

EXPRESS MAIL SERVICE

The UTSA Office of International Programs has registered with an express mail service that will allow you to receive your I-20 through DHL or FedEx within approximately five to seven days. **Requesting your immigration documents through express mail is at YOUR expense.** Your credit card will be charged upon requesting this service. There is a 15 - 30% discount on shipping by using EShipGlobal, as opposed to going directly through DHL or FedEx. This discount varies by country.

You must use the website provided below – do not go through the DHL or FedEx web site directly. (*works best with Internet Explorer & Mozilla Firefox browsers*).

<https://study.eshipglobal.com>

If you use this service, you will be required to create a user name and password to set up an account. To request shipment, you will need the following information:

1. your UTSA ID number (begins with the @ symbol and is located in your admissions letter)
2. mailing address
3. e-mail address
4. phone number
5. credit card information

You may request shipment either to your foreign address, or to a U.S. contact address. If you request your I-20 will be sent to a U.S. contact address, please include the name of the person who lives at that address.

Please pay close attention to the information submitted, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your I-20.

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.**

Once admitted to UTSA and upon receipt of your acceptance letter, please email the Office of International Programs at newinternational@utsa.edu to let us know if you would like to use this service so we do not mail your I-20 out via regular airmail.