International Mailing Instructions

University Express Mail Service (UEMS) is a safe, quick delivery service for you to send or receive documents - - - - - https://study.eshipglobal.com

You will have to sign up for a free account with them, but the cost for the mailing/ shipping will be charged to your credit card.

You <u>must</u> use the University Express Mail Services website – ***do not*** go through the DHL or FedEx website directly. All communication will go through UEMS, and they will notify us by e-mail that you are requesting your documents to be sent by express mail.

To request a shipment, you will need your mailing address, e-mail address, phone number and credit card information. You may request a shipment either to your foreign address, or to a U.S. contact address.

How To Receive Documents through UEMS:

- After signing-up, click on "**Receive Package from University**" from the homepage.
- Click on the state of Georgia or select "**Georgia**" from the drop-down box, and click "**Continue**".
- Select " **Valdosta State University**" and click "**Continue**".
- Select "**English Language Institute**" as the department, and click "**Continue**".
- Complete the shipping form and click on "**Ship/Quote**". Please put your **VSU ID number** in the student ID box.
- On the confirmation page, check the details (Mailing Address, Name, etc.) and select the service you wish to use (DHL/FedEx/UPS), and click **"Continue"**.
- Fill out the credit card information, and click **"Confirm"**. If the mailing request is successfully created, you will see the summary page, and we will get the notification for your request.
- We will process your documents, and UEMS will notify you when it has left our office.

How to send documents through UEMS:

- After signing-up, click on "**Send Package to University**" from the homepage.
- Click on the state of Georgia or select "**Georgia**" from the drop-down box, and click "**Continue**".
- Select " **Valdosta State University**" and click "**Continue**".
- Select " **English Language Institute** " as the department, and click "**Continue**".
- Complete the shipping form and click on "**Ship/Quote**". Please make sure your documents have your VSU ID number on them.
- On the confirmation page, check the details (Mailing Address, Name, etc.) and select the service you wish to use (DHL/FedEx/UPS).
- Fill out the credit card information, and click **"Confirm"**.
- Print out your shipping label, and ship your documents out.