

## **Express Shipping Instructions (UEMS eShip Global)**

To request express mailing of your I-20:

1. Go to <https://study.eshipglobal.com>
2. Click on "Student/Scholar Sign Up"
3. Fill out the registration form, where you will create your own username and password. Use the address where you would like to receive your documents on this registration form.
4. You will receive an email to activate your account. "Activate Account."
5. Once account has been activated, click on "Student/Scholar Login."
6. Login with your email and password.
7. Click on "Receive Documents from University."
8. Type "Santa Barbara City College" on the "University Search" bar.
9. Select "International Programs" on Step 2 – Department Selection.
10. Select "I-20 (Initial, Travel, CPT, OPT, STEM, deferral, any other)" on "Type of Document" at the bottom of the form in Step 3 – Shipment Creation.
11. Click "Continue."
12. Select the shipment service you would like (FedEx, UPS, or DHL) in Step 4 – Carrier Selection, Cost and Transit Time.
13. Click "Continue"
14. Enter your payment information on Step 5 – Payment Confirmation and click "Confirm Payment."

Once you confirm payment, we will receive a notification and mail your I-20 to the address you listed.

### **Important Information to Keep in Mind**

- Pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your documents.
- Requesting your immigration documents through express mail is at your expense and your credit card will be charged upon requesting the service.
- You may request shipment either to your foreign address, or to a U.S. address.
- DO NOT go through FedEx, UPS, or DHL directly- use the website listed above (#1).
- Shipping time estimates provided by eShip Global reflect how long the document is expected to be in transit from the time it is mailed.
- If your mailing address changes after you enter your information on the eShip website, you must login again to make the update.
- If you experience any difficulty registering or processing the shipment, email [studentsupport@eshipglobal.com](mailto:studentsupport@eshipglobal.com).