**The International & English Language Programs (IELP) now require all students with overseas mailing addresses to pay for 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/](https://study.eshipglobal.com/)
2. Click on “Student sign up”.

---

**Express Shipping for International Students/Scholars**

It's Secure, Fast, and Affordable!

**University Express Mail Service** offers a fast and reliable service for Universities and Students to send printed marketing materials, application forms, transcript of records and other important documents to International students. Students and Scholars can also request to receive I-20/DS-2019s for Spring(January), Fall(August), ADMISSION packets, TRANSCRIPT of records, EMPLOYMENT documents and any other important IMMIGRATION documents from U.S. universities. It is cost effective and reduces delivery time.

---

**For Students/Scholars**

Request I-20/DS-2019, applications, important documents, and other forms online from universities.

Applying to an university or got admission to an university? Click below to learn more about the secure delivery of your I-20/DS-2019, how to register, how to place your request, and check to see if your university participates.

**For Universities**

Colleges and universities can register and be ready to send important documents with $0 mailing cost.

Send I-20/DS-2019 and other important immigration documents to International Students/Scholars.

No software, no cost; click below to learn more and get signed-up today.
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 dropdown list.

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

   **University Selection**

   **Selected State:** Washington

   Select the university you wish to receive a document from and click continue.

   If you do not find your University listed, please contact your University and request them to register with us at no cost to them.

   ![University Selection Dropdown](image)

5. For “Department,” select “INTL & English Language Programs” and click on “Continue”.

   **Department Selection**

   **Selected University:** University of Washington-Educational Outreach

   Select the department you wish to receive a document from and click continue. Click on 'Go Back to Universities' to return to the University listing page.

   ![Department Selection Dropdown](image)

   *** This department mails I-20s for overseas students who have been accepted to CIEP, DIEP, IBEP, BUSIP, FPM, MIP, HI/HIM, Accounting Summer Intensive, Surgical Sub-Internship, or Friday Harbor Labs

   *Note: If you are not sure which Department to choose, please contact the University to avoid delays*
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.

**Shipment Creation [Step 1] Complete Ship Form**

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 on “Continue” to view and compare the service options and rates for available carriers.

**Sender’s Address:**
INTL & English Language Programs
Univ of Washington-Edu Outreach
4311 – 11th Ave NE, Suite 100 INTL & English Language Programs
Seattle WA 98105
United States

**Receiver’s Address:**
(Current mailing address)

1. Change or enter new address below. The documents will be sent to this address.
2. The address must be entered in English.
3. Characters are limited to the following: a-z A-Z 0-9 - _ . / , # ( ).
4. The address cannot be changed once the order is confirmed.
5. (For agents: enter name as “Student Name/Your Name”).
6. The address lines are limited to 35 characters each.
   Please shorten your address if it does not fit.

**Load destination from:**
(Profile (default))
(Address from profile is pre-loaded, change this if your delivery address is different)

**Student ID:**

**Country:**
Select Country

**Student Name/Contact Name:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**City:**

**1State/Province:**
Select State

**Zipcode/Postalcode:**

**Phone:**
(Carriers will call this phone number if they have any questions on the delivery)

**Email:**
(Copy of the shipment order will be sent to this email address)

**Shipment Information:**

**Reference/Comments:**
(Comments entered here will be seen by the University and will be printed on the airwaybill)

Continue
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.

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

10. eShipGlobal will notify the IELP office that you have filled out the shipping form. After the IELP office has received this notification, 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 IELP office is not able to assist with these issues.