

## **E-Ship Global Instructions:**

<https://study.eshipglobal.com>

### **Students:**

For students to use this service, they will need to set up an account: <https://study.eshipglobal.com>  
(there is another website at [www.eshipglobal.com](http://www.eshipglobal.com) – this is not it!)

- Complete the registration form (e-mail address, mailing address, and phone number)
- Within 30 minutes of registering, the student will receive an email with instructions to activate the account
- Once activated, the student will receive a confirmation email. Then they can place a request for shipment.
- Student will select “Receive a Package from Universities” and find our university using the map.
- There are 3 offices available for selections (International Admissions and Office of the Registrar). They need to choose our office, the Office of the Registrar.
- The student needs to have the mailing address, phone number and email of the receiver (themselves or other)
- A price quote will appear after the address is entered and the student can choose the carrier (UPS, FedEx, or DHL)
- The student will select a payment method (credit card, PayPal, or wire transfer)
- The student will then receive a final email confirming the order. This email is sent to [academicservices@evansville.edu](mailto:academicservices@evansville.edu)