Instructions for Receiving Your I-20 by Express Mail through eShipGlobal

To pay for shipping and to receive your I-20, follow the instructions below.

PART ONE: Create an Account

1. Go to https://study.eshipglobal.com/

2. Click on “Student sign up”.

![eShipGlobal registration page](image-url)
3. Fill out the Registration form and click on “Register”.

4. An activation email will be sent to the email address you provided.

5. Check your Inbox for the activation email and click on the activation link.

6. On successful activation, you will be sent an email confirmation.

7. You can now log in using your email and password.

** If you experience any difficulties during registration, contact eShipGlobal’s support staff (student.support@eshipglobal.com).
PART TWO: Request Your Documents

**Please WAIT to request your I-20 until after you have received your acceptance email.**

1. Log in to your eShipGlobal account.

2. Click on “Receive documents From Universities”.

   For a rate quote or to place an order, please click on one of the options below.
3. Click on Washington State (“WA”) on the map, or select “Washington” from the drop down list.

4. For “University,” select “University of Washington-Educational Outreach” and click on “Continue”.

5. For “Department,” select “International Specialized Programs” and click on “Continue”.
6. Complete the shipping form and click on “Continue”.
   • You must write your full name as it is written in your acceptance email.
   • If you are not the student, you may write your name in the box for “Student Name/Contact Name,” but you **MUST** write the student’s full name in the “Reference/Comments” box.

   Your UW STUDENT ID # is in your acceptance email
7. Check your shipment details and select your shipping service. Click on “Continue”.

8. Fill out your credit card information. If you do not have a credit card, you may pay by wire transfer. Your credit card will be charged when the I-20 is mailed.

9. Click on “Confirm payment”. On successful shipment creation, you will be presented with the shipment summary page.

10. eShipGlobal will notify the program office that you have filled out the shipping form. After the notification is received, your I-20 will be sent within two business days.

11. eShipGlobal will provide you with tracking information when the I-20 has been mailed.

**NOTE:** If you have any questions about creating an account, filling out your address, or paying for shipping, contact eShipGlobal’s support staff (student.support@eshipglobal.com). The International Specialized Programs’ office is not able to assist with these issues.