



Express Mailing Option

Student Instructions

The Graduate and International Student Services office at the University of Central Missouri provides an express mailing service called [eShipGlobal](#) that allows you to receive your documents from the university using FedEx, UPS or DHL. To submit a request to have your document(s) mailed to you, please follow the instructions provided below to create an eShipGlobal account & create a shipment.

How to Create a Shipment:

1. Register for an eShipGlobal (UEMS) student/scholar account [here](#), enter your information, & click “Register”
 - a. Then click the activation link sent to your email address, & login [here](#)
2. Click the document icon of the document you want to receive (or click “send documents to” or “receive documents from”)
3. Enter “University of Central Missouri” into the search box
4. Select the appropriate department from the list of departments provided
5. Select your preferred carrier/shipping service and your done!

Once you have created your shipment, you will automatically receive a confirmation email, & a notification will be sent to the university to send out your package. Once your document has been processed & shipped, you will automatically receive an notification via email confirming that your package is in transit & your tracking number.

- You may also track your shipment 24/7 by logging into your eShipGlobal account, downloading the UEMS mobile app, or by contacting eShipGlobal Customer Service.

Questions?

Please contact eShipGlobal Customer Service regarding any questions or for any assistance needed. eShipGlobal’s support representatives are available Monday through Friday, from 8:00 a.m. to 6:00 p.m. (CST) via email, phone, & live chat.

- **Customer Support Email:** studentsupport@eshipglobal.com
- **Phone:** [800-816-1615](tel:800-816-1615) or [972-518-1775](tel:972-518-1775) (for US or Canadian callers); [001-972-518-1775](tel:001-972-518-1775) (for International callers)
- or **Chat online** with a live representative