Express Mail for I-20 and Acceptance Packet

Student/Scholar Mailing Instructions

The English Language Institute at Notre Dame of Maryland University provides an express mailing service called eShipGlobal, which allows you to receive your documents from the University via FedEx, UPS or DHL. To submit a request to have your document(s) mailed to you, please follow the instructions provided below to create an eShipGlobal ("UEMS") account & create your shipment.

How to Create a Shipment

1. Register for an eShipGlobal ("UEMS") Student/Scholar account HERE (https://study.eshipglobal.com/register/)
   - Then click the activation link that will be sent to your email address, then login to your account HERE (https://study.eshipglobal.com/slogin.asp)
2. Click the appropriate document (or click "Receive Document from University")
3. Enter "Notre Dame of Maryland University" into the University search box
4. Select "English Language Institute" from the list of departments provided
5. Select your preferred carrier/shipping service (FedEx, UPS or DHL)
6. Select the method of payment (Credit/Debit Card, Wire Transfer or PayPal) & enter payment information

   Once your payment has been processed, eShipGlobal will automatically send you a confirmation email, and your shipment request and information will be sent to the University. Once the University has processed and shipped your document, you will automatically receive an email notification to confirm that your package has been shipped and your tracking information.
   - You may also track or check the status of your shipment at any time (available 24/7) by logging into your eShipGlobal account, downloading the "UEMS" mobile app (iOS & Google), or by contacting eShipGlobal's Customer Service.

Questions?

Please contact eShipGlobal's Customer Service directly regarding all questions or for any assistance required.

eShipGlobal Student Support Representatives are available Monday through Friday, from 8:00 a.m. to 6:00 p.m. (CST) via email, phone, or live chat online.

- Email: studentsupport@eshipglobal.com
- Phone: 800-816-1615 or 972-518-1775 (U.S./Canada), or 001-972-518-1775 (International)
- Chat online with a live representative (login to your account & click blue tab that says "Online")
- You may also refer to eShipGlobal's FAQ page for a list of frequently asked questions & answers.