MEDICAL FELLOWSHIP GUIDE

Road to Fellowship in South Korea

A practical Kuwait-to-Korea roadmap through the **Korean Medical Training Program (KMTP)**

Academic Acceptance

Sponsorship & Visa

Arrival & Settlement

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Your route to Korea

A practical guide for Kuwait-sponsored physicians training through the Korean Medical Training Program (KMTP).

1 Academic acceptance
Choose the specialty and contact the professor. Timing varies.

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2 KMTP application
Complete registration and submit your documents.

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3 KIMS → CSC → Cultural Office
Start the KIMS file after official acceptance; follow the approval sequence promptly.

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4 VCN → Korean visa
Start VCN around 2–3 months before the programme, once KMTP and sponsorship documents are ready.

↓

5 Travel → settle in Korea
Arrange arrival, housing and residence registration.

Start here: academic acceptance

Do: Use KMTP to identify your subspecialty and accredited training hospitals, then contact the responsible professor.

Send: CV, a short introduction, requested fellowship duration and a logbook if required.

> The department may issue preliminary acceptance after review. This starts the formal process; open the KIMS file once you receive the acceptance letter.

Application & documents

Apply through KMTP

1. Create an account on KMTP.
2. Choose the programme, period, department, training centre and faculty member.
3. Review the faculty profile and training curriculum.
4. Complete personal/contact details, education, experience, health information and statement of purpose.
5. Upload your documents, review and submit.

Follow the current portal requirements; they may vary by programme.

Prepare these documents in English

- Copy of your medical licence.
- Specialty / board certificate.
- Official medical-school transcript and the examination document requested by the portal (SMLE; see the Kuwait note below).
- Curriculum vitae (CV).
- Verification of current and previous employment / clinical experience.
- Recommendation letters — prepare at least two and confirm the required number with the team.
- Certificate of immunization.
- List of clinical / surgical cases, signed by your department and immediate supervisor.
- Portfolio of two major cases.
- English-language proficiency certificate, such as IELTS or TOEFL.

> **Kuwait Board / SMLE:** Practical guidance: if you do not have SMLE, leave the field blank or upload your Kuwait Board certificate. Explain this to KMTP or the centre's international secretary for advice.

Help: KMTP / KHIDI — kmtp2021@gmail.com, or the training centre's international secretary.

KIMS: open your fellowship file

After the acceptance letter, apply to the Kuwait Institute for Medical Specialization (KIMS). Usual requirements:

- Acceptance letter.
- Three recommendation letters.
- Ministry of Health approvals.
- Official scholarship forms.

KIMS issues official approval once the requirements are complete.

Approvals, visa & travel

CSC and the Cultural Office

After KIMS approval, start the Civil Service Commission (CSC) scholarship process promptly. Processing time varies. Issued letters may include:

- Travel letter.
- Hospital letter.
- Cultural Office letter.
- Entitlement statement.
- Ticket letter.

Open your file on the Cultural Office portal. Usual uploads:

- Secondary-school certificate.
- Board certificate.
- Fellowship and university details.
- Documents from the Sahel app.
- Passport copy.
- Other supporting documents.

The office reviews and activates the file, then contacts your registered email after CSC approval.

VCN and the Korean visa

Apply for the Visa Confirmation Number (VCN) through KMTP about **2–3 months before the programme**, when KMTP and sponsorship documents are ready. Once issued, apply at the Korean Embassy in Kuwait. Usual documents:

- Acceptance letter.
- Sponsorship letter.
- **VCN**.
- Passport photograph.
- Passport.

Fee: approximately KD 25; previously cash only, now KNET is accepted. **Processing:** usually about one week after the appointment and payment; allow extra time.

Family joining you?

Prepare a separate dependant-visa file, preferably with your own application:

- A signed **Letter of Guarantee** from you.
- Evidence of your fellowship acceptance and scholarship or training status.
- Required family-relationship documents, such as marriage and birth certificates.
- Any additional documents requested by the Korean Embassy or immigration authority.

Confirm current requirements with the Embassy. After arrival, apply for each dependant's ARC with their own documents through HiKorea; English guidance and forms are available.

Before departure

- Upload the flight ticket to **KMTP**.
- Inform the programme coordinator of your arrival date.

Arrival: what depends on what

Several arrival tasks can run in parallel. The address determines the immigration office for your ARC appointment.

ARRIVE IN KOREA

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Notify the Embassy
Arrival, contact details and current address

Obtain a SIM card
A Korean number for verification

Start banking
Passport-based opening, where available

Separate residence pathway — proceed once the address is known:

Confirm your residential address

↓

KMTP
Update address → download VOE / VOA

Immigration
Confirm jurisdiction → book ARC appointment

↓

Attend with the required documents and lease / proof of address

↓

Receive ARC → update your bank and mobile account

> **Book promptly once the address and responsible office are clear.** If housing is already arranged, choose an early appointment. Otherwise, allow time to find suitable housing and prepare the lease and deposit.

Your first three months

Month 1: Korean language, culture, immigration and daily-life orientation at the Seoul campus of Hankuk University of Foreign Studies (HUFS), not the hospital.

Months 2–3: one language-study day and four hospital days each week. A compulsory practical daily-life examination must be passed; it is usually straightforward but needs preparation.

Phone, bank & embassy

SIM card: KT in Itaewon

Recommended for English-speaking service and experience with foreign residents: **KT Global Store Itaewon - Megatelecom**.

Bring / do: Use your passport to obtain a prepaid SIM and a working Korean number for government and bank verification. After receiving ARC, return with your passport and ARC to switch to a monthly postpaid plan if appropriate.

Check that your phone takes a physical SIM; eSIM-only devices may complicate local setup. Bring a compatible or spare phone if possible.

KT Global Store Itaewon - Megatelecom
Itaewon, Seoul
Naver Map · https://naver.me/x9BvVACX

Google Maps: search the exact shop name above.

Bank account: Hana Bank, Itaewon

This is the practical branch for Kuwaiti doctors seeking passport-only account opening before ARC. Opening may be possible from day one, without an ARC or lease initially.

After ARC: update and link the account, activate a US-dollar account if needed, and request a debit or credit card.

Hana Bank Itaewon Branch
Seoul Yongsan-gu Itaewon-dong 183-1
Naver Map · https://naver.me/5xgeQCF3

Notify the Kuwaiti Embassy

Send your arrival details, contact information and current temporary or permanent address to support scholarship follow-up and assistance.

Embassy of Kuwait in Seoul
Seoul Yongsan-gu Dongbinggo-dong 309-15
Naver Map · https://naver.me/FhUOHF93

Consular contacts and NHIS help are on the health page.

Housing & residence registration

Housing and deposit

Start the housing search early. Allow roughly 1–3 weeks if needed. Confirm the lease is valid for residence registration; some tourist or short-stay apartments do not allow it.

- Apartments are generally small compared with Gulf homes.
- Rent is relatively high, especially near universities and hospitals.
- Confirm that air-conditioning and heating are available: summer is hot and humid, while winter is very cold.

Deposit (보증금): money paid to the landlord, often substantial. Higher deposit usually means lower rent, and vice versa; negotiate the balance.

Check eligibility for government-backed deposit protection through bodies such as the Housing and Urban Guarantee Corporation (HUG). It may help recover the deposit in a landlord dispute; not every apartment qualifies.

ARC: book the correct immigration office

> **Your residential address determines jurisdiction.** Confirm the responsible office before booking through HiKorea. You need a Korean phone number. Appointments are often 2–3 weeks ahead.

Choose an early appointment if housing is ready; otherwise plan around the lease and deposit. Attend once the lease or acceptable proof of address is ready. Aim to apply within the first two weeks where possible. Usual documents:

- Passport.
- Visa.
- Application form.
- Passport photograph.
- Lease or proof of address.

Mobile ID / PASS: ask when applying or collecting ARC whether the card supports Mobile ID, and request activation. Chip and non-chip cards may differ. If unavailable, set up PASS for identity authentication.

KMTP address and certificates

Enter your current temporary or permanent address, before arrival if known or as soon as confirmed.

My KMTP → My Account → My Profile

Download after updating: VOE (Verification of Enrollment) proves enrolment; check the address before printing. VOA (Verification of Arrival) proves arrival and the start of training, and may be needed for administration or banking.

Health & everyday services

NHIS letter received?

> As a Kuwait-sponsored fellow, contact the **Kuwait Embassy's Consular Office in Seoul**. They handle it and tell you what they need. **You do not need to submit anything directly to NHIS.**

Watch for the letter around six months after arrival.

Contact: consular@kuwaitembassy.kr

34, Jangmun-ro, Yongsan-gu, Seoul, Republic of Korea (04393)
Embassy telephone: 02) 3270-8715

Arabic-speaking contact: Mona, Korean secretary at the Embassy. Work WhatsApp: +82 10-7250-1820.

Treatment reimbursement: Cultural Office

1. Pay the medical bill first.
2. Submit the invoice and medical reports to the Kuwait Cultural Office (KCO), through its portal where requested.
3. Provide reports in both Arabic and English.
4. The claim is reviewed against Kuwaiti government-support limits.

Coverage is limited to treatments covered by Kuwait's government-hospital system. Elective cosmetic and non-therapeutic procedures are usually excluded. Confirm any embassy form or deadline with the Consular Office, and the current claim process with KCO.

Useful apps

- **Naver Map:** primary local maps and place search.
- **Coupang** and **Coupang Eats:** delivery of everyday items and food.
- **KakaoTalk:** Korea's principal messaging and social app, linked to services such as maps and payments.
- **Papago:** Korean translation.
- **Mobile T-money:** prepaid public-transport card on the phone.

Some apps require a Korean App Store account. Prefer a separate Korean account; changing the country of your main account can affect purchases and subscriptions.

Exchange your driving licence

When: Once you have your original ARC and the required documents.

Do: Get a licence-verification certificate from the Kuwaiti Embassy, then visit the Korean Driver's Licence Examination Office or its foreign/international-licence counter.

A Korean licence is usually issued after document review and an eye test, without a separate driving test.

Bring these documents

- Original, valid Kuwaiti driving licence. Temporary licences cannot be exchanged.
- Original, valid Kuwaiti Embassy certificate verifying the licence, or an **Apostille** where applicable. It must be in Korean or English and is valid for one year from issue.
- Original passport.
- **Certificate of Entry & Departure** from birth to the present. It can be requested from the local Community Center; the fee is approximately KRW 2,000.
- Original **ARC**.
- Three recent colour photographs, taken within six months, 3.5 × 4.5 cm, without smiling.

> **Use the correct certificate:** Certificate of Entry & Departure, not Certificate of Foreign Resident Registration. Confirm current requirements with the Korean authority before visiting.

At the licensing centre

An eye test is performed there; a photo service is available if needed. Keep your licence and Embassy certificate/Apostille undamaged, as damage may lead to rejection.

Hours on the requirements sheet: Monday–Friday, 09:00–10:30 and 13:30–16:00.

> **Will they keep the Kuwaiti licence?** The written procedure says yes; in practice it is usually returned. If retained, ask how to collect it before leaving Korea.

CSC Certificate: To Whom It May Concern

Use: official confirmation of study assignment and government sponsorship. Include when the Korean Embassy, Cultural Office, or another authority asks for evidence of sponsorship or financial support.

دولة الكويت
ديوان الخدمة المدنية

[redacted]
رقم الصادر
تاريخ الصادر
رقم المعاملة
[redacted]

لمن يهمه الامر

يشهد ديوان الخدمة المدنية بأن المذكور بياناته أدناه قد أوفد للدراسة طبقا للبيانات الواردة ادناه.
وقد أعطيت هذه الشهادة بناء على طلبه دون تحمل أية مسئولية تجاه الغير .

الاســــــــــم : [redacted]
الجهـــــــــــة: وزارة الصحة
الرقم المـــــــدني
مركز العمـــــــل :
الوظيفـــــــــة :
بداية الإيفـــــــاد :
نوع وغرض الإيفـاد : بعثة دراسية
نوع الراتـــــــب : راتب كامل مع البدلات
التخـــــــصص :
اسم الجـــــامعة :
بلد الإيفـــــــاد : كوريا

علما بأن الديوان يتحمل كافه التبعات المالية المقررة من رسوم دراسية و مخصصات شهريه بواقع (800) د.ك و بدل كتب بواقع (350) د.ك سنويا و رسوم تعليم الأبناء من سن 3 سنوات و حتى التعليم الثانوي و تذاكر سفر له و لعائلته (الزوجة و ثلاث من الأبناء لا تزيد أعمارهم عن 18 سنه) علما بأنه يستحق الراتب كاملا من قبل وزارة الصحة و كما تتحمل الدولة نفقات العلاج له و لعائلته حسب قواعد و قوانين وزارة الصحة.

وتفضلوا بقبول فائق الاحترام ،،،

رئيس ديوان الخدمة المدنية
[redacted]

[redacted]

سعر البريد الإلكتروني المعتمد
Postpaid
2 دينار
14/04/26 15:02
ديوان الخدمة - ت
سجيل القوى
701 26/000/201220
REFERENCE:
0

تعتبر هذه الشهادة لاغية في حالة عدم وجود طابع او كشط او شطب

CSC Mission Travel Letter

Use: airline-ticket and travel-arrangement request for the study mission. Keep it for the pre-departure travel stage and submit it only when the responsible travel or administrative office requests it.

ديوان الخدمة المدنية
Civil Service Commission

[redacted]

الإشارة :
التاريخ :

السيد الفاضل / المدير الإقليمي للخطوط الجوية الكويتية

تحية طيبة وبعد .....

مهمة السفر / بعثة دراسية

يرجى التكرم بعمل اللازم نحو حجز تذاكر سفر بالدرجة (السياحية) للمذكور أدناه وفقاً للضوابط الواردة بقرار مجلس الوزراء رقم 958 لسنة 2017 بشأن تحديد اسعار تذاكر السفر وبوالص الشحن الحكومية.

من الكويت إلى سيؤول (كوريا) ذهاباً فقط ومراعاة أحكام تعميم ديوان الخدمة المدنية رقم 2016/2 وما تتضمنه المادة (17) منه بتحمل نفقات العفش الزائد الخاص بالمذكور أدناه في حدود قطعة واحدة إضافية لا يتجاوز وزنها ثلاثة وعشرون كيلو جرام بقيمة خمسة وثلاثون دينار كويتي كحد أقصى وما يزيد عن هذا المبلغ يتحمله المذكور.

على أن يكون السفر فوراً.

جهة العمل	الاسم	الرقم المدني	المواليد
وزارة الصحة	[redacted]		

كما يرجى التفضل بتقديم قائمتكم مرفقاً بها النسخة الأصلية من هذا الطلب إلى ديوان الخدمة المدنية مع عدم تحمل الديوان النفقات المالية الخاصة بتغيير خط سير الرحلة

وتفضلوا بقبول فائق الاحترام .....

رئيس ديوان الخدمة المدنية

[redacted]

[redacted]

[redacted]

نسخة إلى إدارة الشئون المالية بالديوان.
نسخة إلى المكتب الثقافي لسفارة دولة الكويت في كانبرا.

الشويخ الاداري - ب - شارع المطار ص.ب : ١٠٧٤ الصفاة - الرمز البريدي ١٣٠١١ الكويت - تلفون ٢٢٣٣٣٣٣٣
Airport St. P.O.Box : 1074 Safat - Code 13011 Kuwait - Tel : 22 333 333

CSC Scholarship Grant Approval Letter

Use: confirmation that the scholarship / study mission has been approved. Use it for KIMS, the Cultural Office, and other fellowship-administration requests that need formal approval evidence.

ديوان الخدمة المدنية
Civil Service Commission

الإشارة:
التاريخ:

[redacted]

السيدالفاضل/الأمين العام لمعهد الكويت للإختصاصات ال

تحية طيبة وبعد ،،

الموضوع / منح بعثة دراسية

يرجى الاحاطة بأنه تقرر الموافقة على منح المذكور أدناه بعثة دراسية
وذلك لمدة سنة دراسية تجدد على ضوء التقارير الواردة للديوان
طبقا للبيانات التالية /

[redacted]

الاسم
الرقم المدني
مركز العمل :
الوظيفة :
سنة الخطة
بداية الإيفاد :
نوع وغرض الإيفاد : بعثة دراسية
نوع الراتب : راتب كامل مع البدلات
التخصص :
اسم الجامعة :
بلد الإيفاد : كوريا
نوع الخطة : خطة البعثة الدراسية - مدفوعة التكاليف

على ان يتم موافاتنا بتاريخ الانقطاع عن العمل. وعلى ان ينقطع عن العمل ويلتحق بالبعثة خلال شهر [redacted] اي قبل نهاية الميزانية للعام الحالي [redacted]

وتفضلوا بقبول فائق الاحترام ،،

رئيس ديوان الخدمة المدنية

[redacted]

[redacted]

التراسل الإلكتروني G2G ديوان الخدمة المدنية

Managrial Shuwaikh - B- Airport St, P.O.Box: 1074 Safat - Code 13011 Kuwait - Tel: 2233333
www.csc.gov.kw

CSC Letter to the Kuwaiti Cultural Office

Use: notification of the scholarship and financial support arrangement to the Cultural Office. Use it during KCO registration and when setting up fellowship support administration.

ديوان الخدمة المدنية
Civil Service Commission

[redacted]

الإشارة :
التاريخ :

الأخ المحترم / رئيس المكتب الثقافي لسفارة دولة الكويت استراليا

تحية طيبة و بعد،،،،

الموضوع: البعثة الدراسية للدكتور [redacted]

يرجى الإحاطة بأنه قد تقرر الموافقة على إيفاد المذكور أعلاه في بعثة دراسية براتب ومخصصات مالية للحصول على الزمالة [redacted] في كوريا اعتبارا من [redacted] علما بأن المذكور حاصل على قبول معتمد من المكتب الثقافي في استراليا.

لذا يرجى اتخاذ ما يلزم لصرف المخصصات المالية المقررة شهريا بواقع (800 د.ك) من الشهر التالي لبدء الدراسة مع عدم الإخلال بما جاء في المادة (24) من اللائحة حتى نهاية البعثة، علما بأنه تم صرف تذكرة سفر للمذكور فقط على الخطوط الجوية الكويتية وعلى الدرجة السياحية.

كما تم صرف المخصصات المالية المقررة عن الشهر الأول من البعثة محليا بواقع (950) د.ك، كما تم صرف مخصص البدل كتب بواقع (350) د.ك عن العام [redacted] محليا بالكويت.

هذا ويرجى مراعاة ما يلي:
- إشعار الديوان بتاريخ الوصول لمقر الدراسة وتاريخ المغادرة.
- بيان ما يدفع في كشوفاتكم الشهرية بعد قيد مصاريف العلاج على حساب وزارة الصحة والباقي على الديوان.
- موافاة الديوان بتقارير عن سير الدراسة.
- يستحق بدل كتب بواقع 350 د.ك عند التحاقه بالسنة الثانية وتصرف سنويا.

وتفضلوا بقبول فائق الاحترام ،،،

رئيس ديوان الخدمة المدنية

[redacted]

- نسخة إلى معهد الكويت للاختصاصات الطبية.
- نسخة إلى إدارة الشئون المالية.
- المرفقات (2)
- ر.ت [redacted]
ف.م