any questions for undergraduate student, please contact: Tel: +965-24986251 Email:records@ku.edu.kw Any questions graduate student, please contact: Tel:+965-24985663 WhatsApp:+965-24983366 Email: zahraa.ali2@ku,edu.kw
Visa Deanship of Student Affairs	1) Visas are done by KU. The original will be sent to the students exchange program (SEP) office at the home business school. 2) Incoming student is requested to stamp the original visa at Kuwait Embassy at home country. Any questions, please contact: Tel/WhatsApp: +965-24986247 Email: oss@ku.edu.kw

Kuwait Embassy	**Health Insurance**	Incoming exchange student should contact Kuwait Embassy in their home country to know the requirements and procedures of health insurance.
	Criminal Record Certificate	It is required in English. Student is requested to stamp it at Kuwait Embassy and bring the original document to Kuwait.
	Other Documents	Student needs to contact Kuwait Embassy for extra needed information.

Arrival Date	Student is expected to arrive one (1) week before the start of the semester to finish the residence procedure required by the Visa Department at KU. (*Getting touch with SEP Office before scheduling your flight*)
Accommodation & Transportation Deanship of Student Affairs	• Free accommodation and meals are available at KU Dormitory. • Free airport pickup and drop off. • Buses are free available from CBA to KU Dormitory and back. Any questions, please contact: Tel/WhatsApp: +965-24986247 Email: oss@ku.edu.kw
CBA's Student Clubs & Facilities	Student Activities Student Clubs CBA Campus 1. Dean's List Council 1. Sports Center 1. Medical Center 2. Finance Club 2. Swimming Pool 2. Bank 3. Accounting Club 3. Arts Club 3. Computer Lab 4. The Talent's Club 4. Music Club 4. Stationary & Copy 5. ISOM Club 5. Supermarket 6. Public Administration Club 6. Library 7. Economics Club 7. Cafes