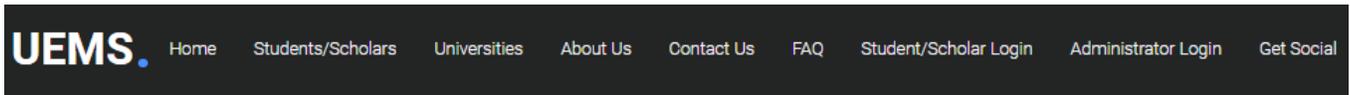# eShip Global (UEMS) Instructions

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.

UEMS. Home   Students/Scholars   Universities   About Us   Contact Us   FAQ   Student/Scholar Login   Administrator Login   Get Social

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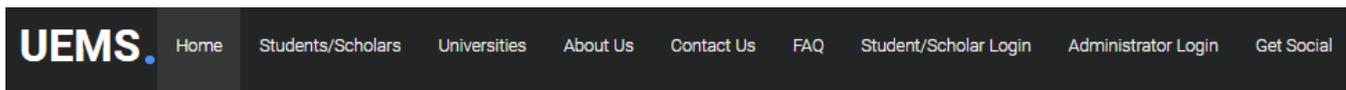
1. The address must be entered in English.
2. Characters are limited to the following: a-z A-Z 0-9 - _ . / , # ( ).
3. Address lines 1 and 2 are limited to 35 characters each.

*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.

UEMS. Home   Students/Scholars   Universities   About Us   Contact Us   FAQ   Student/Scholar Login   Administrator Login   Get Social

Student Login

Email

abc4d@mail.umsl.edu

Password

••••••••

Forgot Password?

LOGIN

Resend Activation Email?

SIGNUP

Step 3: To **RECEIVE** documents from UMSL click on the appropriate image or the **"Receive Documents"** button.

Welcome

| Get Started | Choose University | Confirm Address | Select Carrier | Confirm Payment | Order Confirmed |

Receive Documents

I-20   DS-2019   EAD Card   Transcripts

Send Documents

OPT Application   Application Materials

RECEIVE DOCUMENTS FROM UNIVERSITY	**SEND DOCUMENTS TO UNIVERSITY**	**SEND DOCUMENTS TO USCIS**
Choose this option if you want your University to send you documents like I-20, DS-2019, EAD Card, Transcripts, Diploma, or any other critical paperwork to your address.	Choose this option if you want to send to your University documents such as Application materials, Financial Affidavit, Letters of Recommendation, or any other critical paperwork.	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.

Home   Students/Scholars   Universities   About Us   Contact Us   FAQ   Get Social

| 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

PUERTO RICO
VIRGIN ISLANDS
GUAM

Select State

Get Started   Choose University   Confirm Address   Select Carrier   Confirm Payment   Request Co

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 Southern State University
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

Get Started   Choose University   Confirm Address   Select Carrier   Confirm Payment   Request Confirmed

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

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.

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]

[1]Someone 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.
[2]Carrier 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	Louie dTriton	Order#: 106899301	USD 20.27 [1]	Pending Payment
362 Social Science/Business Bldg.	1516 River Lane	Order Date: 2/27/2019		
1 University Blvd.	St. Louis MO 63121	FedEx Express Saver		
Saint Louis MO 63121	United States	Reference: EAD Card		
United States	abc4d@mail.umsl.edu			
		Included Accessories:		
		Residential Delivery		

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.