



American School of Kuwait (ASK)

Essential Guide for Canadian Citizens



2026–2027 Document Authentication and Work Visa Process

Dear incoming teacher,

Welcome to the American School of Kuwait (ASK)! We are excited to have you join our learning community for the 2026–2027 school year. This document outlines the essential steps required for Canadian citizens to obtain their Kuwait work visa and complete the documentation process properly. Following these steps is required to obtain your work visa. Please read this guide carefully and follow all instructions in order. **Always confirm details with your assigned Kuwait Embassy or Consulate, as procedures may vary slightly and this guide may not reflect every individual case.**

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Key Reminders

- **DO NOT** begin your police clearance or medical exam before receiving your eVisa. **Dates must be after the eVisa is issued.**
- Confirm with the Kuwait Embassy in Ottawa. **Requirements may vary**, and skipping this step could delay your visa.
- Begin the authentication process as soon as you receive your eVisa. **Processing takes time.**
- Carry all original documents in your carry-on luggage. Immigration will **not accept scanned copies.**
- Keep both digital and hard copies of every document.
- Double-check that names, dates, and personal information **match across all documents.**
- Consider using a document authentication service to simplify the process.
- Budget for all related costs, including medical exams and authentication fees. These are not reimbursed.
- Your **passport and Kuwait visa must be stamped** by immigration upon arrival.
- You **cannot leave Kuwait while your residency is being processed.** This is required to maintain the validity of your visa and authenticated documents.
- **Once your residency and Civil ID are finalized, you will be able to travel freely.** A new law taking effect July 1, 2025, requires private-sector expats to submit their departure date through the official Sahel app and obtain approval from their employer before exiting the country. This is a quick and easy step and **should not affect your ability to travel once your residency is complete.**
- **If your visa documents are not completed by the time of your scheduled flight on August 14, you must contact ASK Office to reschedule your flight. Please notify us at least 48 hours before your scheduled departure.**



Step-by-Step Instructions

Step 1: Determine Your Embassy or Consulate

Canadian citizens will use the Kuwait Embassy in Ottawa: Kuwait Embassy – Ottawa
<https://www.embassyofkuwait.ca>

Tel: (613) 780-9999

Email: info@embassyofkuwait.ca

Step 2: Prepare Your Documents

Some documents must be authenticated by the provincial government and Global Affairs Canada, then legalized by the Kuwait Embassy.

- **Work Visa (eVisa)** - Issued by ASK via email. **DO NOT** begin other steps until received. No authentication needed.
- **Police Clearance** - Must be dated after your eVisa, authenticated by your provincial office, then by Global Affairs Canada (GAC), and finally legalized by the Kuwait Embassy.
- **Medical Exam Results** - Must be dated after your eVisa. No authentication needed.
 - HIV, Hepatitis B & C, Malaria, Filariasis, Syphilis, and TB (via chest X-ray).
 - Letter from your doctor stating you are in good health, fit to work and travel.
- **Passport** - Must have at least 2 years validity and 6 blank pages. No authentication needed.
- **Passport Photo** - One recent passport-sized photo is required.
- **Bachelor's Degree** - Must be authenticated by the provincial government and GAC, then legalized by the Kuwait Embassy.
 - **Transcripts** - Include sealed transcripts. Authentication is required.
- **High School Diploma** - Must reflect four years of high school. Authenticate through the provincial government and GAC, then legalize.
 - **Transcripts** - Authentication is required.



- **Marriage Certificate** (if applicable) - Authenticate through the provincial government and GAC, then legalize.
- **Birth Certificates for Children** (if applicable) - Authenticate through the provincial government and GAC, then legalize.
- **Vaccination Record for Children** - Required if applicable.

Step 3: Provincial and Federal Authentications

Provincial Authentication:

Contact the relevant office in the province where each document was issued. Example for Ontario: <https://www.ontario.ca/page/authenticate-document>

Federal Authentication:

Global Affairs Canada (GAC) Authentication Services Section 111 Sussex Drive,
Ottawa, ON K1N 1J1
<https://www.international.gc.ca/global-affairs-affaires-mondiales/services/authentication-authentication/index.aspx>

Step 4: Kuwait Embassy Legalization

The following must be sent as a full packet to the Kuwait Embassy in Ottawa for final legalization:

- Authenticated Bachelor's Degree
- Sealed College Transcripts
- Authenticated High School Diploma
- Marriage Certificate (if applicable)
- Birth Certificates for children (if applicable)
- Police Clearance (authenticated)
- Work Visa (eVisa)
- Valid Passport
- Medical Exam Results and Doctor's Letter
- One Passport-Size Photo
- Prepaid Return Envelope



- Cover Letter stating your purpose

Final Step: Prepare for Departure to Kuwait

- Notify ASK As soon as your passport and visa are returned from the Kuwait Embassy, email the ASK office to confirm.
- Pack All Original Documents in Your Carry-On Bring every original document in your carry-on, including:
 - Passport with Kuwait Visa
 - eVisa
 - Authenticated documents
 - Medical results
 - Degree certificates and transcripts
 - Marriage or birth certificates (if applicable)
- Once you have received all documents, travel using the flight arranged by ASK.
- Your passport and visa must be stamped on arrival. This activates your legal work status.

Sample Costs (Subject to Change)

- Police Clearance: ~\$60 CAD
- Document Authentication (Provincial): ~\$20–30 per document
- Global Affairs Canada (GAC): Free
- Kuwait Embassy Legalization: ~\$25–40 per document
- Medical Tests: ~\$500–700 CAD
- Passport Photo: ~\$10–15
- Courier Fees: ~\$60–100



Final Notes

- ASK will support your residency process after arrival, including medical tests and fingerprinting.
- Once residency is finalized, your visa will allow multiple re-entries.
- Follow up with your embassy regularly during the authentication and legalization process.
- Save all receipts.
- Bring at least two photocopies of each document.
- Verify that your passport is valid for 2 years and has 6 blank pages.
- Check that your name and other details match across all documents.

We hope this guide helps you feel confident and prepared. Welcome to ASK!

Warm regards,

American School of Kuwait

