



MACALESTER

Express Mailing Option Student Instructions

International Student Programs (ISP) uses an express mailing service called [eShipGlobal](#) that allows you to receive your documents from ISP via FedEx express shipping. To submit a request to ISP to have your document(s) mailed to you, please follow the instructions provided below to make an eShipGlobal account and create a shipment.

How to Create a Shipment:

1. Register for an [eShipGlobal \(UEMS\) student account](#). Enter your information, and click “Register.”
2. Click the activation link that was emailed to you, then [log into your account](#).
3. Click “Receive Documents from University.”
4. Enter “Macalester College” into the university search box.
5. Select “International Student Programs.”
6. Select carrier/shipping service preference.
7. Select payment method (Credit/Debit Card, Wire Transfer, or PayPal) and enter payment information.

Once your payment has been processed, you will receive a confirmation email, and your request and shipment information will automatically be sent to ISP. Once your document has been processed and ISP ships your package, you will automatically receive an email notification confirming your package has been shipped, as well as the tracking information.

You can also check the status of your shipment or track your shipment 24/7 by logging into your eShipGlobal account, downloading the UEMS app, or by contacting eShipGlobal Customer Service.

Questions?

Please contact eShipGlobal Customer Service directly regarding any questions or concerns, or for any assistance needed.

eShipGlobal’s student support representatives are available Monday through Friday, from 8:00 a.m. to 6:00 p.m. (CST) via email, phone, and live chat.

- **Customer Support Email:** studentsupport@eshipglobal.com
- **Phone:** 800-816-1615 or 972-518-1775 (for US or Canadian callers); 001-972-518-1775 (for International callers)
- **Chat online** with a live representative

You may also refer to eShipGlobal’s [FAQ](#) page for Frequently Asked Questions and answers.