

## **E SHIP INSTRUCTIONS FOR HOW TO RECEIVE A DOCUMENT**

You will be required to create your own username and password in order to create an account. To request shipment of a document to you, you will need:

- UCCS ID
- Complete and correct mailing address
- Email address
- Telephone number
- Credit card information (the document will be sent at YOUR expense)

If you experience any problems when using the online service, please use the help feature on their website. Upon completing the request, you will be sent an email that includes a tracking number and order details for your shipment.

The website to create your account and place an order is:

<https://study.eshipglobal.com/home/?q=s>

1. **Complete the Registration Form under Student/Scholar:** Be sure to put your proper email address, mailing address and phone number. All communication to and from E Ship will be communicated by what you provide. After you register, you will receive an email to the email address you provided asking you to activate your account. This is **REQUIRED** for you to begin using your account.
2. Follow the instructions in the email you receive to **activate your account**. Once the activation process is complete, you will receive another email stating your account is now **ACTIVE**.
3. **Prepare the shipping label:** For this step you must have already activated your account. Select "Receive a Package from University," then click on the state of **Colorado** (CO) from the map of the United States and then select **University of Colorado Colorado Springs**, and finally **INTERNATIONAL AFFAIRS**. This will create a shipping label for our office. Once you have done this, you will have to provide the mailing address you want the document shipped to (US or International), phone number and valid email address. You may have to include your UCCS ID number. At the end of the screen, please select "Ship/Quote." You will receive an option of which express mail carrier to use (DHL or FED EX) and their prices. Please select your method of payment (e.g., credit card or wire transfer). **Pay close attention to the information submitted on these screens, as any errors in information will result in a delay in the mailing of your documents.**
4. The **Final Email** you receive from EShipGlobal will be the confirmation of your order. This email will provide you with detailed information about your shipment (payment info, tracking number, addresses, etc...) International Affairs will receive a copy of this email the same time as you, so there is no need to forward us the information.