



## Student Affairs and Resources

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Please review the options below for having something mailed to you from the International Scholars team in Student Affairs at Olin. We strongly recommend that any original immigration document be mailed by Express Mail (eShipGlobal). OPT Employment Authorization Cards (EAC) will only be sent by express mail through eShipGlobal or picked up from the StAR Office by another person (with advance authorization).

### Express Mail/Courier Service Instructions

Go to the eShipGlobal website (<https://study.eshipglobal.com>). Do not contact carrier directly. Register and activate your account or log-in to your existing account. There is no cost for the account. Have your mailing address, email address, telephone number and debit/credit card information ready. 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. 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 [student.affairs@olin.edu](mailto:student.affairs@olin.edu) with additional information.

### RECEIVING DOCUMENTS

To receive documents from the International Scholars Team in Student Affairs use FedEx, UPS or DHL based on availability.

- Upon logging in/creating your account, click the "Receive" option.
- Type "Franklin W Olin College of Engineering" in the search box, or select it from the drop down list and "Continue"
- Select "Student Affairs and Resources" and then "Continue."
- Complete the shipping form, updating your address information depending on where you need the documents sent.
- Select "Continue" for carrier, cost, and transit time options, and to enter payment info.
- Once completed, an email notification will be sent to the Student Affairs and Resources Office and we will have access to the pre-paid shipping label. You will be able to track the package through your eShipGlobal account.

### SENDING DOCUMENTS

To send documents to the International Scholars Team in Student Affairs:

- Upon logging in/creating your account, click the "Send" option.
- Type "Franklin W Olin College of Engineering" in the search box, or select it from the drop down list.
- Select "Franklin W Olin College of Engineering" and then "Continue."
- Select "Student Affairs and Resources Office"; select "Continue" for carrier, cost, transit time options and to enter payment information.
- 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).
- You will be able to track the package through your eShipGlobal account.