



HOW TO CREATE A SHIPPING REQUEST

Here are the instructions for creating a shipping request.

CREATING AN ACCOUNT WITH UNIVERSITY EXPRESS MAIL SERVICES (UEMS)

1. Register and activate your account at: <https://study.eshipglobal.com/>
2. Click 'Student Sign-up.' Fill out the information with your name, address, and email address. The email address will be used for confirmation.
3. Click 'Register' at the bottom of the page.
4. Log into the email account you provided and check your inbox. You should receive an email from eshipglobal.
5. Open the email from eshipglobal and click the link provided in the email to activate your UEMS account.
6. Return to the UEMS homepage, click on 'Student/Scholar Login' tab. Enter your email and password, and click on 'Sign Up.'
7. To receive documents, you will need to select a University. Click on 'Receive Documents from University.'
8. Select the state of Texas on the drop down or click on the state of Texas on the map. Then scroll down and click on 'University of Texas at El Paso', then click 'Continue.'
9. Proceed to the 'Department Selection.' Click on 'English Language Institute' and then on 'Continue.'
10. The sender's address will say:
University of Texas at El Paso
101 W Robinson Ave
Memorial Gym 107D
English Language Institute
El Paso, TX 79902
United States
11. Make sure the 'Receiver's Address' is correct.
12. You will receive shipment information and pricing information. Select the service you would like. Click 'Continue.'
13. Enter your credit card information and select 'Confirm Payment.'