

**Division of Student Affairs ~ International Student and Scholar Services**

Boca Raton Campus: 777 Glades Road, SU 214, Boca Raton, FL 33431 ~ Tel. (561) 297-3049 Fax: (561) 297-2446  
Davie Campus: 954-236-1218 ~ Jupiter Campus: 561-799-8698 ~ [www.fau.edu/iss](http://www.fau.edu/iss)

## Information for Venezuelan Students Requesting CADIVI Letters

### What is the CADIVI Letter?

CADIVI is the Venezuelan government body which administers currency exchange in Venezuela. Venezuelan students must provide multiple documents to CADIVI in order to trade Bolivares Fuertes (VEF) into U.S dollars (USD) for payment to FAU. FAU strives to prepare letters that meet CADIVI requirements and the students' requests as well as institutional requirements and procedures. Given that CADIVI requirements can change at any time and without notice, it is the students' responsibility to be informed of CADIVI requirements ([www.cadivi.gob.ve](http://www.cadivi.gob.ve)).

### Who issues CADIVI letters at FAU?

The International Student and Scholar Services Office (ISSS) issues CADIVI letters for international students holding F and J visa status. The form is available at [www.fau.edu/iss/forms](http://www.fau.edu/iss/forms).

All other students (permanent residents, dual citizens, and other visa classifications) must contact the following offices:

- Registrar's Office -- Verification of advanced registration (before drop/add deadline) - enrollment [http://www.fau.edu/registrar/pdf/Docs/Request\\_for\\_Enrollment\\_verification.pdf](http://www.fau.edu/registrar/pdf/Docs/Request_for_Enrollment_verification.pdf)
- Controller's Office -- Verification of tuition expenses ([http://www.fau.edu/controller/student\\_information/pdfs/Tuition\\_Payment\\_Verification\\_Form.pdf](http://www.fau.edu/controller/student_information/pdfs/Tuition_Payment_Verification_Form.pdf))

### What type of certification is needed for CADIVI letters?

All CADIVI letters will receive a public notary stamp before being released to the students. Students are responsible for obtaining the required Apostille Certification from the Florida Secretary of State (visit the following website for procedures: <http://notaries.dos.state.fl.us/notproc7.html>).

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## CADIVI Letter Request for F and J visa holders

Due to the large number of CADIVI requests and the need for notary stamp, it may take up to 10 working days to complete your request.

### STUDENT INFORMATION

Name (Last, first, middle) \_\_\_\_\_

FAU ID (Z#) \_\_\_\_\_ Venezuelan ID: \_\_\_\_\_

Local Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Degree Level: \_\_\_ Bachelor's \_\_\_ Master's \_\_\_ Doctorate Major(s): \_\_\_\_\_

Academic Term/Year: \_\_\_ Fall/ \_\_\_ Year \_\_\_ Spring/ \_\_\_ Year \_\_\_ Summer/ \_\_\_ Year

### **Please specify what type of letter(s) you are requesting:**

### VERIFICATION OF ENROLLMENT

\_\_\_ Acceptance to FAU (for newly admitted students – will be sent with the initial I-20)

\_\_\_ Enrollment for current semester (student must be registered for courses)

\_\_\_ Enrollment and course completion for a previous term (indicate term): \_\_\_\_\_

### VERIFICATION OF EXPENSES

\_\_\_ Estimated expense letter (tuition, fees, books/supplies, insurance and living expenses)

\_\_\_ Full Academic Year \_\_\_ Semester \_\_\_ Full Academic Program

\_\_\_ Tuition expenses for the semester, plus insurance, books, supplies and living expenses

\_\_\_ Option 1: tuition has not been paid (Student must be registered for courses and provide a printout of the total fees due from his/her MyFAU account)

\_\_\_ Option 2: tuition has been paid (Student must be registered for courses and provide proof of payment either from the Controller's Office or from his/her MyFAU account)

\_\_\_ FAU wire transfer information

\_\_\_ Other (explain) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

ISSS will notify you via email when the letter is ready for pickup. If you are unable to pick up the letter, please indicate the name of the individual(s) who will pick up the letter on your behalf (ID will be required when picking up the document): \_\_\_\_\_