How to Create a Shipping Label

The International Faculty Staff and Services (IFSS) office has 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 label using your credit card (Visa, Mastercard, or Discover only), PayPal, or cash wire. You will be charged when you create the label. To request your documents by mail, follow the directions below.

1. Register **here** (https://study.eshipglobal.com/register/). Enter your information and click Register.
2. Login with your email and password.
3. Click the 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. Click Continue.
6. Select your preferred method of delivery. Click Continue.
7. Select the 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, IFSS will print the label and mail it. Please note:
- The document may not be sent the same day you create the label.
- When IFSS mails the document, the expected delivery date may be affected.
- Some carriers do not deliver on weekends.
- You can track your shipment using your UEMS account and the mobile app.

Questions?
Assistance from UEMS is available Monday - Friday, 8 am until 5 pm (CST).
- Email: studentsupport@eshipglobal.com
- Phone: 1-800-816-1615 or 1-972-518-1775 (for US or Canadian callers); 001-972-518-1775 (for international callers)
- Chat online with a live representative
- Frequently Asked Questions: https://study.eshipglobal.com/help/default.asp?page=8