

Shipping Information for International Students and Scholars

The International Students and Scholars Office (ISSO) uses UEMS (University Express Mail Service) for shipment of all forms. It is easy to arrange for shipment and payment on the UEMS site.

How to Create Your Shipment

1. Complete the required fields at <https://study.eshipglobal.com/register/> and hit "Register"
2. Click the activation link from your email and then click "Student Login" (in the navigation menu, located near the top right-hand corner of the webpage)
3. Enter your email and password again (if asked)
4. Next to the "Receive Documents from your University" section, select the "Click Here" icon
5. In the "University Search" box, type "Columbia University"
6. Click on "International Students & Scholars Office (ISSO)"
7. Click "Continue"
8. Review the "Receiver's Address" section (do not enter your Student ID) and make changes if needed
9. In the "Type of Document" drop-down menu, select the document that is being shipped to you (e.g. "I-20," "DS-2019," "Other," etc)
10. Click "Continue"
11. Select your delivery service
12. Click "Pay Now"
13. Enter your payment information and click "Confirm Payment"
14. Do NOT click "Schedule Pickup". Pick up will be arranged by the ISSO when your document is ready to be shipped.
15. Save your payment receipt for your records and make note of your order number in case we request it