

Lock Haven University's (LHU) Institute for International Studies (IIS) is pleased to announce our collaboration with EShipGlobal. EShipGlobal's University Express Mail Service (UEMS) makes available DHL, FedEx Express, or UPS for mailing of applications, supporting materials, and financials to LHU, and for accepted students who wish to receive documents from LHU more quickly by using this service.

Express Mail Requesting Documents for Accepted Students:

When requesting documents from LHU, we will send them to you by airmail free of charge (overseas mail takes approximately 4-6 weeks or longer). Express mail services are available at your own expense.

Initial I-20 and DS-2019 Requests: The student should ensure the document has been issued *before* requesting an eShipGlobal delivery.

You must use the web site provided below - do not go through the DHL, FedEx, or UPS website directly.

Express Mail Sending Matriculating (4-year) Application Documents:

Sending your application documents through express mail is at **YOUR** expense and your credit card will be charged upon requesting the service. The DHL, FedEx Express, or UPS mailing must be paid by credit card (Visa, MasterCard or Discover cards only).

You must use the web site provided below - do not go through the DHL, FedEx, or UPS website directly.

Please complete the following steps to request this service.

1. Visit the eShipGlobal website (<https://study.eshipglobal.com/register/>), which is best viewed best with Internet Explorer & Mozilla Firefox browsers.
2. Complete the registration form: You will need to be prepared with the email address that will be used for communication from this company, mailing address, and phone number. After registering, within 30 minutes you will receive an email requesting you to activate the account. This is required for you to begin using the account.
3. Follow the instruction in the email that you receive to activate your account. Once the activation process is complete, you will receive a confirmation email,
4. Prepare the shipping label: for this step, the student must have already activated the account. Select "Receive a Package From Universities," then "Pennsylvania" from the

map of the United States, next “Lock Haven University” and finally “International Studies.” This will ensure your shipping label is received by our office. You will need to have your mailing address (U.S. or foreign), phone number and email address. **Note that an LHU ID is NOT required to submit a request.** At the end of the screen, the student should select “ship/quote.” The student will receive a quote and have the option to choose a carrier – DHL, FedEx, or UPS. At this stage, the student will also be able to select a method of payment (i.e. credit card or wire transfer). Please pay close attention to the information submitted on these screens, 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.

5. The final email the student receives from eShipGlobal will be confirmation of the order. This email will provide detailed information about the shipment (i.e. payment amount, tracking number, mailing address, etc.). The IIS will receive a copy of this email at the same time it is sent to the you, so there is no need to forward us the information.

If a student experiences any difficulty in registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions. If the student has any additional questions about how to use this service, please e-mail support@eshipglobal.com. For all other inquiries related to your immigration, please email international@lhup.edu.