eShip Global (UEMS) Instructions

to RECEIVE DOCUMENTS from ISSS @UMSL

**Step 1** Register for an account with UEMS at [study.eshipglobal.com/register](http://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.

**Step 2:** Login to UEMS by entering your email and password that you registered an account with.
**Step 3:** To RECEIVE documents from UMSL click on the appropriate image or the “Receive Documents” button.

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

Selected University: University of Missouri-St Louis

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

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.
**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 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.