FIU | FLORIDA INTERNATIONAL UNIVERSITY

**Undergraduate Admissions**

# CADIVI Letter Request Form

This request form should be utilized by FIU students associated with the CADIVI Program in Venezuela. Once completed please submit the scanned form via email (IntlAdmiss@fiu.edu), fax +1 305 348 2100 or it can be mailed to the Office of Undergraduate Admissions, P.O. Box 659003 Miami, FL 33265-9003. CADIVI wire transfers will be applied to the appropriate student's account to cover any existing balance according to the certification of cost of attendance and related expenses provide by Enrollment Services/Office of International Student and Scholar Services or the College of Business.

CADIVI funds received that generate a credit balance on the student's account because of change in registration status will not be refunded directly to the student. Credit balances will be rolled over to the following semester and applied towards future charges. If the student does not want the University to roll over the credit over to be applied against future semester charges they have the option to request the wire funds be returned to CADIVI. The University will retain wires for a maximum of two semesters before refunding funds directly to CADIVI.

***PLEASE TYPE OR PRINT CLEARLY***

**Today's Date:** _____ **Panther ID:** _____

**Name:** _____ **Date of Birth:** _____
*(Last) (First) (Middle)* *(Month/Day/Year)*

**Email:** _____ **Phone:** _____

**Mailing Address:** _____

_____

**Signature:** _____

**Delivery Method:**

- ❑ Regular mail
- ❑ Pick-up by student
- ❑ Pick-up by other authorized individual *
- ❑ University Express Mail Service (https://study.eshipglobal.com/) **

* **If you choose pick-up, please provide the name of the person who you are authorizing to receive your CADIVI Letter:**

Name: _____
*(Last) (First) (Middle)*

Identification will be required before the document will be released.

** **Register through the University Express Mail Service website at https://study.eshipglobal.com/home/?q=s, prepare a shipment request and pay the mailing costs online for quick secure delivery.**

**For Office Use Only**

| |
|---|
| **Date Received:** |
| **Email Sent:** |
| **Picked-Up Date:** |

**Major(s):** _____

**Minor(s):** _____

**Letter Completed By:** _____

**Date Completed:** _____

Updated: 3/6/2014