

Receive Your I-20 by Express Mail

- If you wish to have your immigration documents (I-20, etc.) sent to you by express mail at your expense, please use the **eShipGlobal** option.
- You may request shipment to either a foreign address or a U.S. address.
- If you request your documents to be sent to a U.S. address, please include the name of a person at that address.
- Your credit card will be charged when you use the service.
- To request express mailing use the following website: <https://study.eshipglobal.com>
Works best with Internet Explorer & Mozilla Firefox browsers. Do not go through FedEx or DHL directly.
- Please follow these steps to create a shipment file to receive your immigration documents
 - Click on “Sign up” under the Students section and register. Please make sure that your full name is typed exactly as it appears on your passport
 - After you login, click on “Receive a package from Universities”.
 - In the University search use “University of Memphis” and select the department as “Intensive English for Internationals”.
 - To request shipment, you will need your mailing address, e-mail, phone number and credit card information.
 - In the “Reference/Comment” field, type “IEI STUDENT”.
 - Make sure the information is correct before you submit it. Incorrect information will delay your I-20.
- Email iei@memphis.edu with your Student ID Number and Order number. Your documents will be shipped **after** the I-20 has been prepared. Check “Apply Yourself” to see when the I-20 has been processed.
- If you have trouble registering and processing the shipment, please use the “Help” link in the site for step-by-step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com. The IEI office is unable to resolve technical problems associated with the eshipGlobal service.