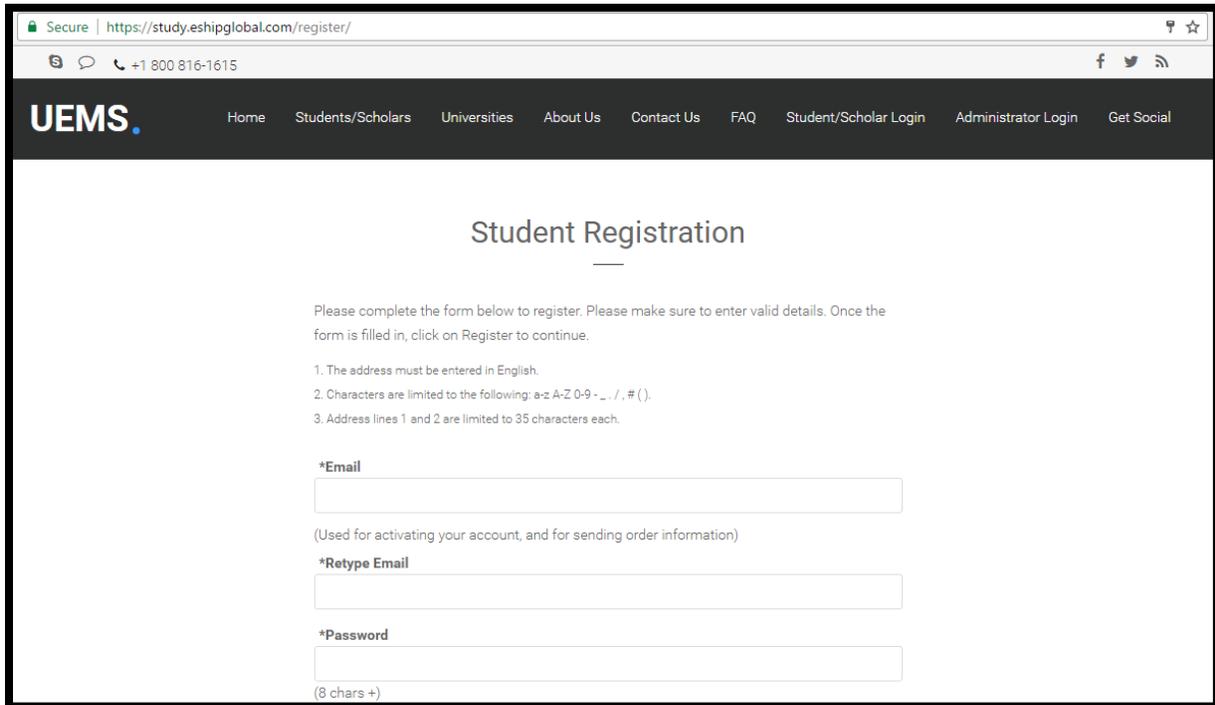


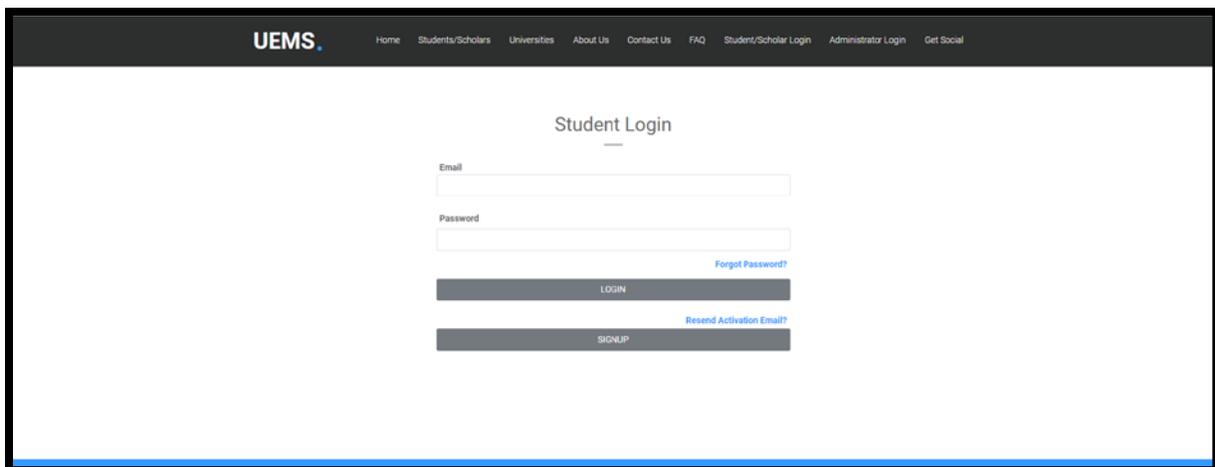
UEMS eShipGlobal - Student Mailing Instructions

Step 1: Register for a student account with UEMS at <https://study.eshipglobal.com/register/>. Activate your account by clicking on the confirmation link sent to your email (If you already have a UEMS account, please proceed to Step 2).



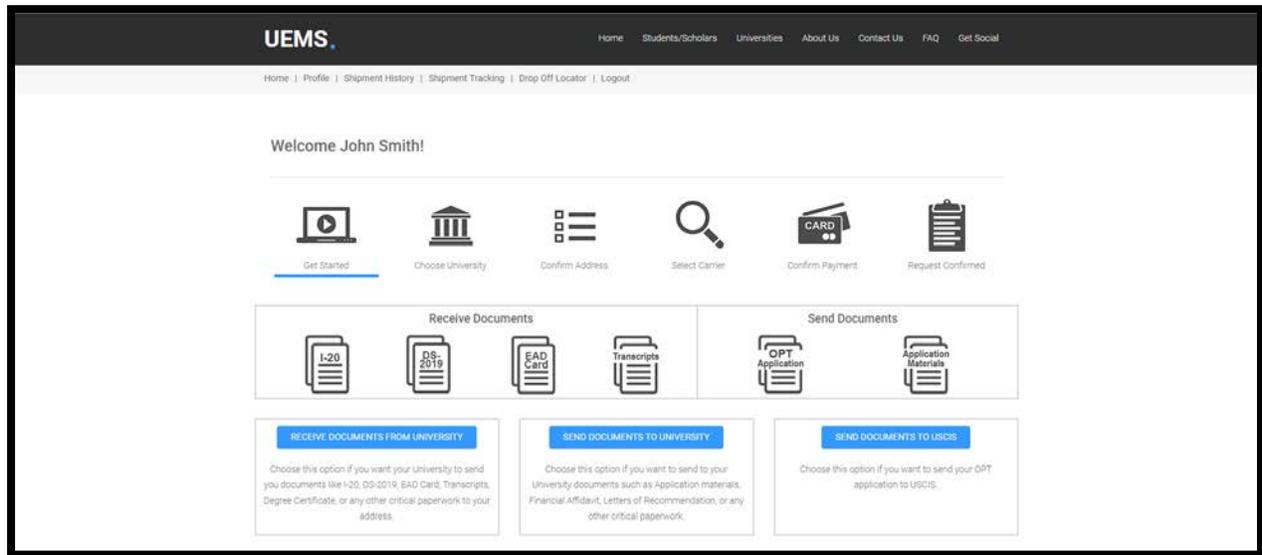
The screenshot shows the UEMS website's registration page. The browser address bar displays "Secure | https://study.eshipglobal.com/register/". The navigation menu includes "Home", "Students/Scholars", "Universities", "About Us", "Contact Us", "FAQ", "Student/Scholar Login", "Administrator Login", and "Get Social". The main heading is "Student Registration". Below the heading, there is a paragraph: "Please complete the form below to register. Please make sure to enter valid details. Once the form is filled in, click on Register to continue." This is followed by three numbered instructions: "1. The address must be entered in English.", "2. Characters are limited to the following: a-z A-Z 0-9 - _ / , # (.)", and "3. Address lines 1 and 2 are limited to 35 characters each." The form contains three input fields: "*Email", "*Retype Email", and "*Password (8 chars +)".

Step 2: Login to UEMS at <https://study.eshipglobal.com/slogin.asp>.

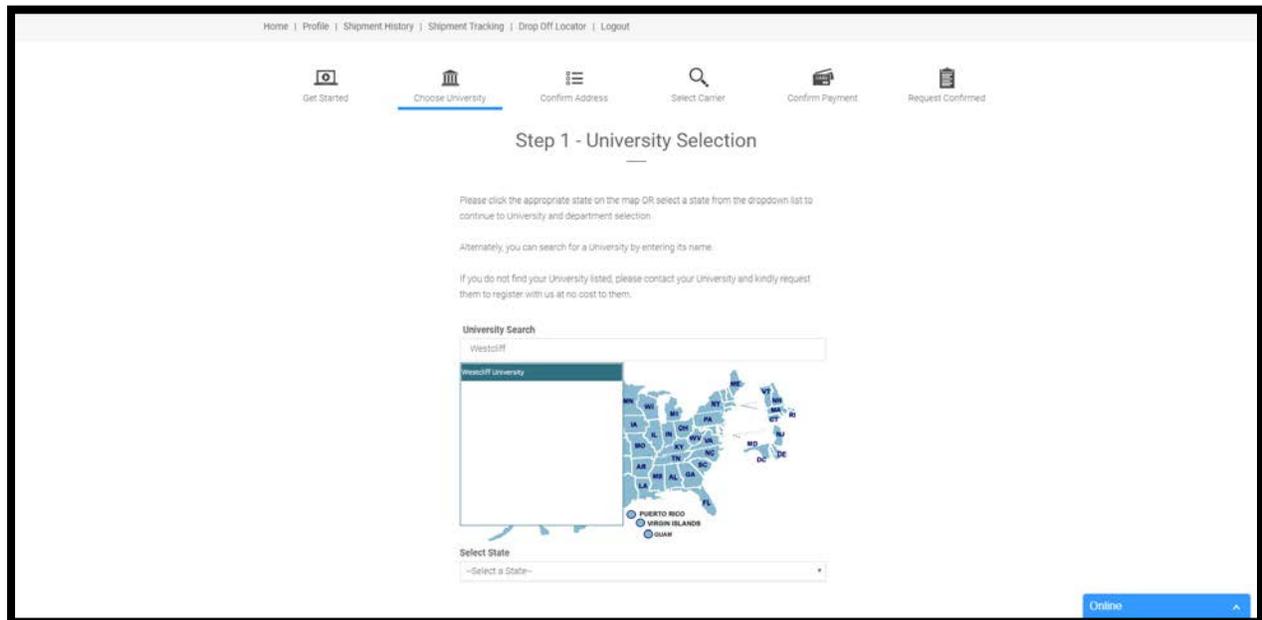


The screenshot shows the UEMS website's login page. The navigation menu is identical to the registration page. The main heading is "Student Login". Below the heading, there are two input fields: "Email" and "Password". To the right of the "Password" field is a blue link that says "Forgot Password?". Below the input fields are two buttons: "LOGIN" and "SIGNUP". To the right of the "SIGNUP" button is a blue link that says "Resend Activation Email?".

Step 3: Select the appropriate document icon (“I-20”, “DS-2019”, “EAD Card”, etc) or **“Receive Documents from University”** to have your University send documents to you.



Step 4: Enter “Marshall University” in the University Search box, select West Virginia from the state map, or select West Virginia from the state dropdown menu.



Step 5: Select “International Student Services” from the Department Selection.

Home | Profile | Shipment History | Shipment Tracking | Drop Off Locator | Logout

Get Started | **Choose University** | Confirm Address | Select Carrier | Confirm Payment | Request Confirmed

Step 2 - Department Selection

Selected University: Westcliff University [Change University](#)

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

International Affairs

CONTINUE

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

Step 6: Please Note: All of your, and the University’s, information is prefilled in. Confirm your shipping information is correct, then select “Continue” at the bottom of the screen.

Sender's Address
Change Department | Change University
Westcliff University
4199 Campus Drive #450
International Affairs
Irvine CA 92612
United States

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

Profile (default)

(Address from profile is pre-loaded, change this if your delivery address is different)

*Student ID

*Country
Korea South

*Student Name/Contact Name

*Address Line 1

(All 3 address lines can be used to enter your complete mailing address)

Address Line 2

Address Line 3

*City

Continue

Step 7: Select the shipping carrier of your choice from the options provided (FedEx, UPS or USPS).

Home | Profile | Shipment History | Shipment Tracking | Drop Off Locator | Logout

Get Started | Choose University | Confirm Address | **Select Carrier** | Confirm Payment | Request Confirmed

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 average time for delivery to your country is 3 business days from the day your shipment is mailed out by your University.

Shipment Information				
Sender	Receiver	Carrier	Shipment Amount	Select Service
Katherine Bernios Westcliff University 4199 Campus Drive #650 Inline CA 92012 United States	John Smith 176 Sinbanpo-ro Seochu-gu Seoul SO 06546 Korea South 9729118007 jsmith@eshpglobal.com SID: 123698574	DHL Worldwide Priority Express	List Price: USD 74.14 Your Price: USD 56.36 You Save: USD 17.80 [24%]	
		FedEx International Priority	List Price: USD 69.83 Your Price: USD 57.42 You Save: USD 2.40 [4%]	
		UPS Worldwide Express Saver	List Price: USD 43.69 Your Price: USD 55.81 You Save: USD 6.21 [16%]	

CONTINUE | CANCEL SHIPMENT | EDIT SHIPMENT | [Online](#)

Step 8: Select method of payment (Credit/Debit Card, Pay by Cash (Wire Transfer) or PayPal), enter your payment information, then select “Confirm Payment”.

Step 5 - Payment Confirmation

Kindly choose your method of payment and follow the below instructions to complete your shipment.

Note: Your shipment request has not been completed yet. The University will be notified of your shipment request only after you have completed this payment step.

Shipment Information				
Sender	Receiver	Shipment	Shipment Amount	Payment Status
Katherine Bernios Westcliff University 4199 Campus Drive #650 Inline CA 92012 United States	John Smith 176 Sinbanpo-ro Seochu-gu Seoul SO 06546 Korea South 9729118007 jsmith@gmail.com	Order#: 105850414 Order Date: 3/9/2018 UPS Worldwide Saver Reference: F-20	USD 55.81 ¹	Pending Payment

Payment Options

Credit/Debit card Pay by Cash (Wire Transfer) PayPal

Enter Credit Card Information

*Cardholder's Name : (as it appears on the credit card)

*Credit Card Type : Please select a card type

*Credit Card Number : (enter the number without '-')

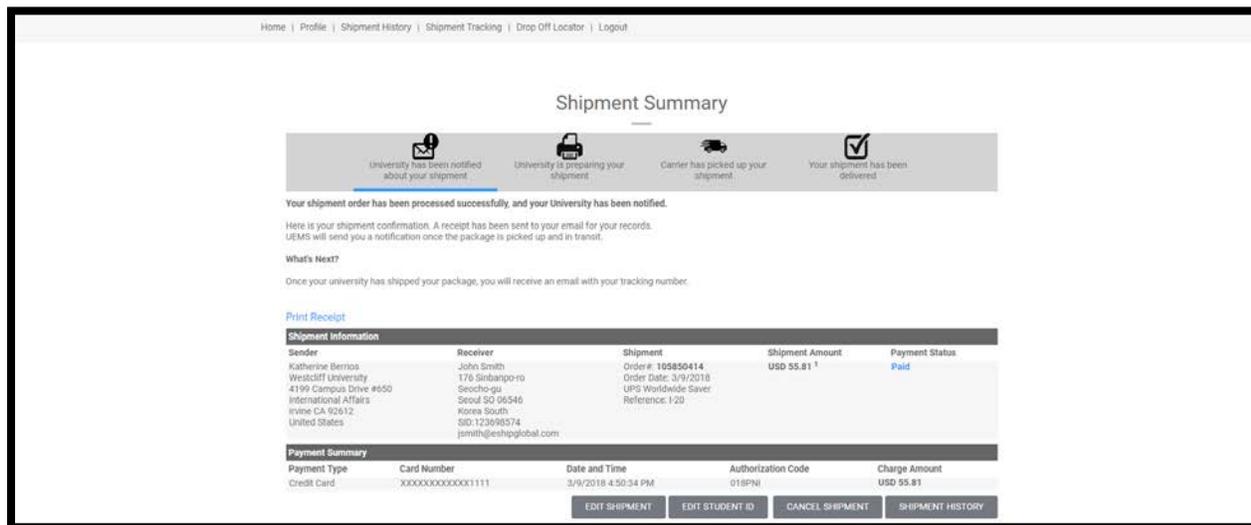
*Expiration Date : 01 / 2018 (MM/YYYY)

*CVV Number : This is the four digit number found on the back of an Amex card, and a three digit number found on the back of all other cards.

Note: Please verify the validity of all the information entered, including the Sender and Receiver addresses, then click on Confirm Payment. If you wish to change any information, click on Cancel Shipment and re-create a shipment with correct address information.

CONFIRM PAYMENT | CANCEL SHIPMENT | SHIPMENT HISTORY | [Online](#)

Step 9: You have successfully created an order. You will receive a confirmation email and a notification has been sent to your University to send out your package. Once your package has been processed by the Office of International Student Services, you can track it through your eShipGlobal account.



Step 10: Your order is complete! Your “Shipment Summary”, which includes all shipment/order information, payment status, and Customer Support contact information, will automatically be sent to you via email.

Have Questions or Need Help?

Please contact the eShipGlobal Student Support Team directly should you require any assistance or have any questions.

eShipGlobal Student Support Representatives are available via phone, email, or live online chat Monday through Friday, 8:00 am to 6:00 pm (CST), at [\(800\) 816-1615](tel:8008161615) or studentsupport@eShipGlobal.com.