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