Using eShipGlobal for Express Mail

eShipGlobal enables you to choose your preferred shipment carrier and services for express mail. Once you create your account, provide a mailing address, and pay the shipping fee to eShipGlobal, we will receive a notice from them and mail your documents to you.

To request an express mail shipment using eShipGlobal:


2. If you don’t already have an account, click on “Sign up” button shown below. If you already have an account, you can log in with your information under “Student Login” on the upper right side of the page.

3. Fill out the required information on the “Registration” screen. PLEASE be sure that all of your information is correct and then click on “Register.”

4. You will receive an email from eShipGlobal providing instructions on how to activate your account. Once your account is activated, log in under “Student Login” on the upper right side of their webpage.

5. To request a package to be mailed to you from UNT, click on “Receive documents” shown below.
6. Find the University of North Texas in the list of universities by using one of the search options presented.

**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.
 Alternatively, 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]

**Select State**

- [Select a State]

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7. a. Choose “UNT-International Admissions” as the department to receive a document from (for **NEW students** requiring an I-20).

**OR**

b. For **current/returning students/faculty/staff** requesting immigration documents, please select “UNT-International Advising.”

Choose ONE option depending on what type of student you are.
8. Follow the instructions to enter and/or edit your mailing and personal information. Please be sure to enter your UNT student identification number (formatted 10XXXXXX) in the “Student ID” field.

If you are a continuing/returning student/faculty/staff member, then in the “Reference/Comments” box, please enter in what type of document you are requesting us to send to you. For example: EAD card, Receipt notice, approval notice, etc.

Then click “Continue.”

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Step 1 - Shipment Creation

Please complete the form below with your shipping address. Please make sure to enter a valid email address, as the payment receipt will be mailed to the email that you enter here. Once the form is filled in, click the “Continue” button to view and compare the service options and rates for available carriers.
9. Now select the carrier and reconfirm the mailing information in Step 2. Then click “Continue.”

**Step 2 - Carrier Selection, Cost, and Transit Time**

Find below the estimated costs for shipping to the address you have entered.

- Please verify the entered address and select the appropriate service from the options listed.
- You will be asked to select the payment type on the next page.
- To cancel this shipment and go back to the home page, click on the “Cancel Shipment” button.

<table>
<thead>
<tr>
<th>Sender</th>
<th>Receiver</th>
<th>Service</th>
<th>Ship Amount</th>
</tr>
</thead>
</table>
| University of North Texas 267 South Avenue B, 109 299 1421 212 214 0012 Denton TX 76203 United States 940-365-2199 scrappy.eagle@unt.edu | Scrappy Eagle 1150 Union Circle #311056 Denton TX 76203 United States 940-365-2199 scrappy.eagle@unt.edu | FedEx Priority | List Price: USD 28.79  
Your Price: USD 27.63  
You Save: USD 1.16 (4%) |
| | | FedEx Express Saver | List Price: USD 28.79  
Your Price: USD 27.63  
You Save: USD 1.16 (4%) |
| | | UPS Next Day Air Saver | List Price: USD 28.79  
Your Price: USD 27.63  
You Save: USD 1.16 (4%) |
| | | UPS 2nd Day Air | List Price: USD 24.99  
Your Price: USD 23.60  
You Save: USD 1.39 (5%) |

10. Enter your payment information on the next screen and click on “Confirm payment” in order to complete your payment.

11. You should receive a confirmation email after you have completed the order.

12. The system will automatically send us a notification of your payment and we will receive a mailing label which we will print out.

13. 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.