

The Office of International Student & Scholar Services (OISSS) uses an express mail service that will allow you to receive your documents via FedEx, UPS or DHL delivery through University Express Shipping Services (UEMS.) Requesting your documents through express mail is at your own expense and your credit card, (Visa, MasterCard, Amex, or Discover,) will be charged upon requesting the service. To request express mailing of your documents, please go to the following website:

<http://study.eshipglobal.com>

Students must use the website provide above – do not go through FedEx, DHL or UPS directly.

All communication will go through the UEMS E-Ship Global Services. UEMS will send you notifications once your order is placed, as well as once OISSS has processed the shipment of your documents.

Once you have entered the site, please do the following:

1. Create an account with [UEMS](#)
2. Log-in and select “Receive Documents from University”
3. Enter “Texas A&M University-Kingsville” and select: “**International Student Services**”. **NOTE:** Newly admitted Graduate Level students should select: “College of Graduate Studies.”
4. Complete the information. Name should be as it appears on your documents
5. After the payment has been received and processed, ***please notify our office via e-mail of your order!*** (Or attach the order receipt along with your other request forms.)
6. We will print your air way bill and send the documents via the Express Mail Service you selected.

You may request shipment to a foreign address or U.S. address. If your documents will be sent to a friend or relative’s address, please include the name of the person who lives at that address in the shipping information. Please pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in delay in the mailing of your documents. If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions.

If you have additional questions about this service, please e-mail: studentsupport@eshipglobal.com

Thank you,

[Office of International Student & Scholar Services](#)