Mailing Authorization Form

Name: _____ Student/Employee ID (if applicable): _____
LAST Name   First Name

Date of Birth: _____ Email: _____ Phone: _____

What document(s) would you like mailed? _____

I authorize ISSS to:

☐ *Mail my document(s) to my U.S. address indicated below via the U.S. Postal Service.*

This is a free, standard mailing service only available for U.S. addresses.

Your document(s) will be processed through the CU mailing system first. Due to this, there is typically a 2-3 business day delay from when your documents leave ISSS to when they will enter U.S. Postal Service circulation. From this point, it may take the U.S. Postal Service several days or weeks to deliver the mail to you. You will not receive a tracking number for this mail service.

Name: _____

Street: _____

City: _____ State: _____ Postal Code: _____

☐ *Express mail my document(s) to my address (for a fee) via eShipGlobal.*

This is a for fee service. You must create an eShip mailing requested as outlined at the bottom of this form.

I will not hold the University of Colorado Boulder responsible for any consequences of mailing my document(s) in the manner indicated on this form such as delay, loss, damage or theft, or any resulting negative effect on my immigration status. I affirm that the mailing address provided is the address at which I reside.

Signature: _____ Date: _____

Express Mailing with eShipGlobal

If you would like to have your document(s) sent to you via an **express mail** service (Federal Express or DHL) and/ or **internationally**, ISSS utilizes an express mail service called "eShipGlobal."
- The mailing of your documents through eShipGlobal is at **your expense**.
  - Your credit card (Visa, MasterCard or Discover cards only) will be charged upon requesting the express mail service.
- You may request shipment either to your foreign address or to a U.S. address at which you reside.
- **The name and address you enter in eShip for the mailing request will be used to generate the mailing label; ISSS cannot change this information so be sure you enter the information accurately**.

In order to receive your documents by express mail, you must create an eShip account and mailing request using the [eShipGlobal website](#).
- Do not access the DHL or Federal Express website directly.

All communication must go through eShipGlobal. eShipGlobal will notify ISSS once you have requested the express mailing. Once ISSS mails the document(s), you will be able to track the eShipGlobal mailing.

To request express mailing of your documents, please go to the following website: https://study.eshipglobal.com.

1. Create a username and password. You will have to use your email to activate your account.

2. After signing in, select that you would like to *Receive a Package from a University*

3. Follow the prompts to select *University of Colorado, Boulder* and set up your shipment

   - You will have to provide your CU Student ID number, mailing address, email address, phone number, and credit card information.

4. When asked to select a department, please select ***Office of International Education.***