**ISA subsidy request**

**Invoice requirements University of Twente - CES SOIR**

For an efficient and correct processing of your invoice for an ISA subsidy request and in accordance with the Legal requirements of the Tax authorities, it is important that your invoice contains the following specific details:

1. **Invoice should contain the following address:**

University of Twente

To: Financial Department

PO Box 217

NL-7500 AE Enschede

The Netherlands

1. **The invoice should contain an OFI number:**

The OFI number exists of an 8-digit project number that is preceded by the term OFI number. CES SOIR, to be reached via e-mail address above, can provide you with this number.

1. **The following reference numbers should be stated in the invoice:**

VAT number University of Twente: NL002946725B01

Chamber of Commerce (KvK): 50130536

1. **Invoice is supplied:**

* With letterhead, and/or
* stamped, and/or
* signed by treasurer and chair of the ISA

Incorrect or incomplete Invoices are not processed and will be returned by sender.

**Where to send your digital invoices for an ISA subsidy request**

You can send your invoice in PDF format to: [m.bonhke@utwente.nl](mailto:m.bonhke@utwente.nl)

Please note: We expect 1 invoice per International Student Association (with the exception of ESN). Please provide one invoice per E-mail.