Express Mailing – Student Instructions

The Center for Global Education at Wheaton College uses eShipGlobal to ship documents to and from the university. Please follow the instructions provided below to create an eShipGlobal account and request your document from the Center for Global Education office.

How to Create a Shipment:

1. Register for an eShipGlobal (“UEMS”) account here (https://study.eshipglobal.com/register/). Enter your information, and click “Register”
2. Click the activation link sent to your email, then log into your account here (https://study.eshipglobal.com/slogin.asp) [or go to www.study.eshipGlobal.com and click "Student/Scholar Login”]
3. Click the appropriate icon (ex. “I-20”, “DS-2019”, etc.)
4. Enter “Wheaton College” into the “UNIVERSITY SEARCH” box
5. Select “Center for Global Education” from the list of departments provided, then click “Continue”
6. Select the carrier (Fedex, UPS or DHL)/shipping service preferred, then click “Continue”
7. Select payment method (Credit/Debit Card, Wire Transfer, or PayPal), enter payment information, and click “Confirm Payment”
   • Your order confirmation (or “Shipment Summary”) will automatically be emailed to you. Once your payment has been processed, your request and shipment information will automatically be sent to the university.
   • TRACKING: You will automatically receive a notification and your tracking information after your document has been processed and the carrier has picked up your shipment from the university.

Questions?

Please contact eShipGlobal Customer Support directly regarding all questions, or for any assistance. – eShipGlobal’s Student Support Representatives are available Monday through Friday, from 8:00 a.m. to 6:00 p.m. (CST) via email, phone, or live chat.

- Email: studentsupport@eshipglobal.com
- Phone: 800-816-1615 or 972-518-1775 (calls within the US or Canada); 001-972-518-1775 (International callers)
- or Chat online with a live representative

You may also refer to eShipGlobal’s FAQ page for “Frequently Asked Questions” and answers.