1. Go to the following website: https://study.eshipglobal.com

2. Once you are on the eShip Global website, click on Student Sign Up.

3. After you have clicked on Student Sign Up, complete the Student Registration form. See below:

4. Enter an email address that you have access to and will check on a regular basis.

5. Pick a password that you will remember. Write down your login information – email and password. You will need it to sign back in.
6. Enter your name, address, and phone number.

7. Click on Register.
After you have completed all the fields and clicked on Register, the following message will appear:

8. Check your email for a message that confirms your registration. See below:

Dear John Smith,

Welcome to UEMS. Thank you for taking the time to complete the registration process. You have taken the first step toward saving money and time. Click on the link below to activate your account. Activation is required before you can start using your account.

(Note: If clicking on the link doesn't work, copy the link and paste it in the address bar of your web browser and click on go)

https://study.eshipglobal.com/activate/?email=opisnto@gmu.edu&ack=tc4bSrK48VfBv4aCWjCrg4thssFCDAJG79O2oqtlbI534dhS5e

Registration date/time: 5/23/2017 3:25:30 PM

Thank you.

Sincerely,
The eShipGlobal Team
As mentioned, it is very important that you check your email right after signing up on Ship Global to complete the registration. Once you click on the link in the email and confirm your registration the following will appear:

10. Check your email for another message that confirms the ACTIVATION of your account.

In this email, you will receive the contact information for eShip Global in case you have any questions.

Dear John Smith,

Welcome to UEMS.

Your account has been activated. If you have a question that is not answered on our site or have a suggestion, we encourage you to email us at StudentSupport@eShipGlobal.com or call us at (800) 816-1615. (International callers please call 001-972-518-1775)

Your account summary:
Email: oipsinto@gmu.edu
Created on: 5/23/2017 3:30:08 PM

Thank you.

Sincerely,
The eShipGlobal Team.

P.S. Please retain this email activation confirmation as it contains useful information about your account.
12. After you have registered and created an account at eShip Global, go back to the website and sign in to the **Student Login** screen with your email and password.

Once you have signed in, the Welcome screen will appear. See below:

13. Click on the following: Receiving documents from university.
After you have clicked on *Receive Documents from University*, a University Selection screen will appear with a map of the U.S. See below:

14. Click on the state of Virginia, VA

After you have clicked on the state of Virginia, VA, you will see a list of universities.

15. Click on *George Mason University*. If you click on the wrong university please contact eShip Global at StudentSupport@eShipGlobal.com
After you have clicked on George Mason University, you will see a list of offices. See below:

16. Click on Office of Intl Pgmns and Svcs (OIPS).
   IT IS VERY IMPORTANT TO PICK THE RIGHT OFFICE.

If you click on the wrong office, please contact eShip Global at StudentSupport@eShipGlobal.com and let them know that you have made a mistake. They may be able to correct it for you.

After you have clicked on Office of Intl Pgmns and Svcs, the Shipment Creation screen will appear. See below:
17. Enter your G# here. Remember that your G# has 8 numbers.

18. Enter an address that you trust and where you can receive packages. It can be your home country.

19. Enter your phone number and email again.

20. Pick I-20 from the drop down menu.
As mentioned, type in your G# for Student ID and pick I-20 for Type of Document. For the address, it is very important that you enter an address that you trust and where you can receive packages. After you have entered your information and clicked on Continue, the Carrier Selection, Cost and Transit Time screen will appear. See below:

Pick the carrier that you want. Some carriers are faster than others but are more expensive. Choose a carrier based on how fast you would like your I-20 to be shipped and how much money you want to spend on the shipment.

Once you have selected a carrier, and clicked on Continue, the Payment Screen will appear. See below:

**21. Select one of the following services.**

**22. Enter your payment information. Then click on Confirm Payment.**
23. After you have clicked on Confirm Payment, check your email for a message from eShip Global that confirms your order. OIPS will also receive notification that you have paid the shipping fee.

If you have any other questions or concerns AFTER reading these instructions and watching the eShip Global video: [https://oips.gmu.edu/shipping-options/](https://oips.gmu.edu/shipping-options/), please email us at oips@gmu.edu. You can also contact eShip Global directly at StudentSupport@eShipGlobal.com.

Thank you! 😊