HOW TO CREATE A SHIPPING REQUEST

Here are the instructions for how to create a shipping request.

CREATING AN ACCOUNT WITH UNIVERSITY EXPRESS MAIL SERVICES

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 e-mail address. The e-mail address will be used for confirmation.

3. Click “register”

4. Log into the e-mail account you provided. You should have an e-mail from eshipping.

5. Click the link provided in the e-mail.

6. Your account with University Express Mail Services is now active. Log into the website using your email & password.

7. Click “receive a package”

8. In the box labeled “University Search” type “El Paso.” And click “University of Texas at El Paso.”

9. Click “English Language Institute”

10. Click “continue”

11. The sender’s address will say, “Mr. Govindasamy Parthiban.” 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 & select “confirm payment.”