

## Receiving Documents from CSUSB

Students have the following shipping options to receive their I-20, admission letters, or other documents:

- **Pre-paid express mail through eShipGlobal.** You can pay to have items shipped to you via express mail through E-Ship Global. You will need to create an account and pay for your selected shipping method. You will be able to track your package and receive it faster.
- **Regular/standard mail.** Item is sent through regular USPS mail free of charge. There is no tracking or estimated delivery time available. Overseas mail can take 2-6 weeks to arrive.

To express mail your application documents, go to the following secure website:

<https://study.eshipglobal.com> (works best with Internet Explorer & Mozilla Firefox browsers).

### Steps to create an account

1. **Register/create an account.** Select “Student Sign Up” and prepare the following information:
  - Email address (shipping information will be sent here)
  - Mailing address
  - Phone number (for delivery)



2. **Activate your account.** After registering, you will receive an email prompting you to activate your account. This is required for you to begin using the account. Once the activation process is complete, you will receive a confirmation email.

[Back to Inbox](#)

[New message](#) [Reply](#) [Reply all](#) [Forward](#) [Delete](#) [Spam](#) [More actions ▾](#)

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## ▶ UEMS - Activation

From [no-reply@eshipglobal.com](mailto:no-reply@eshipglobal.com)

To

Date Dec 19, 2016, 7:43 PM

Dear |

Welcome to UEMS. Thank you for taking the time to complete the registration process. You have taken the first step toward saving money and time. Click on the link below to activate your account. Activation is required before you can start using your account.

(Note: If clicking on the link doesn't work, copy the link and paste it in the address bar of your web browser and click on go)

[https://study.eshipglobal.com/activate/?](https://study.eshipglobal.com/activate/)

Registration date/time: 12/19/2016 1:42:59 PM

Thank you.

Sincerely,  
The eShipGlobal Team

## Steps to request a shipment from California State University, San Bernardino

1. **Login.** Choose "Student/Scholar Login" and use your email and password to login.

### Student Login

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Email

Password

[Forgot Password?](#)

LOGIN


[Resend Activation Email?](#)


SIGNUP


## 2. Create the shipping label.


- i. Select "Receive documents from University"


Welcome Coyote Student!


  
Get Started

  
Choose University


  
Confirm Address


  
Select Carrier


  
Confirm Payment


  
Request Confirmed

**Receive Documents**











**Send Documents**





**RECEIVE DOCUMENTS FROM UNIVERSITY**

Choose this option if you want your University to send you documents like I-20, DS-2019, EAD Card, Transcripts, Degree Certificate, or any other critical paperwork to your address.

**SEND DOCUMENTS TO UNIVERSITY**

Choose this option if you want to send to your University documents such as Application materials, Financial Affidavit, Letters of Recommendation, or any other critical paperwork.

**SEND DOCUMENTS TO USCIS**

Choose this option if you want to send your OPT application to USCIS.

- ii. Choose "CA" on the map or select "California"

**University Search:**

(enter at least 3 characters)



**Select State**

- iii. Select “California State University-San Bernardino” then continue

## University Selection

**Selected State:** California [\[Start Over\]](#)

Select the University you wish to receive a document from and click continue.

If you do not find your University listed, please contact your University and request them to register with us. The service is free for Universities and your initiation can help future students.

- California State University-Los Angeles
- California State University-Sacramento
- California State University-San Bernardino**
- California State University-Stanislaus
- Canada College
- Cerritos College
- Chabot College
- Chapman University
- City of Hope Graduate School of Biological Science
- Claremont Graduate University
- Coastline Community College

CONTINUE

- iv. Choose the department indicated in your e-mail. If you are not sure which department to choose, please contact us to avoid delays.

## Step 2 - Department Selection

**Selected University:** California State University-San Bernardino [Change University](#).

Select the department you wish to receive a document from and click continue.

- International Admissions
- International Exchange Programs
- International Extension Programs
- International Student Services

CONTINUE

\* Note: If you are not sure which Department to choose, please contact the University to avoid delays

- v. Enter your mailing address (U.S. or foreign), phone number, email address, and the shipment information.

**Shipment Information**

\*Type of Document

---Select---

---Select---

I-20

DS-2019

EAD Card

Transcripts/Diplomas

W-2 Form

OPT Application

Deferral I-20




Other

- vi. You will receive a quote and have the option to choose your carrier – FedEx, UPS, or DHL.

### Step 4 - Carrier Selection, Cost and Transit Time

Find below the estimated costs for shipping to the address you have selected.  
Please verify the selected address and select the appropriate service from the options listed.

**Note:** The average time for delivery to your country is 3 business days from the day your shipment is mailed out by your University.

Shipment Information				
Sender	Receiver	Carrier	Shipment Amount	Select Service
California State University-San Bernardino 5500 University Parkway International Extension Programs San Bernardino CA 92407 United States	Coyote Student	 Dhl Worldwide Priority Express	List Price: USD 71.48 Your Price: <b>USD 53.61</b> You Save: USD 17.87 [25%]	<input type="radio"/>
		 FedEx International Priority	List Price: USD 59.87 Your Price: <b>USD 53.88</b> You Save: USD 5.99 [10%]	<input type="radio"/>
		 UPS Worldwide Express Saver	List Price: USD 60.33 Your Price: <b>USD 52.49</b> You Save: USD 7.84 [13%]	<input type="radio"/>

- vii. Select your 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.

- 3. Receive confirmation email from eShipGlobal.** The final email you receive from eShipGlobal will be a confirmation of your order. This email will provide you with detailed information about your shipment (i.e. payment amount, tracking number, mailing address, etc.). CSUSB will receive a copy of this email at the same time as you, so there is no need to forward us the information unless your adviser requests it.
- 4. Track your package.** You will be able to track your documents through the portal within 24-48 hours after your package is sent.