



CADIVI Letters:

# Complications & Resolutions

Presented By:

Monja Mihajlovic

Thora Collymore

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# What is CADIVI?

- ◉ Comisión de Administración de Divisas - Commission for the Administration of Currency Exchange
- ◉ Venezuelan government agency responsible for the flow of money leaving the country.
- ◉ Three options for taking money out of Venezuela:
  - ◉ Education
  - ◉ Medical Expenses
  - ◉ Business needs
- ◉ CADIVI regulates exactly how much money can be taken out of the country. In addition, recent changes have restricted the majors that qualify for extracting funds via CADIVI.
- ◉ CADIVI is not a scholarship fund; it is a policy that governs the Venezuelan people's money from their personal bank accounts.

# Importance to International Services

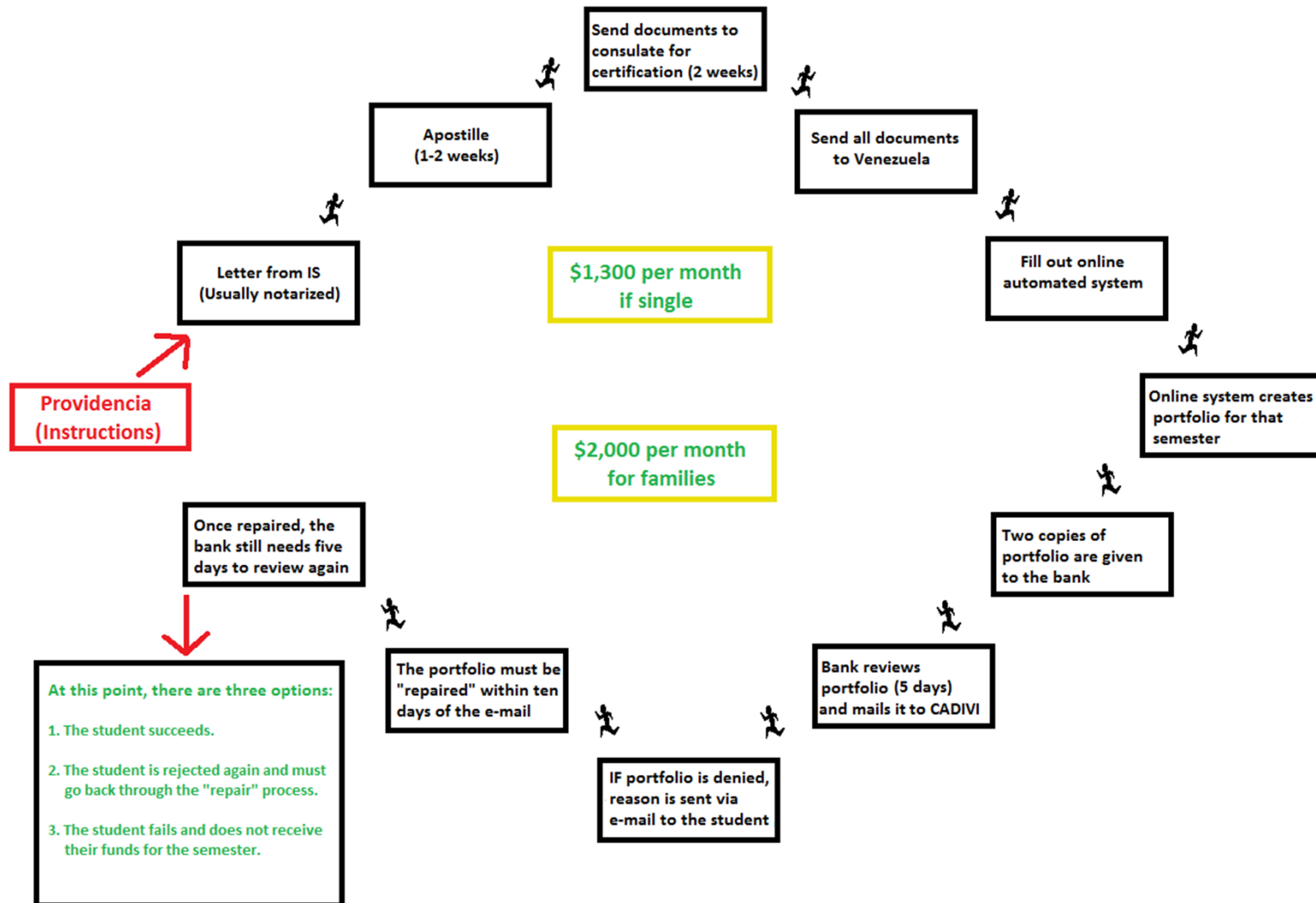
- Students must be able to pay school fees on time.
- In order to receive their funds, they must show letters from the school with their finances. These letters must almost always be Notarized and Apostilled.
- Advisors must recognize the fine line between what can and cannot be written in the letters.
- Students are on a very strict timeline for the letters and will often be frustrated with the process and sometimes even with the advisor.



# Requirements for the Letters

- Vary significantly between the different CADIVI offices.
- Most often requested:
  - Name
  - Major and degree level
  - Beginning and end dates of semester
  - Tuition & fees
  - Medical expenses
  - Living expenses
  - Written in Spanish (*NEW!*)
- Other, less common, requests:
  - Student ID number, start of program, date of end of program, scholarship amounts, annual finances, etc.

# Process for Students



# Our Procedure

- Our office provides letters that show either an official university estimate of costs, or an exact expense letter that uses the student's account summary to calculate their costs for that semester.
- We include: full name, student ID number, degree level, major, current enrollment, beginning and end dates of the semester, tuition & fees, mandatory medical insurance, and living expenses.
- We notarize all letters at our office and actually use a special notarization stamp specifically created for our Venezuelan student population.
- The turnaround for our CADIVI letters is currently 72 hours. It used to be five business days but, due to demand, we have had to decrease the wait time.

# Facing Difficulties

- Our office has had to remodel our process many times:
  - Exact expense letters were added in addition to estimated expense letters.
  - Wait times have changed from five business days to being done immediately during our Advisor-on-Duty hours to being a three-day process.
  - We have had to create a form specially designed for CADIVI letters.
  - Often, we still have to alter the letters that we have in order to provide students with the letters they need. For this reason, we are considering doing them on appointment basis only.
  - Sometimes, requests tend to be unusual.
    - For example: showing receipts for school supplies and asking us to add the amounts to the letters.
- In order to rectify this, we have created CADIVI Forums, where Venezuelan students are invited to talk not only to us, but to each other as well, about what their experience has been and what type of requests they have had.
  - Unfortunately, we have learned that they differ considerably for each student and that there is no single answer to the CADIVI issue.

University of South Florida  
International Services

### CADIVI (Venezuela) LETTER REQUEST FORM

USF ID: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Last/Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

NOTE:  
INTERNATIONAL SERVICES USES YOUR USF EMAIL FOR COMMUNICATION. IF YOU USE AN ALTERNATIVE EMAIL, PLEASE SEE MYUSF FOR INSTRUCTIONS ON FORWARDING YOUR USF EMAIL TO AN ALTERNATIVE ACCOUNT.

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Immigration Status: ☐ F-1 ☐ Permanent Resident/Citizen ☐ Other (e.g. E-2, H-4, etc.) \_\_\_\_\_

☐ Estimated Expenses: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Annual \_\_\_\_\_ - \_\_\_\_\_ ☐ NOTARIZED

*This letter is based on official University Estimates*

☐ Exact Expenses: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Summer 20 \_\_\_\_\_ Annual \_\_\_\_\_ - \_\_\_\_\_ ☐ NOTARIZED

*This letter is based on the print out from your expenses, therefore, you must provide an OASIS printout of your official expenses. The printout must include: full name, University ID# & corresponding semester.*

**The CADIVI Letter is written with following information:**

- Current Date
- Name as it appears in your OASIS record
- Degree & Major
- Current Term of Enrollment
- Tuition & Fees
- Mandatory Medical Expenses
- Estimated Living Expenses

**This Letter is due to be picked-up on:** \_\_\_\_\_

*All CADIVI letter requests will be processed in 3 Business days.*

#### For Office Use Only

Front Desk Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Passed: \_\_\_\_\_

Enrollment Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Passed: \_\_\_\_\_

Advisor Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Passed: \_\_\_\_\_

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Sample:  
CADIVI Request



October 3, 2012

To Whom It May Concern:

This is to certify that Joe Cadivi (U12345678) is an international student at the University of South Florida working toward a Bachelor's Degree in Engineering. He is currently enrolled full-time for the Fall 2012 semester.

Mr. Cadivi's expenses, per the attached bill, for the Fall 2012 semester (August 27, 2012 to December 4, 2012) are as follows:

Tuition & Fees	\$8,282.45
Mandatory Medical Insurance	\$851
Living Expenses	\$7,030 undergraduate
Total	\$16,163.45

Please note that living expenses are an estimate for the following: room, board, books, supplies, transportation and personal expenses.

If further information is necessary, please contact me at (813) 974-5102.

Sincerely,

Thora Collymore  
Immigration Specialist  
International Services  
USF World  
University of South Florida

USF WORLD • INTERNATIONAL SERVICES  
University of South Florida • 4202 E. Fowler Ave. CGS101 • Tampa, FL 33620  
(813) 974-5102 • Fax (813) 974-0491 • <http://global.usf.edu/>

Sample:  
CADIVI Letter

# Notarization Sample

State of Florida  
County of \_\_\_\_\_

\_\_\_\_\_  
(Signature of Affiant)

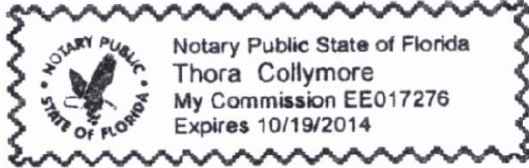
Sworn to (or affirmed) and subscribed before me  
this \_\_\_\_\_ day \_\_\_\_\_  
by \_\_\_\_\_ (Name of Affiant).

\_\_\_\_\_  
(Signature of Notary) Notary Public - State of Florida

\_\_\_\_\_  
(Name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Notary Public State of Florida  
Thora Collymore  
My Commission EE017276  
Expires 10/19/2014

# Walking the CADIVI Fence

- Advisors must be extremely vigilant when writing letters.
- Must find happy medium between what can be confirmed and what would essentially be a lie.
- Many students may have to go to other offices to complete their process; advisors should point them in the right direction.



# Elections

- What will be the outcome?
- What does this mean for the CADIVI process?
- Will it still exist?

Questions?

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