



CADIVI LETTER REQUEST FORM

COMPLETE THE FOLLOWING FORM AND SUBMIT IT BY EMAIL TO CADIVI@AUSTIN.UTEXAS.EDU.
PROCESSING TIME IS UP TO **TWO WEEKS**. YOU WILL RECEIVE AN EMAIL WHEN THE LETTER IS READY.

Last Name	First Name	UT EID
Email		Phone Number
College	Major	Degree
Program Start Date		Expected Program End Date

I'm Requesting a Letter For:

Current/Upcoming Semester

Previous Semester

Current/Upcoming Semester Information:

Semester and Year: _____

Semester Start Date: _____

Semester End Date: _____

Number of Hours Enrolled: _____

Tuition: Resident Non-resident

Tuition and Fees: \$ _____

Does this amount include the ISSS Support fee?

Yes No

Does this amount include international student insurance?

Yes No (Waiver/Not Required)

Previous Semester:

Semester and Year: _____

Semester Start Date: _____

Semester End Date: _____

Number of Hours Enrolled: _____

Tuition: Resident Non-resident

Tuition and Fees: \$ _____

Does this amount include the ISSS support fee?

Yes No

Does this amount include international student insurance?

Yes No (Waiver Accepted/Not Required)

By submitting this form, I understand that:

1. ISSS will issue my CADIVI letter exactly as the templates (on website) appear. Edits cannot be made without compelling documentation from the Consulate or CADIVI officials.
2. Only one CADIVI letter per semester will be issued from ISSS and letters are only issued after the tuition bill has been finalized. One additional letter at the end of the semester verifying completion of classes and payment can be issued as needed.
3. Only tuition and required fees that appear on your UT Tuition Bill will be listed on your CADIVI letter. The semester start and end dates will follow the official UT calendar exactly.

Signature _____

Date: _____

CADIVI LETTER REQUEST FORM (Continued)

Last Name

First Name

UT EID

To be completed by student:

To facilitate the equivalence process between UT majors and the major listed on Resolution No 3147 of the Republic Bolivariana de Venezuela, I confirm I have reviewed and determined that the UT major _____ is equivalent to the _____ major or field.

Please list this information in the following format:

Prefix- Name of class-Number of credits.

Example: GOV 100M- Reading Instructions-3 credits

The classes the student took last semester (_____) are:

Course	Course Title	Course Title in Spanish	Credits

The classes the student has registered for this/next semester (_____) are:

Course	Course Title	Course Title in Spanish	Credits