

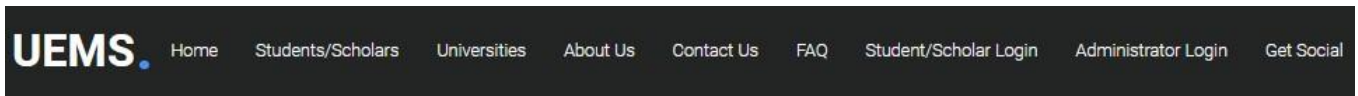
eShip Global (UEMS) Instructions

to RECEIVE DOCUMENTS from ISSS @UMSL

Step:1 Register for an account with **UEMS** at study.eshipglobal.com/register. Then simply activate your account by clicking on a link that is sent to your email. (Please note: If you already have a UEMS account, you can login by clicking on Student/Scholar login.) Please make sure that your name is typed exactly as it appears on your immigration documents.

Tip: When registering: under mandatory category ***Country:** select country you are currently in using eShipGlobal services:

E.g. If you/we are shipping your I-20 within the United States and your contact will be US address and phone (such as shipping your OPT application to USCIS), select United States in drop down menu. If we are shipping your I-20 to you internationally, use that country.



Student Registration

Please complete the form below to register. Please make sure to enter valid details. Once the form is filled in, click on Register to continue.

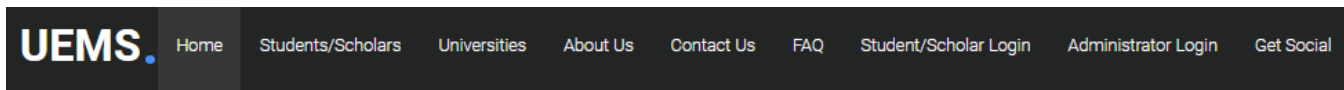
1. The address must be entered in English.
2. Characters are limited to the following: a-z A-Z 0-9 - _ . / , # () .
3. Address lines 1 and 2 are limited to 35 characters each.

***Email**

(Used for activating your account, and for sending order information)

***Retype Email**

Step 2: Login to UEMS by entering your email and password that you registered an account with.



Student Login

Email

Password

[Forgot Password?](#)

LOGIN

[Resend Activation Email?](#)


SIGNUP


Step 3: To **RECEIVE** documents from UMSL click on the appropriate image or the **“Receive Packages”** button.


UEMS.
by eShipGlobal


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eShipGlobal Announcement
Learn more on how eShipGlobal is helping students, faculty and staff with Covid protection and their PPE needs by [clicking here](#).



Get Started


Choose University



Confirm Address



Select Carrier



Confirm Payment



Order Confirmed


Receive Packages


I-20



DS-2019



EAD Card



Transcripts


Diploma

Send Packages


OPT Application


Tax Return


Application Materials

RECEIVE PACKAGES FROM UNIVERSITY
Choose this option if you want your University to send you documents or packages like I-20, DS-2019, EAD Card, Transcripts, Diplomas, Certificates, Textbooks, or any other critical packages to your address.


SEND PACKAGES TO UNIVERSITY
Choose this option if you want to send to your University documents or packages such as Application materials, Financial Affidavits, Letters of Recommendation, Textbooks or any other critical packages.


SEND PACKAGES TO USCIS
Choose this option if you want to send your OPT application to USCIS.


Step 4: University Selection - Choose **MO**, **University of Missouri-St. Louis**, **UMSL Global**


UEMS.


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Get Started


Choose University


Confirm Address


Select Carrier


Confirm Payment


Request

Step 1 - University Selection


Please click the appropriate state on the map OR select a state from the dropdown list to continue to University and department selection.

Alternately, you can search for a University by entering its name.

If you do not find your University listed, please contact your University and kindly request them to register with us at no cost to them.

University Search

Enter at least 3 characters



WA OR ID MT ND SD MN WI MI NY VT NH MA CT RI
CA NV UT CO KS IA IN OH WV VA NC MD DE
AZ NM OK AK HI TX LA MS AL GA FL
AK HI TX LA MS AL GA FL
● PUERTO RICO
● VIRGIN ISLANDS
● GUAM

Select State



University Selection

Selected State: Missouri [Start Over](#)

Select the University you wish to receive a document from and click continue.

If you do not find your University listed, please contact your University and request them to register with us. The service is free for Universities and your initiation can help future students.

Missouri University of Science and Technology
Missouri Valley College
Missouri Western State University
Saint Louis University-Main Campus
Southeast Missouri State University
St Charles Community College
University of Central Missouri
University of Missouri-Columbia
University of Missouri-St Louis
Washington University in St Louis

CONTINUE



Step 2 - Department Selection

Selected University: University of Missouri-St Louis [Change University](#)

Select the Department you wish to receive a document from and click continue.

UMSL Global

CONTINUE

* Note: If you are not sure which Department to choose, please contact the University to avoid delays

Step 5: Shipment Creation: This section is auto populated **Sender's information will be ISSS address** (as we will be shipping you the requested document. Don't forget to select an appropriate option under ***Type of document** as it defaults to EAD card

UEMS.

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63011

*Phone

314-123-4567

(Phone Number has to be all numbers and should not include () - or +)
(Carriers will call this phone number if they have any questions on the delivery)

*Email

abc4d@mail.umsl.edu

(Copy of the shipment order will be sent to this email address)

Shipment Information

*Type of Document

Other

(Please choose the document that will be mailed.)

CONTINUE

*Required Fields.

Step 6: Carrier Selection: Please check that the receiver (your contact) info looks ok. Select the carrier that best fits your needs. Make sure you edit/opt out of **Additional Options** on the boom of the page if you wish, then click the **"Continue"** button.

UEMS.

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Get Started

Choose University

Confirm Address

Select Carrier

Confirm Payment

Request Confirmed

Step 4 - Carrier Selection, Cost and Transit Time

Find below the estimated costs for shipping to the address you have selected.
Please verify the selected address and select the appropriate service from the options listed.

Note: The standard transit time stated below is from the day the carrier receives your package.

Shipment Information

Sender	Receiver	Carrier	Shipment Amount	Select Service
University of Missouri-St Louis 362 Social Science/Business Bldg. 1 University Blvd. Saint Louis MO 63121 United States	Louie dTriton 1516 River Lane St. Louis MO 63121 United States 314-516-6780 abc4d@mail.umsl.edu SID: NOSID	 FedEx Priority Overnight Standard transit Time: 1 business day	List Price: USD 26.79 Your Price: USD 20.09 You Save: USD 6.70 [25%]	<input type="radio"/>
		 FedEx 2Day Standard transit Time: 2 business days	List Price: USD 20.00 Your Price: USD 17.40 You Save: USD 2.60 [13%]	<input type="radio"/>

Standard transit Time: 2 business days

Additional Options

- ☐ Add direct signature (\$5.00)¹ (recommended)
- ☐ Added Insurance(\$5.00)² (recommended)

Shipping Cost Summary

Shipping Fee	\$15.87
Residential Delivery (included for domestic shipments)	\$4.40
Total Cost of Shipment	\$20.27

CONTINUE

CANCEL SHIPMENT

EDIT SHIPMENT

¹Someone at the recipient's address may sign for the delivery. If no one is available to sign for the package, carrier will reattempt the delivery.

²Carrier provided insurance has a maximum liability of \$500 for damages or losses.

Step 7: Shipment Payment: Please select your preferred method of your payment and enter all the required information. The three methods are **“Credit Card”**, **“PayPal”** and **“Wire transfer”**.

Step 5 - Payment Confirmation

Kindly choose your method of payment and follow the below instructions to complete your shipment.

Note: Your shipment request has not been completed yet. The University will be notified of your shipment request only after you have completed this payment step.

Shipment Information

Sender	Receiver	Shipment	Shipment Amount	Payment Status
University of Missouri-St Louis 362 Social Science/Business Bldg. 1 University Blvd. Saint Louis MO 63121 United States	Louie dTriton 1516 River Lane St. Louis MO 63121 United States abc4d@mail.umsi.edu	Order#: 106899301 Order Date: 2/27/2019 FedEx Express Saver Reference: EAD Card Included Accessories: Residential Delivery	USD 20.27 ¹	Pending Payment

Payment Options

☒ Credit/Debit Card ☐ Pay by Cash (Wire Transfer) ☐ PayPal

Enter Credit Card Information

*Cardholder's Name : (as it appears on the credit card)

*Credit Card Type : Please select a card type

*Credit Card Number : (enter the number without *-s)

*Expiration Date : 01 / 2019 (MM/YYYY)

*CVV Number : This is the four digit number found on the back of an Amex card, and a three digit number found on the back of all other cards

Note : Please verify the validity of all the information entered, including the Sender and Receiver addresses, then click on Confirm Payment. If you wish to change any information, click on Cancel Shipment and re-create a shipment with correct address information.

Step 8: You should receive a confirmation email after you have completed the order. The system will automatically send us a notification of your payment and we will receive a mailing label which we will print out. Once your documents are prepared for mailing, we will mail them to you with that mailing label, so please be sure that all information is complete and correct.