

Shipping Information for International Students

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 on the UEMS site.

How to Create Your Shipment

1. Login <https://study.eshipglobal.com/slogin.asp> or Register for an account <https://study.eshipglobal.com/register/>.
2. Click "Receive Documents from your University."
3. **"Step 1 - University Selection"** In the "University Search" box, type "Columbia University."
4. **"Step 2 - Department Selection"** Choose "International Students & Scholars Office (ISSO)" and Click "Continue."
5. **"Step 3 - Shipment Creation"** Review the "Receiver's Address" section and make changes if needed. You do not need to enter your Student ID. For the "Type of Document" field, you may select "I-20," "DS-2019," "Other". Click "Continue."
6. **"Step 4 - Carrier Selection"** Cost and Transit Time - Select your delivery service and Click "Continue."
7. **"Step 5 - Confirmation"** Enter your payment information and click "Confirm Payment."
8. Do not click "Schedule Pickup". Pick up will be arranged by the ISSO when your document is ready to be shipped.
9. Save your order confirmation number. You need to insert it into your Compass application to complete and submit your request.
10. After you submit your request in Compass, UEMS will send you an email when your document is shipped. You will be able to log back in to UEMS to track your shipment.