

Express Mail Instructions:

If you want to have a speedy delivery, FedEx is the only delivery service available on campus. You can request a FedEx delivery **AT YOUR OWN EXPENSE**. Please email all below information to intl_stu@tamu-commerce.edu. The I-20 will be delivered via FedEx Express-FedEx International Priority, unless otherwise specified.

For pricing details, log on to <http://www.fedex.com/us/rates/services/ipriority.html#worldwide>. In most cases, the package weight is less than 1 pound.

Because the FedEx account must be set up using the US address and US credit card, you must arrange with a relative or a friend in the US to set up a FedEx account for you. To set up the FedEx account, log on to <https://www.fedex.com/us/OADR/index.html?link=4#> and select 'Sign up without discount'.

After the FedEx account has been set up successfully, the International Student Services Office (ISSO) will prepare the FedEx shipment label and ship your I-20. **You will need to reply to this email and provide the ISSO with the following information:**

- 1) FedEx account number
- 2) Name of the account owner (person in the US)
- 3) US address of the account owner
- 4) US phone number of the account owner
- 5) Name of the recipient outside the US
- 6) Complete address of the recipient outside the US
- 7) Phone number of the recipient outside the US

Once the FedEx package is shipped, we will e-mail you the tracking number of the shipment.

Friend Pickup of I-20 Instructions:

If you would like a friend to pick up your I-20 then **you will need to send the below information to intl_Stu@tamu-commerce.edu** and provide the following:

- 1) Your full name
- 2) Campus Wide ID#
- 3) Your friend's full name (your friend must bring identification when he/she picks up I-20)
- 4) Your friend's Campus Wide ID# (if applicable)

All email correspondence for alternate I-20 delivery must be sent to intl_stu@tamu-commerce.edu. Please be sure to review our website as it may provide answers to your questions: www.tamu-commerce.edu/international