



OFFICE OF INTERNATIONAL PROGRAMS
1600 Holloway Avenue
San Francisco, CA 94132
Tel: 415/338-1293 Fax: 415/338-6234
e-mail: oiip@sfsu.edu
<http://www.sfsu.edu/~oiip>

Instructions for using E-shipglobal

When OIP needs to expedite documents (such as the I-20), we use an express mail service that will allow you to receive your documents by FedEx **at YOUR expense**. Your credit card (Visa, MasterCard or Discover cards only) will be charged upon requesting the service.

To request express mailing of your documents, go to <https://study.eshipglobal.com> . You must use the website provided above – do not go through FedEx website directly, all communication will go through the E-shipglobal service, who will notify us that you are requesting your documents to be sent by express mail.

To use E-shipglobal, you will be required to set up an account. On their homepage, click on the button “Student Sign Up” near the bottom of the main page.

When setting up the account, you will be asked for:

Email
Password
First Name
Last Name
Date of Birth
Country
Address
City
Province or State (If applicable)
Postal Code
Phone Number

Once you have created an account, you will be sent an activation link to your email address. After you have activated your account, and logged into E-shipglobal, you should see two big buttons:

Click on the button that says “Receive a Package from Universities”

You will then be asked to choose a university:

Type in “San Francisco State University” and click on the drop down link

(Continued)



OFFICE OF INTERNATIONAL PROGRAMS
1600 Holloway Avenue
San Francisco, CA 94132
Tel: 415/338-1293 Fax: 415/338-6234
e-mail: oiip@sfsu.edu
<http://www.sfsu.edu/~oiip>

Next you will be prompted to select a department:

Please select "Office of International Programs"

You will then see a page with which asks for the following information:

Student ID (From SF State)
Country
Your Name
Address where your documents will be shipped to
Phone number
E-mail

Next, click on the button that says "Ship/Quote"

You will then be prompted to a page providing you with a quote for your shipment, and fields to provide credit card information. Though you may also pay by wire transfer, we recommend using a credit card (Visa, Mastercard, or Discover only) if at all possible to expedite delivery.

Once you have completed all of these steps, SF State will be notified by E-shipglobal that we can ship your package to you.

Please pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your documents. 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 e-mail support@eshipglobal.com