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
Doc 5
Doc 6-CENCOEX Co-op Expense Letter for Academic Year: ____
Term: □ Fall □ Winter □ Spring □ Summer 1 □ Summer 2 □ Notarized

Doc 6A-CENCOEX Co-op Letter for Academic Year: ____
Term: □ Fall □ Winter □ Spring □ Summer 1 □ Summer 2 □ Notarized

3. Delivery Method
Please select one:
□ Pickup □ Mail □ FEDEX (see message below)

MAIL LETTERS TO:

NEU will use Regular US mail to send this document. International deliveries will be at the student’s expense (please provide a FEDEX account number or prepaid envelope) and documents will be sent via FedEx. Allow 3-5 business days for documents to be ready.

4. Student Certification

Student’s Signature __________________________________________ Date
________________________________________________________________________

Sent via ________________________ by (Name) ___________________ on _______ ____________

For questions regarding the CENCOEX process at NEU, please contact the Office of Student Financial Services at 617.373.3190 or CADIVrequest@neu.edu

5. Additional Requests