

eShipGlobal (UEMS) Instructions for Students

1. For Students/Scholars: How to Register

- a. Go to <https://study.eshipglobal.com>
- b. Click "Students"
- c. Click "Sign Up" and complete registration form
- d. Wait to receive activation e-mail (may take several minutes)
- e. Click the link in the activation e-mail, then click "Student Login"

2. How to Create a Shipment

- a. Log in with the e-mail address and password you indicated during your registration
- b. Click either "receive documents" (if you want ISSO to send something to you) or "send documents" (if you want to send something to the ISSO)
- c. Select your university (Cornell University) by entering "Cornell" in the search field, or clicking on New York state and finding it in the list
- d. Click "Continue"
- e. Select "International Students and Scholars Office"
- f. Enter your address information into the form
- g. Click "Continue"
- h. Select Service (please choose one of the FedEx options)
- i. Enter Payment information (credit card, PayPal, or wire transfer)
- j. Click "Confirm Payment"

3. Printing a Label

- a. Go to "Shipment History" (it may take you there by default, or else click the link)
- b. Find your shipment in the list, and click "Details"
- c. Click "Print Label"
- d. The label will appear. Print it as a pdf so you can email it to the ISSO.
- e. If shipper is not FedEx, you can click "Schedule Pickup" to schedule a pickup (only DHL can deliver to embargoed countries: Iran, Cuba, Syria, Sudan, North Korea)

4. Tracking a Shipment

- a. Go to "Shipment History"
- b. View tracking information
- c. Click the tracking number for more details