



International Students and scholars who will receive an I20 document or DS2019 document from Southern Methodist University's International Student and Scholar Services Office must create an account with eShipGlobal express mailing system **ONLY if the student/scholar has received instruction from the admissions department to create the account.**

#### **NEW STUDENTS AND SCHOLARS:**

- Access the secure website <https://study.eshipglobal.com>.
- **Create an account using your SMU ID number (this is required)**
- Select **Southern Methodist University/ISSS as your school.**
- Enter your mailing address.
- Enter your payment information.
- Review your address and payment information. *Errors in the information submitted will delay the shipping of your I-20 or DS-2019.*
- Place your order.
- **NOTE, YOU WILL ONLY RECEIVE YOUR I20 OR DS2019 PACKAGE AFTER THE ISSS OFFICE RECEIVES, REVIEWS AND PROCESSES THE REQUEST SENT BY THE ADMITTING DEPARTMENT/SCHOOL. YOU WILL RECEIVE EMAIL NOTIFICATION WITH THE TRACKING NUMBER WHEN THE PACKAGE IS PICKED UP BY CARRIER. THIS MIGHT BE SEVERAL WEEKS AFTER YOU CREATE YOU ACCOUNT.**

#### **CONTINUING STUDENTS AND SCHOLARS:**

All international students who wish to receive an immigration document from the ISSS Office including an OPT/EAD card must create an account through eship global in order to receive their documents.

- Access the secure website <https://study.eshipglobal.com>.
- Create an account using your SMU ID number (this is required)
- Select **Southern Methodist University/ISSS as your school.**
- Enter your mailing address.
- Enter your payment information.
- Review your address and payment information. *Errors in the information submitted will delay the shipping of your immigration document (I20, DS2019, OPT card, etc.)*
- Place your order.
- **Notify the ISSS staff that your order has been placed.**

If you have questions about how to use this service, please email [student.support@eshipglobal.com](mailto:student.support@eshipglobal.com).