



eShipGlobal

The Center for International Programs is now using an Express Mail Service which allows for documents to be received or sent through DHL or FedEx in three to five days with tracking. Requesting your documents through express mail is at your expense, and your credit card (*Visa, Mastercard or Discover cards only*) will be charged upon requesting the service. You can request express mailing of your documents through <https://study.eshipglobal.com/>. You must use this website – **please do not** go through the DHL or FedEx website directly.

In order for you to use this service, you will be required to create your own user account. Please having the following information ready when creating your account: your mailing address, e-mail address, phone number and credit card information. Please pay close attention when filling this information out, as incorrect or incomplete address information will result in a delay in the mailing of your documents. The shipment can be sent to a location in the U.S. or to your foreign address.

If you have any problems in registering and processing the shipment, please use the “Help” link in the website for step by step instructions. If you have additional questions about how to use this service, please e-mail support@eshipglobal.com.

Receiving Your Documents from Harcum College

1. Register and activate your account at <https://study.eshipglobal.com/>. Click “Student sign up” under “Students/Scholars” and enter your information. You will receive an activation email, which you will need to click. Registration and activation of your account is free.
2. After you receive your activation email, you may now log-in on the left side of the page.
3. Click the “Receive” option on the home page.
4. Type “Pennsylvania” in the search box, or select it from the drop down list.
5. Select “Harcum College” and then "Continue."
6. Select “Center for International Programs” and then "Continue."
7. Complete the shipping form. You may leave “Student ID” blank.
8. On the confirmation page, check your shipment details.
9. On the same page, complete the credit card information form.
10. Select "Confirm" to advance to the shipment summary page.
11. Harcum College will automatically be notified by University Express Mail Services (eShipGlobal) that you have requested your documents via express mail. You can track the shipment using the tracking number provided.
12. Receive your documents in 3-5 business days from the date of mailing.

Sending Your Documents to Harcum College

1. Register and activate your account at <https://study.eshipglobal.com/>. Click “Student sign up” under “Students/Scholars” and enter your information. You will receive an activation email, which you will need to click. Registration and activation of your account is free.
2. Select the "Send" option on the home page.
3. Type “Pennsylvania” in the search box, or select it from the drop down list.
4. Select “Harcum College” and then "Continue."
5. Select “Center for International Programs” and then "Continue."
6. Complete the shipping form and select "Ship/Quote."
7. Print airway receipt and label, prepare the package, and take it to the FedEx or DHL office nearest to your location to send.