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Chapter One

Saudi Arabian Cultural Mission

The Saudi Arabian Cultural Mission (SACM) to the United States is one of the specialized agencies created by the Saudi government in 1951 to administer programs and policies to meet the educational and cultural needs of Saudis studying in the United States. It also functions as an intermediary between U.S. educational institutions and their counterparts in the Kingdom in terms of issues pertaining to culture, education and science.

SACM is part of the Royal Embassy of Saudi Arabia in Washington, D.C., however, in terms of administration, finance and student affairs, the Mission reports directly to the Ministry of Higher Education (MOHE).

Since 1988 the Saudi Arabian Cultural Mission has undergone constant modifications in its organizational structure and continues to integrate modern information technology into its office procedures. It provides fast, efficient and reliable support and services to the Saudi students and their dependents in the U.S.A. and enhances and strengthens the educational and cultural relations between the Kingdom and this country.

SACM responsibilities include representing Saudi universities, ministries and other governmental agencies that sponsor Saudi students in the United States. SACM regularly reports on students' academic progress, facilitates communications and exchanges scientific and technological expertise between American educational and research institutions and their Saudi counterparts. SACM also implements governmental policy and scholarship rules and regulations regarding financial obligations to the students in addition to looking after the students' educational, cultural and social welfare. Such tasks are performed under the attaché's direct supervision through the following departments:

Cultural Attaché's Office

The attaché oversees all the main departments of the Mission. He represents the Mission in the Embassy, the Ministry of Higher Education and all other agencies and educational institutions. The office of the attaché functions with the support of the following units within the Mission: Science and Technology, Academic Committee, Studies and Statistics, University directory as well as Public Relations unit, which includes Al-Mubtaath Magazine.

1. Academic Affairs Department

This department has four divisions: admissions, academic supervision, student records and authentication. The department has a supervisory role over the academic performance and progress of Saudi students nominated for study in the U.S. from the commencement of their program until their graduation. Each student is assigned to an academic advisor who assists, monitors and reports their academic progress and communicates directly with the student's advisor and other related offices in the educational institution that the student attends. The advisor also acts as a liaison between the student and his sponsoring agency in Saudi Arabia.

Other responsibilities of the advisor include the following:

- Assisting students in obtaining admissions to US Universities and Colleges.
- Recording and storing all relevant information about the students and their universities in electronic format, making sure this information is correct.
- Issuing financial guarantees to the educational institutions where sponsored students pursue their education.
- Following up on the academic progress of the students, receiving transcripts, and sending academic progress reports to sponsoring agencies in Saudi Arabia at the end of each academic term.
- Maintaining contact with students, providing them with encouragement and advice on their academic performance.
- Contacting universities and assisting them in resolving students' academic or registration problems.

2. Finance Department

The Finance Department has five divisions:

- 1) Student allowances
- 2) Student tuition fees
- 3) Medical payments
- 4) Private accounts
- 5) Budgeting.

The Finance Department is responsible for the accounts and expenditures made by the Mission. It is governed by very strict rules and regulations regarding reimbursements such as:

- a) Invoices should be originals when claims are filed.
- b) Copies of invoices or invoices sent by fax will not be paid.

- c) Invoices have to be clearly itemized. Some items are not been covered and will not be paid such as parking, housing, textbooks (since this amount is already paid to students), and overdue charges or fees for sports activities.

3. Administration Department

This department provides administrative support for the rest of the Cultural Mission, including: secretarial services, translations, incoming and outgoing mail and other administrative duties. It also handles personnel administration, transportation, security and travel.

A special section of this department is the University Affairs Section, which attends to the needs of visiting Saudi dignitaries, professors and professionals who have sabbatical or vacation leave and are attending seminars, conferences or short training sessions. This section also serves as a liaison between Saudi universities, university hospitals and other governmental agencies it also tend to the US applicants who seek job positions in one of the above agencies, (such roles include but not limited to), in receiving applications, arranging interviews, preparing employment contracts and the facilitation of work visas.

4. Cultural and Social Affairs Department:

The Cultural and Social Affairs Department is responsible for the following tasks:

- Directing students' social activities such as, directing and assisting students in their social and cultural gatherings.
- Providing advise and limited financial support to the students' children to continue learning the Arabic language and culture.
- Promoting areas of cultural communication and intellectual, cultural and educational exchanges between the Kingdom of Saudi Arabia and the United States of America. This department includes three sections: Saudi students' gathering and children learning centers, the information center and cultural exchange, as will be explained in detail later.

5. Computer Department (Information Technology??)

This department has three sections: students and employees records, database, and operation system sections, each of which coordinate with the appropriate departments in maintaining and updating all information pertaining to students, applications, admissions, registration, financial and accounting records as well as employees' data information. It also maintains and updates information on U.S. institutions for higher education, it also regulates the use of the terminals and manages the daily operations of the entire computer system.

Official hours of daily operation and holidays at SACM

Official regular hours of daily operation at SACM are from 9:00 am to 5:00 pm Eastern Standard Time (EST). Working hours during the holy month of Ramadan will be posted on the SACM website after they are determined by the Royal Embassy of Saudi Arabia in Washington DC.

The scheduled SACM official holidays

Official holidays	The date
Eid Elfitr Holiday	The end of the last week of Ramadan to the end of the next week
Eid Eladha Holiday	The end of the first week of Dhu Al-Hijjah to the end of the next week
New Year's Day	January 1st
Martin Luther King Jr. Day	The third Monday in January
Inauguration Day	January 20 th – once every 4 years
President's Day	The third Monday in February – George Washington birthday
Memorial Day	The last Monday in May
Independence Day	July 4 th
Labor Day	The first Monday in September
Columbus Day	The second Monday in October
Veteran Day	November 11 th
Thanksgiving Day	The last Thursday in November
Christmas Day	December 25 th

** The Hijrah months follow the lunar system and differ from one year to another compared to the Gregorian system.*

Note: The Saudi Arabian Cultural Mission to the USA follows the US federal laws. The US federal law code 5U.S.C.6103 determines the federal holidays during which the federal offices are closed. The law also, stipulates that holidays that take place during weekends would carry-over in the following manner:

- 1- If a holiday occurs on Sunday, the following Monday will be off
- 2- If a holiday occurs on Saturday, the previous Friday will be off
- 3- Federal offices will be closed inclement weather, such as snow storms, floods, etc.

Background of the Educational System in Saudi Arabia

The objectives of the Saudi educational policy are to ensure that education becomes more efficient, to meet the religious, economic and social needs of the country and to eradicate illiteracy among Saudi adults. There are several government agencies involved with planning, administrating and implementing the overall governmental educational policy in Saudi Arabia.

The Ministry of Education sets overall standards for the country's educational system (public and private) and also oversees special education for the handicapped. Early in 2003 the General Presidency for Girls' Education was dissolved and its functions taken over by the Ministry, to administer the girls' schools and colleges, supervise kindergartens and nursery schools and sponsor literacy programs for females.

The General Organization for Technical Education and Vocational Training (GOTEVT) was established in 1980 to coordinate and implement the kingdom's manpower development plans and supervise all related training centers and institutes.

The Ministry of Higher Education was established in 1975 to implement the Kingdom's higher education policy in the rapidly expanding sphere of post-secondary education. Prior to 1975, higher education was under the supervision and administration of the Ministry of Education.

Among the various responsibilities of the Ministry of Higher Education are:

- It provides support and services for the kingdom's universities and colleges.
- It is responsible for the supervision, coordination and follow-up of post-secondary programs and the connection with the national development programs in different fields; it also provides the various sectors with the necessary technical and administrative manpower.
- It also supervises scholarships of Saudi students studying abroad, coordinates international inter-university relations and oversees the educational and cultural mission offices in different countries.

Public School Education

Elementary education lasts for six years (age level 6-12 years old) and leads to the General Elementary Education Certificate. Intermediate Education lasts for three years (age level 12-15) and it leads to the Intermediate School Certificate. Secondary school education lasts for three years (age level 15-18) and it leads to the high school diploma (Tawjihiyah). The examination of the high school diploma is unified and held nationwide simultaneously. Students can choose between general secondary and technical schools after the intermediate level. In

the first year of general secondary school, students share a common curriculum. At the end of this year, they are divided into the scientific and literary tracks for the final two years. Students obtaining a score of 60% and above in all the first year subjects may choose between the literary and scientific track. Students obtaining a score of less than 60% must opt for the literary track.

Technical education includes industrial, commercial and agricultural schools. An Intermediate School Certificate is required for admission. Courses lead to the Secondary Industrial School Diploma, the Secondary Commercial School Diploma and the Secondary Agricultural School Diploma. There are also Technical Assistant Institutes which offer two-year vocational courses in architectural drawing, construction supervision, health supervision, road supervision, surveying and water supervision leading to the Certificate of Technical Assistant Institute. Health Institutes and Nursing Schools offer three-year courses leading to the Health Institute Diploma or the Certificate of Technical Nursing. Male and female education is completely segregated in all level of school education.

Higher Education:

Higher education is provided by both public and private universities that are all accredited by the ministry of higher education, the Institute of Public Administration, teachers' colleges, and girls' colleges. The Higher Education Council makes proposals relative to the overall policy of higher education and supervises the application of the state policy in scientific research. The Prime Minister is the president of the Council. The Ministry of Higher Education supervises the execution of the Kingdom's policy in the field of higher education, and it supervises the universities through a University Council. Most universities accept both men and women but the University of Petroleum and Minerals and the Islamic University admit men only. English is used as the medium of instruction in technological and science fields and all other subjects are taught in Arabic. (See list of universities & colleges).

Stages of Higher Education

University Level:

- The Bachelor's Degree is conferred after four years, except in pharmacy and medicine (four years plus hospital training) and engineering and veterinary medicine (five years each).
- The Master's Degree is conferred after two years following the Bachelor's Degree. It requires course work and a dissertation.

- The Ph.D. is generally granted after three years' study followed by the Master's Degree and requires course work and dissertation.

Teacher Education:

Elementary school teachers (pre-primary and primary education) must hold at least Secondary School Diploma. They are trained in junior colleges for two years and are awarded the Diploma for Junior College Training for Teachers. Students who pass with at least a B average can qualify for university entry and receive credit towards undergraduate courses.

Secondary school teachers who teach at the intermediate and secondary levels either study for a Bachelor's of Education at university or complete a Bachelor's degree course followed by a one-year Higher Diploma in Education or study abroad.

There are two types of Higher Diploma courses: The first trains new graduates to become intermediate or secondary level teachers.

The second trains practicing (graduate) teachers in administrative techniques to become headmasters of intermediate or secondary schools.

Women who have completed a Diploma for Junior College Training for Teachers are qualified to teach in intermediate schools. Colleges of Education provide four-year courses leading to a Bachelor's of Arts (BA.) or Bachelor's of Science (B.S.) in Education. Graduates are qualified to teach in secondary schools. Some colleges provide post- graduate training for women interested in a specialization.

Science and mathematics teachers at the intermediate level are trained or retrained in teacher's colleges. Trainees must be holders of the High School Diploma or Secondary Teacher Training Institute Diploma. Completion of the three-year course leads to the award of the Teacher Proficiency Certificate and entitles holders to teach in intermediate schools.

Admission to Higher Education:

- Admission to university higher education

The Secondary School Diploma

A Minimum score of 75% is required for admission to science:

75% for Art Faculties.

An entrance examination for some faculties or some universities is also required.

Technical Colleges and Vocational Colleges

Post-secondary technical and vocational education is available at technical colleges, higher technical institutes and higher institutions for financial and commercial sciences. Most of these institutions come under the authority of the General Organization for Technical Education and Vocational Training.

Admission to non-university higher education (Technical Colleges)

Admission to any of the technical colleges requires the General Secondary Education Certificate (sciences stream), the Secondary Vocational School Diploma or the Secondary Commercial School Diploma. Programs are up to three years in duration and lead to certificates and diplomas.

Grading System:

The general grading system in secondary school is as follows:

100%	highest on scale
90-100%	excellent
75-89%	very good
60-74%	good
50-59%	pass
0-49%	fail

Main grading system used by higher education institutions are as follows:

95 to 100	= 5.0 = A+ Excellent
90 to less than 95	= 4.75 = A Excellent
85 to less than 90	= 4.5 = B+ Very Good
80 to less than 85	= 4.0 = B Very Good
75 to less than 80	= 3.5 = C+ Good
70 to less than 75	= 3.0 = C Good
65 to less than 70	= 2.5 = D+ Pass
60 to less than 65	= 2.0 = D Pass
Less than 60	= 1.0 = F Fail

King Fahad University adopts 4.0 grading Scale.

Responsible Authorities

The Council of Higher Education (CHE) is the governing body for all post-secondary, non-military education. The Minister of Higher Education is the Head of the Council.

www.mohe.gov.sa

- The National Commission for Academic Accreditation and Assessment (NCAAA)

It is an independent body responsible to the (CHE) and performs accreditation of all non-military, post-secondary institutions.

Contact: P.O. Box 8252 Riyadh 1142 Saudi Arabia www.ncaaaa.org.sa

- The National Center for Assessment in Higher Education (NCAHE)

It helps to establish fairness and equality in the higher educational system of Saudi Arabia and improves the efficiency of its institutions. It has also established a highly specialized center in measurement and testing and participates in the improvement of the selection process and the efficiency of learning.

Universities and Colleges in Saudi Arabia

Name:	Umm Al-Qura University
Location:	Makkah
Contact Information	Address: PO Box 715, Makkah, KSA Tel #: 966-2-5574744 Fax#:
Website:	www.uqu.edu.sa
Date of Establishment:	1981
Student Population:	Male: 13,725 Female: 9,354
Degree Offering:	
Colleges:	Islamic Studies, Engineering, Architecture, Science & Technology, Education, Islami
Grading System:	On a scale of 0-5
Academic Term:	Semester
Name:	Islamic University
Location:	Madinah
Contact Information:	Address: PO Box 170, Madinah, Al-Munawarah Tel #: 966-4-8474080 Fax #: 966-4-8474560 Website: www.iu.edu.sa
Date of Establishment:	1962
Student Population:	Male: 5,692 Female: -

Degree Offering:	Bachelors, Masters, Doctorate Holy Quran and Islamic Studies, Islamic Law, Da'wa and Usul Al-Din, Islamic Traditions, Arabic Language, Islamic Preaching
Colleges:	
Grading System:	On a scale of 0-5
Academic Term:	Semester
Name:	King Saud University
Location:	Riyadh
Contact Information:	Address: PO Box 2454, Riyadh, KSA 11451 Tel #: 966-1-467-0000 Website: www.ksu.edu.sa
Date of Establishment:	1957
Student Population:	Male: 32,647 Female: 20,556
Degree Offering:	Bachelors, Masters, Doctorates Administrative Science, Architecture & Planning, Arts, Commerce, Engineering, Agriculture, Medicine, Dentistry, Nursing, Education, Computer Sciences, Information Science, Economics
Colleges:	Administration, Veterinary Science (in Al-Qasim)
Grading System:	On a scale of 0-5
Academic Term:	Semester
Name:	King Abdulaziz University
Location:	Jeddah
Contact Information:	Address: PO Box 80200, Jeddah, KSA 21589 Tel #: 966-2-6952077 Fax #: 966-2-6952121 Website: www.kaau.edu.sa
Date of Establishment:	1967
Student Population:	Male: 32,350 Female: 20,833
Degree Offering:	Bachelors, Masters Medicine, Geology, Environmental Planning, Engineering, Community, Computer Science, Meteorology, Art, Economy & Administration, Community Services, Continuing Education
Colleges:	Dentistry
Grading System:	On a scale of 0-5
Academic Term:	Semester
Name:	King Fahad University of Petroleum and Minerals
Location:	Dhahran
Contact Information:	Address: PO Box 31261, Dhahran, KSA 31261 Tel #: 966-3-860-0000 Fax #: 966-3-860-4050 Website: www.KFUpm.edu.sa
Date of Establishment:	1963
Student Population:	Male: 10,127

Degree Offering:	Female: -
Colleges:	Engineering, Mathematical Sciences, Business
Grading System:	4
Academic System	Semester
Name:	King Faisal University
Location:	Dammam and Hofuf
Contact Information:	Address: PO Box 380, Hasa, KSA 31413 Tel #: 966-3-580-0000 Fax #: 966-3-857-8580 Website: www.KFU.edu.sa
Date of Establishment:	1975
Student Population:	Male: 7,237 Female: 7,641
Degree Offering:	Medicine, Achitecture, Agriculture, Computer Science, Community Services, Dentist
Colleges:	Administration Science, Education, Veterinary
Grading System:	On a scale of 0-5
Academic Term:	Semester
Name:	King Khalid University
Location:	Abha
Contact Information:	Address: PO Box 1451, Abha, KSA Tel #: 966-7-22906641 Fax #: 966-7-2260521 Website: www.kku.edu.sa
Date of Establishment:	1998
Student Population:	Male: 11,671 Female: 551
Degree Offering:	Education, Medicine, Islamic Law, Religion, Arabic, Administrative Studies, Enginee
Colleges:	Information, Science, Pharmacy
Grading System:	On a scale of 0-5
Academic Term:	Semester
Name:	Imam Muhammad bin Saud University
Location:	Riyadh (branches in the United States, Japan, Indonesia, Mauritiana, Djibouti, United
Contact Information:	Address: PO Box 5701, Riyadh, KSA 11432 Tel #: 966-1-2587777 Fax #: 966-1-2587778 Website: www.IU.edu.sa
Date of Establishment:	1974
Student Population:	Male: 17,878 Female: 7,606
Degree Offering:	

Colleges:	Islamic Studies, Engineering, Architecture, Science & Technology, Education, Islamic
Grading System:	On a scale of 0-5
Academic Term:	Semester

Name:	Prince Sultan University
Location:	Riyadh
Contact Information:	Address: PO Box 66833, Riyadh, KSA 11586 Tel #: 966-1-454-8011 Fax #: 966-1-454-8317 Website: www.psu.edu.sa
Date of Establishment:	1999
Student Population:	Male: 674 Female: 353
Degree Offering:	Bachelor
Colleges:	Finance, Marketing & Accounting, CIS, English, Interior Design, Law
Grading System:	On a scale of 0-5
Academic Term:	Semester

Name:	Effat College
Location:	Jeddah
Contact Information:	Address: PO Box 34689, Jeddah, KSA 21478 Tel #: 966-2-636-4300 Fax #: 966-2-6377447 Website: www.effatcollege.edu.sa
Date of Establishment:	1999
Student Population:	Male:- Female: 206
Degree Offering:	Bachelors Engineering, Business Administration, Psychology, Computer Science, English Language
Colleges:	Architecture, Kindergarten
Grading System:	On a scale of 0-5
Academic Term:	Semester

Name:	Prince Sultan College for Tourism and Business
Location:	Assir
Contact Information:	Address: PO Box 447, Abha, KSA Tel #: 966-7-2310800 Fax #: 966-7-2310803 Website: www.pscabha.edu.sa
Date of Establishment:	1999
Student Population:	Male: 94 Female: -

Degree Offering: Associate, Bachelors
 Business Administration, Management Information Systems, Travel & Tourism, Hospitality
 Colleges: Management
 Grading System: On a scale of 0-5
 Academic Term: Semester

Name: **Tayba University**
 Location: Madinah
 Contact Information: Address: PO Box 344, Madinah, Munawwarah, KSA
 Tel #: 966-4-8460020
 Fax #: 966-4-8461172
 Date of Establishment: 2005
 Student Population: Male: 4,041
 Female: 2,475

Degree Offering:
 Colleges: Dawah, Education, Science, Medicine
 Grading System: On a scale of 0-5
 Academic Term: Semester

Name: **Qassim University**
 Location: Buraydah
 Contact Information: Address: PO Box 30109, Buraidah, Qassim, KSA
 Tel #: 966-6-3800050
 Fax #: 966-6-3800267
 Website:

Date of Establishment: 2003
 Student Population: Male: 11,017
 Female: 966

Degree Offering: Economy & Administration, Arabic Science & Community Science, Medicine, Science
 Colleges: & Principles of Religion
 Grading System: On a scale of 0-5
 Academic Term: Semester

Name: **Taif University**
 Location: Taif
 Contact Information: Address:
 Tel #:
 Fax #:
 Website: www.mohe.gov.sa/universities/ATU.htm

Date of Establishment: 2003
 Student Population: Male: 3,260
 Female: 5,227

Degree Offering:
 Colleges: Science, Education
 Grading System: On a scale of 0-5

Academic Term:	Semester
Name:	General Organization for Technical Education & Vocational Training
Location:	Riyadh
Contact Information:	Address: PO Box 7823, Riyadh, KSA 11472 Tel #: 966-1-4066565 Fax #: 966-1-2694248 Website: www.gotevot.edu.sa
Date of Establishment:	1980
Student Population:	Male: 39,541 Female: 0
Degree Offering	AA, Associate, Bachelors Riyadh, Jeddah, Dammam, Buraydah, Abha, Ahsa, Madinah, Hail, Baha, Makkah, Ri (Communication), Jeddah (Electronic), Tabuk, Jizan, Jouf, Najran, Burayday (Agri),
Colleges:	Kharj
Grading System:	
Academic Term:	Semester
Name:	Teachers College
Location:	
Contact Information:	Address: Tel #: Fax #: Website:
Date of Establishment:	
Student Population:	Male: 33,394 Female:
Degree Offering	Bachelor Arabic Language, Technical Education, English Language, Mathematics, Physical Ed
Colleges:	Science, Computer Science, Quran, Islamic Studies, Social Sciences
Grading System:	
Academic Term:	Semester
Name:	College of Health Sciences
Location:	Riyadh
Contact Information:	Address: Tel #: 966-1-4471900 Fax #: 966-1-4484964 Website:
Date of Establishment:	
Student Population:	Male: 5,157 Female: 2,998
Degree Offering	
Colleges:	
Grading System:	
Academic Term:	

Name: **Yanbu & Jubail Industrial College**
Location: Riyadh
Contact Information: Address:
Tel #:
Fax #:
Website:
Date of Establishment: 1989
Student Population: Male: 3,944
Female:
Degree Offering: Electrical Engineering Technology, Chemical Engineering Technology, Information T
Colleges: Mechanical Engineering Technology, Manufacturing Engineering Technology
Grading System:
Academic Term:

Chapter Two

Studying in the United States of America

Preparation before Arriving to the USA

Scholarship and private students should prepare themselves before they embark on a life changing experience of studying abroad by doing the following steps:

Studying English language in Saudi Arabia:

Students are advised to study English at recognized centers in Saudi Arabia. Studying the language would provide students with leverage in admission to American universities, facilitate their understanding of the American culture, and prepare them for further studies in English if required.

Required Pre-Departure Documents:

To avoid immigration complications, students should make sure that all Arabic and English versions of personal documents contain accurate and exact information. This is more important with passports, driver licenses, and academic transcripts. Students should bring the following documents:

- Academic transcripts of all levels of education for the student and their dependents
- Letter granting the scholarship
- Letter of admission and I-20 issued by the university to allow student to study in the USA
- Saudi government employees should complete required processes at their institutions, Ministry of Civil Service, and Ministry of Higher Education
- Study plan (if available)
- Translated and authenticated copies of student's and dependents' birth certificates
- Translated and authenticated copies of student's and dependents' immunization certificates
- Copies of student's and dependents' Saudi ID, family ID, and marriage certificate, authenticated by the Ministry of Foreign Affairs
- Any documents that the student deems necessary such as a leave of absence for spouses if they are government employees.

All documents should be translated to English, authenticated by issuers, and authenticated by the Ministry of Foreign Affairs.

Obtaining an entry visa to the USA

Students should contact the USA consular office to obtain an entry visa to study in the USA. Student should provide the consular office with copies of the scholarship letter, letter of admission from a recommended university in USA, I-20, and valid passports. Upon obtaining the visa, the student needs to make travel arrangements to arrive to his respective university earlier than 30 days from the beginning of his studies. USA universities and colleges will not accept students arriving to the USA with visas for other purposes than studying. Obtaining an F-1 visa requires individuals to return to Saudi Arabia and submit an application to the US consular office.

Arriving to the USA

Students should fill-in the I-94 forms while in flight to the USA. Immigration officers would authenticate the I-94 upon the students' arrival at the airport in the US and would attach it to the passport. The I-94 indicates the date of entry and duration of stay in the US. Students will submit the I-94 at the airport upon departure to document the date of leaving the USA. Students are advised to review the I-94 to make sure that it has been stamped with the date of entry, the type of visa (F-1 for principals and F-2 for dependents), and the duration of stay (Duration of Status (D/S)). If any of the aforementioned information is incorrect or missing, students are urged to bring their observations to the immigration authorities at the airport or to the office of international students at the university. Students are also advised to check the I-94 for special registration instructions and make sure to register with the immigration authorities, if required, before their departure from the US.

The Saudi Arabian Cultural Mission to the USA (SACM) advises students to keep the I-94 in a secure place because it is an important reference in determining the student's financial benefits. Students are also urged to contact SACM to provide information necessary to open their files and be assigned an academic advisor to be eligible for the benefits stipulated by the scholarship program.

Types of Immigration Forms:

- **Form I-20:** Students who have been accepted by a university will receive an I-20, which is necessary to obtain an F-1 visa when applying to the US consular office in Saudi Arabia. Dependents will obtain F-2 visas if they are included in the application for the visa. Students will be denied entry to the USA if the I-20 is expired. Students should make sure that the I-20 is valid during their stay in the USA. A new I-20 should be issued by the university if the student is traveling outside the USA.
- **Form I-94:** Flight attendants will provide students with Form I-94 and ask them to fill it out. Immigration offices at the airport of entry will stamp the I-94 and specify the date of entry and duration of stay in the USA. Immigration officers may include other instructions on the I-94 that students should take note of.
- **Form I-53:** Available at International Students Offices in the university for student's use when applying for an F-1 Visa renewal and transferring to another university or English language center.
- **F-1 Visa:** Issued by US consular offices based on a letter of admission and an I-20 from universities for the purpose of studying in the USA. Students should maintain a legal status by taking a minimum of 12 credit hours for undergraduate students and a minimum of 9 credit hours for graduate students. Students must contact the international students office at their university before they travel abroad to make sure that they have all the documents necessary for their return to the US. This process, also, applies when students transfer from a university or English language center after receiving permission from SACM

Student Communication with the Cultural Mission

The students who are not able to attend the orientation program at the Saudi Arabian Cultural Mission to the USA (SACM), should contact CAMC immediately upon their arrival to their respective universities to perform the following tasks:

- a. Open their files at SACM
- b. Obtain their student ID number at SACM
- c. Recommend and establish contacts with the academic advisor at SACM
- d. Finalize financial procedures for tuition and stipend payments

Registration

Students should register for classes at their schools immediately upon arriving at their respective university campuses and inform the academic adviser at SACM to update the student's records. Immediate registration will certify legal status and ensures delivery of financial benefits. Students should contact the international student office at the university to request information regarding academic regulations, especially those related

to minimum credit hours required by SEVIS, deadlines for: registration, dropping classes without academic and financial penalties and other academic rules and regulations. SACM encourages all students to attend orientation programs it offers at its office or organized by universities because they provide students with very important information.

Preparations for attending universities:

All Students should be aware that in order for them to continue their education in the USA they must observe the following:

1- English Language Preparation:

Since English is the medium of instruction in US universities and colleges, international students are required to present evidence of their language skills to meet the admission requirements. Students' language skills are measured by specific tests such as Test of English as a Foreign Language (TOEFL) and the Michigan Test.

Saudi students who lack the English language skills will enroll into English language centers. Foreign students can satisfy the English language admission requirements by obtaining the desired TOEFL or Michigan Tests scores or by attending language centers at their schools or ones affiliated with them and achieve the required level. The Saudi government scholarship program covers a one-year of English instruction. SACM views the English training as a crucial element for student's success in the academic program. SACM encourages Saudi students to exert their best efforts in learning the language not only to meet admission requirements, but also to be able to compete and succeed in a different academic environment as well as understanding the underlying social and cultural values of the American society.

2. Admission to universities and colleges in the USA

The admissions department at SACM assists Saudi scholarship and private students to obtain admission to universities and colleges in the United States of America if students failed to get one on their own.

3. Admission requirements:

Students should provide documentation as proof of their attendance and attaining the required grade and level in the previous programs of study to the intended degree program.

a. Selecting the university:

The Directory of US Universities & Colleges Recommended for Study of Saudi Students has been published in accordance with a set of criteria approved by the Ministry of Higher Education (MOHE), which include but are not restricted to, regional accreditation and professional accreditation by recommended accrediting agencies in the USA. The directory is updated annually.

(www.mohe.gov.sa)

B- Admissions types:

Universities issue letters of admission based on whether or not the student satisfies the admission requirements. He will be offered:

- A. Full admission: Offered to students who satisfy all admission requirements.
- B. Conditional admission: Offered to students who do not meet admission requirements such as: (TOFL, GMAT, GRE, or professional tests such as LSAT, MCAT, etc.), or who have a deficiency in pre-requisite academic courses

C- Required documents for admission:

The types of documents required to study in the USA educational institutions differ according to the following.

- Undergraduate Students:

- 1- Five copies of authenticated high school certificates with at least a very good mention
- 2- A scholarship letter indicating the academic program and degree, or a letter authorizing private students issued by the scholarship granting institution
- 3- Photocopies of the first and second pages of the student's and dependents' passport (if accompanying the student)
- 4- **TOFL** score (if available)
- 5- **SAT** score (if available)
- 6- Home, work, and mailing addresses, telephone and fax numbers, and e-mail address in Saudi Arabia and in the USA
- 7- Date of the first academic session, semester, or quarter to be attended by the student
- 8- Copies of authenticated and translated immunization certificates

- **Graduate Students:**

- 1- Five copies of authenticated bachelors degree diploma and transcripts with at least a very good GPA
- 2- Five copies of authenticated Master's degree diploma and transcripts for doctoral and other graduate degree applicants
- 3- Graduate students should submit resumes that show their educational and research background, as well as their work experience, publications, and awards.
- 4- Score of professional tests, such as: GMAT, GRE, LSAT, USMLE I and II (knowledge skills and (Clinical Skills Assessment)).
- 5- Scholarship letter indicating the academic program and degree, or a letter authorizing private students issued by the scholarship granting institution.
- 6- Letters of recommendation (3-5) written by the student's previous or current professors
- 7- Photocopies of the first and second pages of the student's and dependents' passport (if accompanying the student)
- 8- TOFL score (if available)
- 9- Statement of purpose (500 words)
- 10- Home, Work and mailing addresses, telephone and fax numbers, and e-mail address in Saudi Arabia and in the USA
- 11- Copies of authenticated and translated Immunization certificates.

Students will be reimbursed for the application fees if they provide SACM with the following documents:

- a- A copy of the university letter of admission or denial
- b- The original copy of the check, a bill issued by the university, or a credit card statement
- c- A copy of the application form and the university's response

Training:

Training programs for Saudi cadres in the US are either arranged directly by sponsoring agencies, or in coordination with SACM, where it provides communications with US institutions offering relevant training programs sought by the Saudi sponsoring agencies. The Higher Commission for Scholarship at the Ministry of Civil Services in Saudi Arabia is responsible for training affairs. The Higher Commission bears the responsibility of accepting or rejecting applications for training, determines the duration of training programs, and makes decisions pertinent to training applications submitted by various governmental institutions.

Government Employees' Training Scholarship Requirements

- 1- The employee must have been employed for at least one year. Exceptions are reserved to the discretion of the Higher Commission for Scholarship
- 2- The employee should satisfy the training scholarship requirements
- 3- The employee must have the minimum of the language skills to benefit from the training program within the duration allotted by the sponsoring agency
- 4- The training program must be relevant to the employee's job
- 5- The employee must have been accepted by a recommended program in the USA

Applications for training scholarships will be denied if the applicant doesn't meet the requirements, the training program is offered in Saudi Arabia, and the training is for a foreign language that is offered in Saudi Arabia.

General Instructions:

1-For all students:

SACM urges students to contact on a regular basis the international students office at their respective university regarding immigration issues. SACM also, emphasizes that students should obtain immigration information from the United States Department of State at the website address: www.state.gov, and from the United States Department of Justice at the website address: www.immigration.gov. Students must register their passport at the closest Saudi consular office to their city of residence in the USA.

- It is highly recommended that the student should make an appointment with the US consular office in Saudi Arabia before he or she leaves the USA for vacation.

2. For language students:

1. SACM prefers that students should enroll in English language centers at their respective universities because most of them don't require students to take the TOEFL test. Also, students will familiarize themselves with the campus and city where they will continue their academic program.
2. SACM encourages Saudi students to attend classes and do homework regularly and in a timely manner. Students should try to use English more

frequently in their daily life activities without feeling ashamed or reluctant.

- 1- Students should read local and national newspapers, valuable books, and university publications on a regular basis. Students are also advised to listen to the radio and watch television, especially the news.
- 2- Students should acquire an English-Arabic dictionary and carry a notebook to keep new words and phrases.
- 3- SACM urges Saudi students to interact with the American and international societies around them to improve their language skills and better understand these societies.
- 4- Students should avoid switching English centers as it results in repeating classes and cause considerable delays in their progress in learning the language, mostly at the expense of the allotted duration of the scholarship.
- 5- TOEFL is the most widely accepted test measuring students' language aptitudes. TOEFL is offered in three different fashions, which include: paper-based, computer-based or internet-based. TOEFL score comparison is listed in the table below:

TOEFL Total Score Comparisons

Internet-based	Computer-based	Paper-based	Internet-based	Computer-based	Paper-based
120	300	677	83	220	557--560
120	297	673	81-82	217	553
119	293	670	79-80	213	550
118	290	667	77-78	210	547
117	287	660-663	76	207	540-543
116	283	657	74-75	203	537
114-115	280	650-653	72-73	200	533
113	277	647	71	197	527-530
111-112	273	640-643	69-70	193	523
110	270	637	68	190	520
109	267	630-633	66-67	187	517
106-108	263	623-627	65	183	513
105	260	617-620	64	180	507-510
103-104	257	613	62-63	177	503
101-102	253	607-610	61	173	500
100	250	600-603	59-60	170	497
98-99	247	597	58	167	493
96-97	243	590-593	57	163	487-490
94-95	240	587	56	160	483
92-93	237	580-583	54-55	157	480
90-91	233	577	53	153	477
88-89	230	570-573	52	150	470-473
86-87	227	567	51	147	467
84-85	223	563	49-50	143	463

Source: Educational Testing Services (ETS)

Chapter Three

Arrival to the U.S.A

Opening Student's File and Resuming the Study:

Upon arrival to the United States, the student should contact the registration office at SACM, and provide full contact information, so that all relevant documentation could be sent to the student to open a new file for him.

The following documentation are needed for a successful completion of the file:

- 1- A copy of his/her passport and I-94. Same documents are required if the student has any member of his family accompanying him/her to the States.
- 2- A copy of his I-20 and the admission letter.
- 3- Four Pictures size 4x6cm.
- 4- A cancelled personal check after he/she opens an account in a local bank.
- 5- Authenticated copy of his/her transcript and diploma of his latest degree.
- 6- A copy of the scholarship order
- 7- A copy of the high school diploma and transcript.
- 8- A copy of the census record, if the student is married and his / her spouse accompanies them.

Assigning an academic advisor

Once the documents are provided, the registration office will issue a student number that identifies the student for the whole duration of the scholarship. An academic advisor will be assigned for the new student to help him cope with his new environment and provide the student with all the academic, administrative and financial help that he might need. It is absolutely imperative that the student keeps an open channel of communication between with his/her advisor to ensure the best possible services.

Financial Support Letter

In addition, two important documents are issued to the student by the advisor: First, the financial support letter to the University or the language institution which would be valid for one year according to which SACM will be responsible for paying all the tuitions and all other relevant fees related to the students' study.

Health Insurance I.D.

Second, the health insurance identification card that spells out the health coverage for the student and his family.

Granting a scholarship to the spouse:

A student can apply for a scholarship for *his/her spouse if they* meet the following criteria:

- 1- If the study is for undergraduate level or above.
- 2- To be admitted in an accredited institution and all financial benefits start at the approval of the scholarship.
- 3- Tuitions for the ESL level *are* paid for the *spouse* while *she/he* is waiting to get an admission in the following specialties: Medicine, Pharmacy, mathematics, accounting, computer science, law, English, health science, special education, health management, communication, architecture.
- 4- A scholarship could be granted for other than the above mentioned majors pending on the following conditions:
 - a- If the student has studied two years in one of the majors that is not included above.
 - b- If the student has a full admission from one of the accredited universities by MOHE.
 - c- If the student has no less than 40 transferable credits .
- 5- If the wife is pursuing graduate studies, then she is entitled to the scholarship if her major is taught in one of the women universities in Saudi Arabia.
- 6- A scholarship could be extended for one year in the case that the spouse finishes his study before she could complete the requirements of the graduation.

As for the spouses who have no high school diploma, they can study one of the following:

Computer, languages, medical records, first aid emergency, nursing, nutrition, home design and library, etc.

In the cases above tuition will only be paid subject to a full attendance in these courses

Start of the scholarship and payments

All the financial payments start at the beginning of the student's arrival according to the following documents:

- 1- The scholarship order
- 2- The document that proves the actual arrival of the student and his family (I-94).

The above two documents are necessary to start *payment*, however, for those who are already in the States, the scholarship order becomes the sole document needed for this purpose.

Financial entitlements of the scholarship

The scholarship covers the following:

- 1) Stipend which is paid at the end of each month *as shown in the table below*.
- 2) Family allowances which includes extra allowance for the wife and the children up to two kids.
- 3) Book allowances
- 4) Clothing allowances
- 5) Health care allowances
- 6) Allowances for printing term papers and researches
- 7) Allowances for references and scientific instruments
- 8) Allowances for printing PhDs and Master theses
- 9) Upon his graduation, allowances for moving and transporting his house hold furniture.
- 10) Students are also reimbursed for all tuition expenses that they pay to the universities in the event that SACM has not paid it on time, and in this case the following documents are required:
 - a- The original itemized invoice showing the name of the university, the term and the amount to be paid.
 - b- The transcript that shows that these credits have been added to the total credits earned.
 - c- Request from the student showing the reasons for which he paid the tuition out of his own pocket.
 - d- As for the TOEFL and other required tests, the result of all the tests has to be attached with the request of the refund.
 - e- If the refund is related to attending a conference, then the approval of attending the conference is required as well as the summary of the report about attending that conference.
 - f- Lodging and transportation are not included for the purpose of reimbursement.

Allowances for Military students

SACM also administrates and manages the scholarships offered to students and trainees by certain agencies to study and train in the USA. These students are also entitled to a different set of financial allowances shown in the table below.

Monthly Stipend and Allowances

Allowances	Single	Married	Married + 1 child	Married + 2child.	Married + 3child.	Married + 4child.	Married + 5child.
Stipend	996.66	1863.32	2079.98	2296.64	2518.86	2741.08	2741.08
Medication	11,111	22,222	77,277	33,333	88,388	43,444	98,499
Clothing	11,111	11,111	11,111	11,111	11,111	11,111	11,111
Books	22,47	22,47	22,47	22,47	22,47	22,47	22,47
Printing	33,83	33,83	33,83	33,83	33,83	33,83	33,83
Total	1,349.43	2,327.20	2599.41	2871.63	3149.40	3427.17	3482.72

Chapter Four

Academic Supervision

The academic advisor undertakes the task of the academic supervision of the student from his arrival until his graduation or the termination of his scholarship and his final return to the Kingdom. This task includes the following-up of the student in his academic level and progress, to ensure that he is punctual in his studies and his commitment to studying the courses shown in the degree plan and the purpose of his scholarship, and the minimum credit hours which he must complete at each semester.

The student must follow:

The Degree plan Registration and Transcripts:

1. Degree plan

The student must fill out the form of the Degree plan and send it to the Cultural Mission after it is authenticated and signed by his University Advisor.

The postgraduate students must send it during the first semester and the undergraduate students must send it during the first academic year.

2. Registration

The student should select the required credit hours of the semester according to the Degree plan and registering them during the period of registration. The student must send the registration documents to his academic advisor at the Cultural Mission bearing in mind that any delay will result in his inability to register in the current semester; a fact which will make him accountable to the immigration authorities, with holding of his monthly payment and ultimately may cause the termination of his scholarship.

3. Commitment to the minimum credit hours

The student is obligated to take the minimum credit hours required to complete his/ her degree according to the academic system of the university except during the period of writing the master or doctoral dissertation. Not registering the minimum credit hours will render the residency of the student in the USA illegal which will expose him to penalties such as detention or deportation. The following table shows the minimum credit hours which the student must register according to the system of the university in which he/ she is studying:

Academic System	Min. credit hrs. that must be earned during the semester	
	graduate	Undergraduate
Semester	9	12
Trimester	9	12
Quarter	12	15

4. Drop and Add

The Cultural Mission pays the tuition fees for each semester to the academic institution in which the student is studying. The student must be committed to the courses he selected for each semester and must not resort to the process of dropping and adding except in the specified period. The student must furnish the Cultural Mission with the registration document after the end of the period of dropping and adding. The student will be responsible for the payment of the tuition fees of the courses he dropped or added without informing his academic advisor in the Cultural Mission, in the unspecified period of dropping or adding or if the courses were not included in the Degree Plan. If the Cultural Mission paid these tuition fees, it will be deducted from the student's next month's stipend. The registered credit hours must not be below the minimum credit hours shown above.

5. Transcripts

The student must place an order for his official transcript at the registration office of the university after the end of each semester and ask them to send it directly to his academic advisor at the Cultural Mission within three weeks after the end of the semester. Delay in sending the transcript in the specified period will automatically result in withholding the monthly stipend and may lead to the termination of the scholarship.

6. Cumulative Grade Point Average (GPA) of the Student

The regulation of the scholarship stipulates that the minimum cumulative grade point average that the student is expected to achieve as a condition of the continuation of his scholarship and the payment of his salary is 2 points out of 4 points for undergraduates; and 3 points out of 4 points for the postgraduate students. These points are the minimum required by the universities in order for the students to continue in their studies as well as by the regulations of the immigration authorities of the USA. Obtaining a cumulative grade point average below 2 points might cause the deportation of the student by the American authorities.

Transfer to another University

The regulations of the scholarship stipulates the necessity of the continuation of the student to study uninterruptedly in the designated university. Therefore, the Cultural Mission discourages the transfer of the student to another university unless there are unavoidable circumstances in his original university, which require a transfer or any other circumstances admitted by the Cultural Mission.

Conditions of Transfer from a University to another

1. The student must not transfer from one university to another except by a prior approval of the Cultural Mission or his sponsor.
2. The transfer of the student to another university must not result in the extension of his scholarship.
3. The student must not transfer to more than two universities during the period of his study.
4. The student must not transfer from a university to a community college.
5. The university to which the student wishes to transfer to must be recommended.
6. Both universities must approve the transfer according to the regulations of US immigration (USCIS).

Required Documents of Transfer from one University to another

The student who wishes to transfer must submit the following documents to the Cultural Mission:

1. A letter from the student explaining the circumstances and factors which led him to ask for a transfer.
2. A new transcript showing the grades achieved by the student during the period prior to the transfer.
3. An admission letter from the university to which he wishes to transfer showing the transferred credit hours accepted by the new university.
4. *** An official letter indicating the transferred credit hours accepted in the new school.

Completion of the Procedures of Transfer

The student who *wishes* to transfer from one university to another must complete the procedures of transfer. Failure to complete these procedures will render the residency of the student illegal and expose him to problems which might adversely affect the continuation of his study; the American authorities is keen to follow-up the files of alien students to ensure that they abide by the (regulations) conditions of residency and its procedures during their stay in the United States of America. The completion of these procedures can be confirmed by obtaining the stamp of the passport and immigration authorities, or the form which confirms the completion of the transfer which is issued by the office of the international students in the university to which the student has transferred.

Conditions of Secondary or Cross Enrollment:

1. The university in which the student will study must be a recommended university by the mission.
2. The courses which the student wants to register and study are not available in his original university or the courses are not offered in the semester in which he is intending to study them.
3. The courses must be included in the degree plan of the student or are necessary for his graduation.
4. A recommendation letter from the original university which include the following:
 - A. A recommendation which confirms that the course or courses the student is intending to study in the other university is a required course to complete the degree and is not offered by the current university.
 - B. A recommendation of the period in which the student will spend in the other university.
 - C. An acceptance of the credit hours which he will study in the other university among the required credit hours for his graduation

The student and his family will be granted a round trip ticket to and from the other university only once if the Cultural Mission approves his request, in addition to the payment of the tuition fees.

Change of Major

Scholarship regulations *stipulate* that the scholar should not change the major designated for his study without a prior permission from his sponsor. If the scholar fails to conform to these regulations, the Cultural Mission will withhold his monthly allowances until his sponsor decides his case. If the scholar graduated with a major different from the one designated for him, he will be deprived from the graduate's allowances and incentive awards in addition to action taken against him by his sponsor.

Scholarship Extension

The scholar must complete his studies in the period assigned to him in his scholarship order which is sufficient for the student to obtain the academic degree. However, there are exceptional and legitimate cases wherein the student is unable to complete his studies during the period assigned him for reasons not resulting from negligence. In this case the student must submit an application for extension accompanied with the required documents within five months before the expiration of his scholarship so that the cultural mission can send his application to his sponsor in a suitable time to guarantee that his scholarship and allowances are not interrupted .

Requirements for an Extension:

- 1-Delay of the Scholarship must be caused by circumstances beyond his control.
- 2-The extension must be for the continuation of his/ her studies in the major assigned to him/her.
- 3-His cumulative average must not be below 2 points out of 4 points if he is an undergraduate and 3 points out of 4 points for the postgraduate

Documents to be provided for an Extension:

- 1-A letter from the student explaining the reasons for his request for an extension.
- 2-A new transcript should be provided.
- 3-A letter from his university advisor showing his academic status and the credit hours required for graduation, along with the anticipated date of graduation, including his recommendation for extension and the exact period of the extension.

Tutoring:

SACM covers tutoring expenses in a limited way excluding English Language program and the major field of study . Students are entitled for tutoring expenses once per academic year with a maximum amount of one month basic salary.

The following documents are required:

- A letter from the student requesting tutoring
- A letter from his/her professor supporting such a request.

Academic Awards:

SACM awards students with a high GPA according to the following:

The Program	Academic System	Min. Hours	GPA out of 4 points	% of system award allowance
Under-graduate Studies	Semester& tri-semester quarter	15	3.00-3.40	40%
		18	3.41-3.60	50%
			3.61-3.80	75%
			3.81-4.00	100%
Graduate studies	Semester& tri-semester quarter	12	3.50-3.70	40%
		15	3.71-3.80	60%
			3.81-3.90	80%
			3.91-4.00	100%

Students who are placed on the Dean's List are awarded the equivalent of one month's basic salary.

Students who graduate at least one term earlier than their expected date of graduation and expiration date of their scholarship are eligible for an award.

Students who register a patent are awarded as well.

Students graduating from one of the top ten universities (as per Gourmand's Report) are awarded one month basic salary.

As for students in the English Language Program, they are awarded one month basic salary if they complete the English program in less than a year and get a minimum TOEFL score of 550.

Conferences and Seminars

SACM encourages graduate students to participate in conferences and seminars related to their major field of study at the rate of one conference per degree and with our prior approval from the mission.

Conferences in the USA & Canada:

For approval, students are required to submit the following documents:

1. Their request in writing (it has to be related to his/her major field of study)
2. A letter from their academic advisor at the school supporting the request.
3. The conference Brochure
4. If submitting a paper, a copy of the approval letter.

SACM will cover the following costs:

- One month basic salary for students pursuing their Masters degree and 2 months for doctoral students. (once per degree)
- Registration fees.
- Round trip ticket.
- For those Saudi students who submit a paper, an additional one month basic salary is awarded if the student is the sole author of the paper. In the case that , the paper is written with a coauthor the award will be shared equally provided that a report in Arabic be submitted to SACM.

Overseas Conferences (excluding USA & Canada):

To qualify for participation in such a conference, it has to be directly related to his/her major field of study. The student has to be participating through his research, *and needs* to get prior approval of the sponsoring agency.

Students should provide SACM with the following:

- A request in writing
- A recommendation letter from the academic advisor at their school.
- A copy of the research and the conference *brochure*.

The following expenses are covered by SACM:

- A round trip ticket for the student only.
- Registration fees.
- One month basic salary for students pursuing their Masters degree and 2 months for Doctoral students.

The student will not be entitled to the publishing reward if the paper is published outside the USA.

Field Trips:

Within the US & Canada:

- Students are entitled to one field trip for data collection during the last year of his/her Masters program, or the last 2 years for doctoral programs. However students need to have SACM prior approval
- Students are required to submit their requests in writing along with a recommendation letter from their academic advisor at their school and a copy of the dissertation proposal. Once the request is approved, the student is issued a round trip ticket (excluding the family) and one month basic salary for Masters Students and 2 months for doctoral students. Students are required to provide SACM with a report as well as a letter from the academic advisor at the school verifying the completion of the field trip.

To the Kingdom of Saudi Arabia

Students are entitled to undertake a field trip to the Kingdom of Saudi Arabia to collect data related to their thesis or dissertation.

For approval, the student needs to provide SACM with the following:

- A request to undertake the fieldtrip.
- A letter from the advisor at their school supporting his request
- A copy of the approval of the thesis/dissertation proposal

Once it is approved, the student will be issued round trip tickets to the Kingdom along with his family. The trip should not exceed 3 months. An extra one month Salary for each month spent in Saudi Arabia will be awarded upon receipt of a conformation of completion of the field work from the student agency in Saudi Arabia

To other countries

In order to undertake a field trip to another country, the student must provide the following:

- A letter requesting approval
- A letter from the academic advisor at school.
- A copy of the dissertation or the thesis proposal.

Publications

SACM encourages students to publish in scientific journals, and provides financial incentives to the following:

- If the student is the sole author of the publication, a one month basic salary will be awarded.
- If the publication is authored by more than one *Saudi Student*, the reward will be shared equally. If it is authored by more than 4, each gets 25% of one month basic salary.

Graduation

Graduating students are required to provide SACM with proof of graduation which is normally the diploma and a complete official transcript with a posted date of graduation. In the case that the diploma is not ready yet, we require a letter of completion from the registrar's office.

Doctoral students are required to provide us with 5 copies of their dissertation for which they are issued 1 ½ month basic salary. Masters' students with a thesis program are issued one month basic salary upon submitting 5 copies of their thesis.

We also cover shipping expenses for graduating students upon submitting proof of graduation. One month basic salary is issued for single students and 1 ½ for married students.

The Cultural Mission offers health insurance and medical care to all the students and trainees whose duration of study is six months or more. This coverage includes spouses and children as well after providing the required documents. They are required to provide the required documents to be covered.

SELF-SPONSORED STUDENTS

The Saudi Arabian Cultural is strongly committed to serving all Saudi students whether they are scholarship holders or self-sponsored. SACM encourages all self-sponsored students to establish and maintain direct contact with SACM in order to take advantage of all its services. SACM offers guidance and provides special assistance for self-sponsored students to help them achieve their academic objectives and help them with social and cultural issues. SACM offers a wide range of services for self-sponsored students, some of which are as follow:

- Assisting the students in obtaining academic admission to American universities.
- Certification and authentication of the students' diplomas and academic documents.
- Issuing airline tickets to Saudi Arabia for students after graduation, and issuing tickets for visits in some special cases.
- Awarding students for excellent achievements.
- Assisting the students to apply and receive grants and scholarships.

In order to benefit from these SACM services, self-sponsored students need to open a file at SACM and satisfy all the requirements established by SACM and the Ministry of Higher Education.

Chapter Five

Medical Care for the Students and their Dependents

SACM provides a comprehensive health insurance to all its Saudi scholarship students and trainees whose training period is six months or more. It covers the father or brother (MAHRAM) of the single female student and the mother of the Saudi student when residing with him and has testimonials to the effect that he is her sole guardian. The medical coverage includes but is not limited to the following:

1. Ambulatory Emergency

The ambulance cases are defined as an emergency case which might endanger the life of the student or complicate the disease if the patient is not provided with immediate medical care . If there was a necessity to transfer the patient by an ambulance vehicle, the health insurance will also cover the costs of the vehicle.

2. Chronic cases

Cases which are difficult to treat and cases which need continual observation and care by the supervising physician are considered chronic cases such as allergy, diabetes, high blood pressure, cancer, sterility, transplantation of baby tube, heart disease, kidney and such diseases that are regarded lifelong according to the report of the physician. In order to pay the invoices concerning lifelong diseases, the report of the physician must be submitted as proof. The Cultural Mission also covers the equipment for measuring diabetes and the tapes for one time only.

3- Pregnancy and childbirth

All the costs of pregnancy and childbirth are covered including the costs of x-rays and medical analyses. The student must send original invoices from the laboratories and the invoices of the newborn. The student must immediately contact the advisor after the childbirth and send a letter from the hospital to add the newborn as dependent in his file at the Cultural Mission in order to be covered by the health insurance and pay the medical costs of his treatment.

4- Ophthalmology

SACM pays the costs of chronic diseases of the eye such as glaucoma and eye surgery recommended by the physician. The following cases concerning the treatment of the eyes are not covered:

- A- General examination of the eyes and payment of the costs of the contact lenses or medical eyeglasses which are included in the monthly salary of the student.
- B- Operations of completion of corona or laser operations.

5- Surgical operations

All costs of surgical operations and anesthesia services are covered except cosmetic surgeries.

6- Psychiatry

The health insurance covers the costs of treating these cases in the hospitals, clinics and the medicine, provided that a comprehensive report concerning the case by the physician is submitted. The physician must be a specialist in psychiatry and not any other specialty.

7- The Disabled:

The costs of the medical treatment of the disabled are covered as follows:

- A- Costs of the fees of residence and living expenses if the invalid is living in an institution
- B- Treatment of the invalid in cases that require sleeping in a hospital such as conducting an operation.
- C- Artificial limbs and their installation.
- D- Costs of equipment for the hard of hearing.
- E- Costs wheelchairs according to the physician's report.
- F- Medical equipments such as supports and walkers according to the physician's recommendation.

8- Physical therapy

SACM covers the costs of physical therapy for those who suffer from chronic diseases or accidents, provided that he is referred to the physician of physical therapy by a specialist (orthopedics) and not a chiropractor and with a prior specification to the period of treatment. It is not acceptable to be referred by a physician of physical therapy. The costs of metallic equipment are paid to those who are afflicted with paralysis so as to assist and familiarize them to walk alone as well as any required medical equipment, provided that a report is presented by a specialist physician according to the case.

9. Hospitalization

In case of hospitalization for more than one day of a scholar or a member of his family, SACM covers the following costs:

- A. All the necessary services provided to the patient during his stay in the hospital except his personal expenses such as costs of cafeteria and telephone.
- B. Cost of staying in a non-special room. The scholar will pay the difference in the price of the special room provided that the patient is not female.

10. Reimbursement of the Medication

The *students and trainees* will be compensated for money they paid for medical prescriptions on the condition that they provide the invoice, and a medical report explaining the case which requires the prescription of the medicine. The following cases are not reimbursed:

- A. Contraception Medication
- B. Medication for Dental treatment
- C. Medication for the treatment of baldness
- D. Medication for acne treatment
- E. Drugs and medicine sold without a prescription
- F. Medication to energize sexual activity
- G. Known medication without prescription

11. Dental Treatment:

SACM covers the costs of the Saudi scholar, his family and dependent mother whom he supports if the medical care is necessary and not cosmetic. The student is required to provide a letter from the dentist showing the treatment plan prior to the treatment, and the estimated costs.

The student must obtain a prior approval from SACM concerning the costs before commencing the medical treatment.

The following table shows the cases which are covered by the Cultural Mission and the other cases that are not covered:

Dental Treatments Covered	Dental Treatments Not
Root Canals	Non-Emergency Exam
Gum Treatments	Prophylaxis
Bony Impaction	Bleaching
FM X-ray	Orthodontic
Filling	Implants
Wisdom Tooth Extraction	Dentures
Anesthesia	Night Guard & Space Maintainer

Emergency Exams	
Surgical Extraction	
Crown and Bridges	

12. Immunization of Children

SACM covers the costs of immunizing children below six years old only and excluding the private immunization of the scholar required for admission to a university or the flu shot.

General Observations

1. SACM does not cover the cost of the general routine medical examination.
2. The student must be keen to send the original invoices of medical analyses since hospitals and clinics will not send the invoices.
3. Students' health insurance privileges would be voided upon graduation even if the scholarship is still valid, and the health insurance card must be returned to SACM to start processing the closing his/her file.

Chapter Six

Tickets

Scholarship students once they arrive in the USA and resume their studies, are entitled to other tickets for various occasions:

1) Vacation Tickets:

All our sponsored students along with their dependents are entitled to one round trip vacation ticket to Saudi Arabia annually for the duration of their scholarship period if they meet the following requirements:

- a) Should complete a minimum of nine months from their first arrival date or from the last tickets they received.
- b) Should complete their English language program and have an academic acceptance from a recommended educational institution For the students in the ESL programs, or 24 credit hours average of 12hrs per semester or equivalent per quarter for undergraduate students, and 18 credit hours average of 9 hours per semester or equivalent per quarter for graduate students.
- c) Students are entitled to a round trip vacation tickets if expiry date of scholarship or expected date of graduation is six months or more.
- d) Submit a written request to the ticket department through the SACM web page requesting a ticket along with flight itinerary.
- e) Students should comply with other requirements stated in the Arabic directory.

2) Tickets for transfer students

The students are eligible for a one way ticket when transferring to another educational institution in another city when they comply with the following conditions:

- To have prior approval for the transfer
- To have admission from the school he/ she is transferring to
- To be released from the school he is transferring from (as required by US law)
- The student should follow the procedure set by the ticketing office in the cultural mission.

3) Tickets for conferences and scientific field work trips:

Graduate Students are entitled to one round trip ticket to attend a conference once during their academic degree. They are also entitled to one round trip ticket to collect data for each of their master thesis and their PhD dissertation once they comply with the rules and regulations governing these privileges. For those who propose to gather their data from Saudi Arabia, their families who are living with them will be issued a round trip ticket to Saudi Arabia as well.

4) Tickets for Emergency Cases:

Students and their families living with them are entitled to a round trip ticket in the case of a death in the family. Other individual emergency cases can be evaluated and considered by the cultural mission.

5) One way tickets:

Students and their families who live with them are entitled to a one-way ticket in the following cases:

- A) When graduating from school.
- B) Scholarship expiration
- C) Failed to get an acceptance from a school..
- D) Failed to observe the scholarship rules and regulations.
- E) The student requests to terminate his scholarship to return home.

6) Tickets for students with Disability:

Students with a disability are issued an extra ticket for a companion and are entitled to other tickets.

7) Self-Sponsored Students:

Saudi students who are not sponsored by the Saudi Arabian government, will be granted a round trip ticket along with his family once every two years, if his program of

study has the approval of the Ministry of Higher Education. They are also entitled to a one-way ticket if they apply within the first three months of their graduation.

Tickets Refunds

Students are refunded for purchased tickets in the following cases:

1. If the ticket is being used for a school transfer and with prior approval.
2. In the event the student uses personal means of transportation for travel, the student will be reimbursed 50% of the ticket's value. The same applies to members of his family (wife & children).
3. Annual vacation tickets will be issued only for those students who express a desire to spend their vacation in Saudi Arabia. Their reimbursement is limited to the following cases
 - a. With the approval of the ministry of higher education; The value of the tickets is calculated according to the shortest distance to Saudi Arabia.
 - b. Will not be reimbursed if the tickets are used from previously issued government tickets.
 - c. Reimbursement is based on excursion fares even if the ticket uses was 1st class.

General Instructions:

- Non-Saudi spouses are entitled to a vacation ticket upon providing the required documents.
- Tickets for the mother of the sponsored student are issued only if she is a widow and he is her sole guardian.
- Tickets are not issued for sons over 17 years old or for married daughters.
- Tickets will not be issued for the student's family to join him in the U.S. 6 months prior to his expected date of graduation, or within 6 months of his scholarship expiration.
- All tickets are issued in excursion fair.
- First class tickets are issued only to employees with a minimum employment scale of 10, and for a Major in the military services.

Passport Services

SACM, in coordination with the Saudi Arabian Consulates, helps all Saudi students in the United States with the renewal of passports and other passport services whenever needed. In addition, SACM assists the students with translation and authentication of legal documents.