

I-20 (F-1) & DS-2019 (J-1) Mailing Options

International Student Services Texas A&M University-Commerce

Once your admission file has been received by the ISSO we will send you an email with the mailing options information below. Please choose one of the following options when requesting to have your immigration documents mailed. Please provide your full name and campus wide ID number (CWID#) on all correspondence with International Students Services office (ISSO).

Express Mail Service

A&M-Commerce uses an express mail service that will allow you to receive your I-20 through DHL or FedEx in 3-5 days. Requesting your immigration documents through express mail is at **YOUR** expense and your credit card (Visa, Mastercard or Discover cards only) will be charged upon requesting the service.

If you want your documents express mailed please follow the express mail service instructions in the email you receive from the ISSO indicating your admission file has been forwarded to our office. If you do not set-up the express mail within 2 business days we will mail your documents via USPS Air Mail.

To request express mailing of your documents, go to <https://study.eshipglobal.com> (works best with Internet Explorer & Mozilla Firefox browsers). **You must use this website– do not go through the DHL or FedEx website directly.** Once your express mail order has been created the ISSO will be notified via email by Eshipglobal and we will prepare and mail your documents. Please see below for the steps to create your Eshipglobal express mail order:

- 1) Go to <https://study.eshipglobal.com/>, click on *New to StudentShipping?*, and click on *Sign Up at the bottom*.
- 2) Register and activate your account- be sure your address is your correct mailing address for your documents
- 3) Login using your registered email and password
- 4) Click the *Send a Package* option- **be sure your information is correct or there will be a serious delay in the arrival of your documents**
- 5) Prepare the shipment and pay the mailing expenses online with credit card
- 6) The ISSO will automatically receive your shipment information and when the I-20 is issued we will prepare your documents and mail them via FedEx or DHL

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 how to use this service, please e-mail support@eshipglobal.com.

USPS Air Mail

The ISSO will pay to have your I-20 mailed via USPS Air Mail. We do not recommend this option because it takes an average of 2-4 weeks for the I-20 to be delivered and the documents are often lost in route. If you chose this option you will need to reply to the email from the ISSO confirming your mailing address.

Authorization for Friend to Pickup Your Documents

You may authorize a friend, relative or department to pick up your documents. If you wish to do this please send an email to intl_stu@tamuc.edu with the following information:

- Your name, CWID#, contact information, and physical address in your home country.
- Your friend's name, CWID# (if they are a student at Texas A&M University-Commerce) and contact information.
- A statement authorizing the friend to pick up your documents from the International Student Services office.