Shipping Information for International Students

The ALP Visa Office 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," "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".

9. Email your confirmation number to the ALP Visa Office at alpvisa@columbia.edu. Save this number for your records.

10. The ALP visa office will email you when they ship your I-20.