

Please review the options for having something mailed to you from the Glavin Office. We strongly recommend that any original immigration document be mailed by Express Mail. **OPT Employment Authorization Documents (EAD) or Social Security cards will only be sent by express mail through UEMS/eShipGlobal or picked up from the Glavin Office due to their importance.**

### Regular Mail (U.S. Postal Service):

#### To **RECEIVE** documents from Babson College, Glavin Office:

- If you would like an original document mailed to you via regular mail, you will not receive a tracking or estimated delivery time. Email [iss@babson.edu](mailto:iss@babson.edu) with your address information and indicate the document you wish to have mailed via regular mail.

### Express Mail/Courier Service – UEMS/eShipGlobal:

You must use the eShipGlobal website (<https://study.eshipglobal.com>). Do not contact carrier directly.

- Register and activate your account or log-in to your existing account. *Registration/activation is free.*
  - *Returning users?* You may need to correct information in your profile depending on what country you are mailing to/from. (i.e. if you last had something mailed to you outside the U.S. and now need something mailed to you in the U.S., you need to update the country/address in your profile to ensure that shipping options are accurately displayed.)
- Have ready your mailing address, email address, telephone number and debit/credit card information.
- Pay close attention to the information submitted, as errors in the credit card or address information could result in a delay of your documents. P.O. Box addresses are generally not preferred by express carriers. If entering a P.O. Box address, be sure you provide the complete physical address where the P.O. Box is located.
- Indicate what the shipment is for in the "Remarks" field, or email [iss@babson.edu](mailto:iss@babson.edu) with additional information.
- Note: The Registrar's Office also uses this service, so make sure you select "Glavin Office".

#### To **RECEIVE** documents from the Glavin Office (FedEx, UPS or DHL based on availability)

Upon logging in/creating your account, click the **"RECEIVE DOCUMENTS FROM UNIVERSITY"** option.

Step 1: University Selection: Type "Babson" in the search box; select Babson College and then "Continue."

Step 2: Department Selection: Select "Glavin Office" and then "Continue."

Step 3: Shipment Creation

- Receiver's Address: complete all fields based on where you need the documents sent
  - The student ID field is optional.
- Shipment Information: Select the type of Document you need to receive (i.e. I-20, EAD OPT approval document)

Select "Continue" for carrier, cost, and transit time options

Step 4: Carrier Selection, Cost & Transit Time

- Select service based on delivery or cost (note: carriers deliver on business days only)

Select "Continue" to enter payment information and complete the shipment request.

Step 5: Payment Confirmation

- Enter payment information and select Confirm Payment
- Once completed, an email notification will be sent to the Glavin Office. Once the package has been processed, you can track it through your eShipGlobal account.

#### To **SEND** documents to Babson College, Glavin Office (FedEx or UPS based on availability)

Upon logging in/creating your account, click the **"SEND DOCUMENTS TO UNIVERSITY"** option.

Step 1: University Selection: Type "Babson" in the search box; select Babson College and then "Continue."

Step 2: Department Selection: Select "Glavin Office" and then "Continue."

Step 3: Shipment Creation

- Sender's Address: complete all fields based on where you need the documents sent
- Receiver's Address: will be prepopulated with ISSS's mailing address
- Shipment Information: Select the type of Document you need to receive (i.e. I-20, EAD OPT approval document)
- Select "Continue" for carrier, cost, and transit time options

Step 4: Carrier Selection, Cost & Transit Time

- Select service based on delivery or cost (note: carriers deliver on business days only)
- Select "Continue" to enter payment information and complete the shipment request.

Step 5: Payment Confirmation

- Enter payment information and select Confirm Payment
- Follow instructions to request a control # which is needed to drop off your shipment at a FedEx location or to arrange for a pick up (use Drop-off Locator tool to find the closest location to where you are).