

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 Cards (EAC) will only be sent by express mail through Express Mail or picked up from the Glavin Office by another person (with advance authorization).**

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 isss@babson.edu with your address information and indicate the document you wish to have mailed via regular mail.

Express Mail/Courier Service – UEMS/eShipGlobal:

Best practices:

- 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.
- The student ID field is optional.
- 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 isss@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)

1. Upon logging in/creating your account, click the “[Receive Documents From University](#)” option.
2. Type “Babson” in the search box, or select it from the drop down list.
3. Select “Babson College” and then “Continue.”
4. Select “Glavin Office” and then “Continue.”
5. Complete the shipping form, updating your address information depending on where you need the documents sent.
6. Select “Continue” for carrier, cost, and transit time options.
7. Select “Continue” to enter payment information and complete the shipment request.
8. 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)

1. Upon logging in/creating your account, select the “[Send Documents To University](#)” option.
2. Type “Babson” in the search box, or select it from the drop down list.
3. Select “Babson College” and then “Continue.”
4. Select “Glavin Office” and then “Continue” for carrier, cost, and transit time options.
5. Select “Continue” to enter payment information.
6. 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).

Questions about eShipGlobal? If you experience any difficulty in registering or processing a shipment, use the “Help” link, Online Chat feature or FAQ section within the site for more information. If you have additional questions about how to use this service, e-mail student.support@eshipglobal.com.