

How to Create a Shipping Label

The International Faculty Staff and Services (IFSS) office at the University of Wisconsin - Madison partnered with [University Express Mail Service \(UEMS\)](#) (also known as eShipGlobal) to allow you to receive/send important immigration documents through DHL, FedEx or UPS at a discounted rate.

You pay for the shipping using your personal credit card (Visa, Mastercard or Discover only), PayPal, or cash wire. You will be charged when you create the label. To request UEMS mailing of your documents, follow the directions below.

1. Register for your account [here](#), Click on STUDENT/SCHOLAR SIGN UP, enter your information, and click Register
2. Login with your email and password
3. Click the document icon of the document you want to receive/send (or click “receive documents from”)
4. Type “[University of Wisconsin-Madison](#)” into the search box and select
5. Select “[International Faculty Staff and Services](#)” from the list of departments, then click Continue
6. Select your preferred method of delivery and click Continue
7. Select method of payment (ex. Credit/Debit Card, Wire Transfer or PayPal), enter payment information
8. Click Confirm Payment

After you successfully create a label, IFSS will be notified.

When the document is ready to ship, IFSS will print the label and send the documents.
Please note:

- the document may not be sent the same day you create the label;
- when IFSS ships the document, the expected delivery date may be affected;
- some carriers do not deliver on weekends; and
- you can track the document through your [UEMS account](#) and the [mobile app](#).

Questions?

Assistance from UEMS is available Monday - Friday, 8am-6pm

- Email: studentsupport@eshipglobal.com
- Phone: [800-816-1615](tel:800-816-1615) or [972-518-1775](tel:972-518-1775) (for US or Canadian callers); [001-972-518-1775](tel:001-972-518-1775) (for International callers)
- Chat online with a live representative
- Frequently asked questions [FAQ](#)