REQUESTING EXPRESS MAIL

F&M’s Office of International Programs uses a secure express shipping service for students who wish to receive their documents via FedEx, UPS, or DHL. This method is recommended, as it is the only way to track your shipment, but it is not required. US Air Mail is often not reliable in actually reaching several countries (including China and some more rural areas in other countries).

You can use this shipping program to send or receive documents to/from our office. You receive a discount when sending your own documents through this system, and it is the only method by which you can request express mail from our office.

Please note that express mail is at the student’s expense. You should expect shipping to cost anywhere between $50-120 USD based on the distance traveled. EShipGlobal handles all payment transactions. EShipGlobal accepts credit cards, PayPal, and wire transfers.

To request express mail service please follow the instructions below.

CREATING AN ACCOUNT WITH ESHIPGLOBAL:

- **Log on to:** eShip: [https://study.eshipglobal.com](https://study.eshipglobal.com) *(Do not go to the DHL, UPS, or FedEx sites directly)*; Click “Sign-up”

- **Create an account:** You will be required to create your own username (using a reliable email address) and password in order to create an account. You are encouraged to use an email and password that you can use for many years to come. Complete the Registration page.

  ![Registration Form](image)

  "Email"
  "Confirm Email"
  "Password"
  "Confirm Password"
  "First Name"

- **Activate your Account:** a confirmation email will be sent to the email you entered. Click the link in the email to activate your account.

- **Log in:** Click "Student/Scholar Login" at the top of the screen and log in with the account you just created to manage or create shipment requests.
REQUESTING A SHIPMENT FROM F&M WITH ESHIPGLOBAL:

• While logged into your account, choose “Receive Documents”

<table>
<thead>
<tr>
<th>What would you like to do today?</th>
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<tbody>
<tr>
<td>Receive documents from your University</td>
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<tr>
<td>Choose this option if you want your University to send you documents like I-20, DS-2019, F-1 I.D., Transcripts, Degree Certificate, or any other critical paperwork to your address.</td>
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• Type “Franklin and Marshall College” in the search bar.

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<th>University Search:</th>
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<td>Franklin and Marshall College</td>
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<td>Franklin University</td>
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• Select “Office of International Programs” in the list of available offices.

• Confirm your address through the drop down menu (Profile address is the one that you entered when you created your EShip Account). Confirm the chosen address is correct, or change it if necessary.

• Choose the type of document you are requesting (most first-time students will be requesting their I-20). If you are asked for you student ID#, you can find yours through inside.fandm.edu.

• On the next page you will see options for delivery carriers and savings through EShip with your account, based on your mailing address. Select your carrier choice.

• Enter your payment information (they accept credit cards, PayPal, and wire transfers).

RECEIVING YOUR SHIPMENT:

• Once confirmed, International Programs will be notified of your shipment request. Please note that you must have completed the necessary steps with our office to receive your documentation (complete I-20 application, etc). Due to request volume, allow 72 business hours for processing.

• You will be able to track your shipment from the website, and will receive a tracking number.

If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions. If you have additional questions about how to use this service, please refer to their FAQ link or e-mail support@eshipglobal.com.

For all other questions related to F&M and immigration details, please contact jessica.haile@fandm.edu