

Creating a Shipment for Diplomas or Transcripts

Step 1: Students requesting transcripts or diplomas to be mailed outside of the United States need to create a shipment through University Express Mail Service (<https://study.eshipglobal.com>). Students should start by creating an account. After an account has been created, please choose “Receive Documents from University”.

The screenshot displays the University Express Mail Service interface. At the top, there is a progress bar with six steps: Get Started (highlighted with a blue underline), Choose University, Confirm Address, Select Carrier, Confirm Payment, and Order Confirmed. Below this, there are two main sections: 'Receive Documents' and 'Send Documents'. The 'Receive Documents' section includes icons for I-20, DS-2019, EAD Card, and Transcripts. The 'Send Documents' section includes icons for OPT Application and Application Materials. Below these sections are three buttons: 'RECEIVE DOCUMENTS FROM UNIVERSITY', 'SEND DOCUMENTS TO UNIVERSITY', and 'SEND DOCUMENTS TO USCIS'. The 'RECEIVE DOCUMENTS FROM UNIVERSITY' button is highlighted with a blue background.

RECEIVE DOCUMENTS FROM UNIVERSITY

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

A callout box with a blue header and a white body, containing the text: 'RECEIVE DOCUMENTS FROM UNIVERSITY' and 'Choose this option if you want your University to send you documents like I-20, DS-2019, EAD Card, Transcripts, Diploma, or any other critical paperwork to your address.'

RECEIVE DOCUMENTS FROM UNIVERSITY

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

Step 2: Choose Marshall University as the Institution.

Step 1 - University Selection

Please click the appropriate state on the map OR select a state from the dropdown list to continue to University and department selection.

Alternately, you can search for a University by entering its name.

If you do not find your University listed, please contact your University and kindly request them to register with us at no cost to them.

University Search



Select State

Step 3: Choose the Office of the Registrar as the department for transcripts and diplomas that need to be sent.

Step 2 - Department Selection

Selected University: Marshall University [Change University](#).

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

Department of Clinical & Translational Sciences

International Student Services

Office of the Registrar

***** For Transcripts and Diplomas**

CONTINUE

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

Step 4: Choose the address that the diploma or transcript will be mailed to.

Step 3 - Shipment Creation

Please complete the form below with your shipping address. Please make sure to enter a valid email address, as the payment receipt will be mailed to the email that you enter. Once the form is filled in, click the "Continue" button to view and compare the service options and rates for available shipping carriers.

Receiver's Address

(Current mailing address)

1. The address **must** be entered in **English**.
2. Characters are limited to the following : a-z A-Z 0-9 - _ . / , # ().
3. The address cannot be changed once the order is confirmed.
4. The address lines are limited to 35 characters each.

Select Receiver's Address

Step 4: For the type of document, please choose transcripts/diploma.

(Copy of the shipment order will be sent to this email address)

Shipment Information

***Type of Document**

Transcripts/Diplomas ▼

(Please choose the document that will be mailed.)

Step 5: Choose the carrier and shipment type from the options that are listed on the website. Please choose either UPS or FedEx.

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 standard transit time stated below is from the day the carrier receives your package.

Step 6: Finally, confirm the shipment information.



Marshall University
Office of the Registrar

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