Using eShipGlobal for Express Mail

eShipGlobal enables you to choose your preferred shipment carrier and services for express mail. Once you create your account, provide a mailing address, and pay the shipping fee to eShipGlobal, we will receive a notice from them and mail your documents to you.

To request an express mail shipment using eShipGlobal:

1. Go to their website https://study.eshipglobal.com.

2. If you don't already have an account, click on "Sign up" button shown below. If you already have an account, you can log in with your information under "Student Login" on the upper right side of the page.

3. Fill out the required information on the "Registration" screen. PLEASE be sure that all of your information is correct and then click on "Register."

4. You will receive an email from eShipGlobal providing instructions on how to activate your account. Once your account is activated, log in under "Student Login" on the upper right side of their webpage.

5. To request a package to be mailed to you from UNT, click on "Receive Documents From University."

6. Find the University of North Texas in the list of universities by using one of the search options presented.

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.

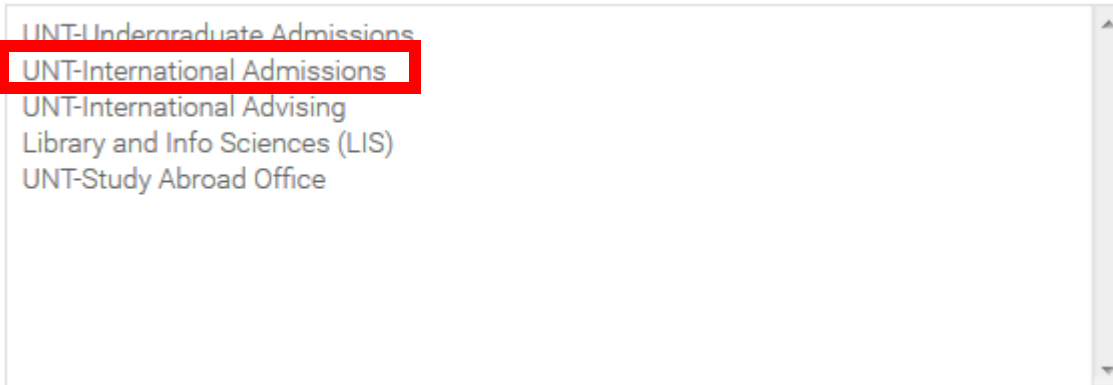**University Search**

Enter at least 3 characters

Select State

--Select a State--

University Search: University of North Texas

University of North Texas

University of North Texas Health Science Center
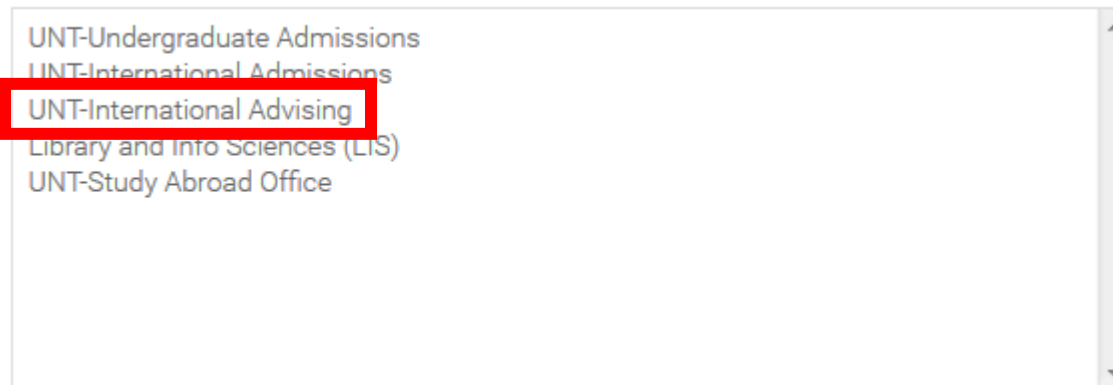
University of North Texas System

7. a. NEW STUDENTS requiring an I-20, choose "**UNT-International Admissions**" as the department to receive a document from, and click continue.
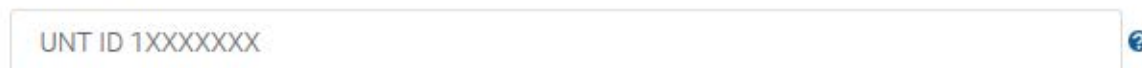

OR

b. CURRENT OR RETURNING STUDENTS/FACULTY/STAFF requesting immigration documents, please select "**UNT-International Advising**," and click continue.

8. Follow the instructions to enter and/or edit your mailing and personal information. Please be sure to enter your UNT student identification number (formatted 10XXXXXX) in the "Student ID" field.

Student ID

UNT ID 1XXXXXXX

9. Under "Shipment Information," choose the type of document that you're expecting to be sent.

10. Now select the carrier and reconfirm the mailing information in Step 2. Then click "Continue."

11. Enter your payment information on the next screen and click on "Confirm payment" in order to complete your payment.

12. You should receive a confirmation email after you have completed the order.

13. The system will automatically send us a notification of your payment and we will receive a mailing label which we will print out.

14. Once your documents are prepared for mailing, we will mail them to you with that mailing label, so please be sure that all information is complete and correct.