

Shipping Information for International Students

The International Students and Scholars Office (ISSO) uses UEMS (University Express Mail Service) for shipment of all forms. It is easy to arrange for shipment on the UEMS site.

How to Create Your Shipment

1. Login <https://study.eshipglobal.com/slogin.asp> or Register for an account <https://study.eshipglobal.com/register/>.
2. Click "Receive Documents from your University."
3. **"Step 1 - University Selection"** In the "University Search" box, type "Columbia University."
4. **"Step 2 - Department Selection"** Choose "International Students & Scholars Office (ISSO)" then select "Current Students - All Documents" and Click "Continue."
5. **"Step 3 - Shipment Creation"** Review the "Receiver's Address" section and make changes if needed ([Contact UEMS](#) if your address is listed as undeliverable). You do not need to enter your Student ID. For the "Type of Document" field, you may select "I-20," "DS-2019," "Letter" or "Other". Click "Continue."
6. **"Step 4 - Carrier Selection"** Cost and Transit Time - Confirm the delivery service, transit time, and Click "Continue."
7. Save your order confirmation number. You need to insert it into your Compass application to complete and submit your request.
8. After you submit your request in Compass, UEMS will send you an email when your document is shipped. You will be able to log back in to UEMS to track your shipment.