



Instructions for using E-ship Global Mailing Services

To have your document(s) delivered to you at your international location, please follow the instructions below. You are responsible for paying all applicable shipping costs.

To begin, go to the [E-Ship global website](#). Click on “Student/Scholar Login” on the top toolbar to log in. Use your **CU Boulder email** to activate your account.

Step 1: After logging in:

- Select “*Receive Documents from University*”
- University Search: “*University of Colorado-Boulder*”
- Department selection: “*Office of International Education*”

Step 2: Follow instructions on the screen and enter your:

- International mailing address, student ID, phone number, and email.
- Select the most applicable “type of document” you will be receiving.

Step 3: Select the courier service you would like to use.

- You have the option to select FedEx, UPS, or DHL. Prices and delivery timeframe will be on the screen.

Step 4: Confirm all information is correct, and pay for the mailing service.

- You can pay for your service with either a credit/debit card, wire transfer, or PayPal.

After you have completed this process, ISSS automatically receives notification that you have registered with E-Ship mailing services; ISSS will prepare the envelope accordingly. You do not need to contact ISSS to confirm this process. E-Ship Global will notify you once your document(s) have left the ISSS office. If you have questions or issues when using E-ship Services, email support@eshipglobal.com.

If you have questions about your document(s) or immigration status, email iss@colorado.edu. Thank you for working with ISSS to receive your new document(s)!