



Northeastern

Centro Nacional de Comercio Exterior (CENCOEX) Request Form

Instructions:

Please allow 10 business days to receive first draft of letters to review.

The CENCOEX letter request must be submitted each term.
If CENCOEX letters are requested prior to billing, any changes that result in an increase in charges will be the student's responsibility to resolve via payment methods other than CENCOEX funds.

I. Student Information

Student's Name _____ NU ID: _____

Daytime Telephone Number _____

Degree Level (e.g. Freshman) _____ Program: _____

To request any of the documents listed below, please submit this request form as follows:

354 Richards Hall, cadivirequest@neu.edu, via fax to 617-373-7607

2. CENCOEX LETTER Request (Please request only documents you need)

Doc # 1-CENCOEX Letter of Expense (Only expenses assessed by Northeastern)

Academic Year: _____ Term: Fall Winter Spring Summer 1 Summer 2 Notarized

Doc # 2-CENCOEX Insurance Verification Letter

Academic Year: _____ Term: Fall Winter Spring Summer 1 Summer 2 Notarized

Doc # 3-CENCOEX Letter of Payment Confirmation (only if the semester you request for is already PAID)

Academic Year: _____ Term: Fall Winter Spring Summer 1 Summer 2 Notarized

Doc # 4-CENCOEX Enrollment Verification (Classes Listed)

Academic Year: _____ Term: Fall Winter Spring Summer 1 Summer 2 Notarized

