Express Mailing

Student Instructions

The Office of Admissions at the College of Southern Maryland uses eShipGlobal to ship documents/forms to and from students and scholars. Please follow the instructions provided below to create an eShipGlobal account and request your I-20 from the Office of Admissions..

How to Request your I-20:

1. Register for an eShipGlobal (UEMS) student/scholar account **here**, enter your information, and click "Register"
2. Click the activation link sent to your email address, then log into your account **here**
3. Click the appropriate document icon (ex. "I-20", "DS-2019", "EAD Card", "OPT", etc.)
4. Search & select "College of Southern Maryland" in the university search box
5. Select "Office of Admissions" from the list of departments provided, then click "Continue"
6. Select the carrier/shipping service that you prefer, then click "Continue"
1. Select method of payment (Credit/Debit Card, Wire Transfer, or PayPal), enter payment information, click "Confirm Payment"

Once your payment has been processed, you will automatically receive a confirmation email, and your request will be sent to CSM. Once CSM has processed and shipped your I-20, you will automatically receive an email notification, confirming that your shipment is in transit and your tracking information.
   - You may also track your shipment at any time by logging into your eShipGlobal account, downloading the UEMS app, or by contacting eShipGlobal Customer Service.

Questions?

Please contact eShipGlobal Customer Service directly regarding any questions, concerns or for any assistance needed.
eShipGlobal's student support representatives are available Monday through Friday, from 8:00 a.m. to 6:00 p.m. (CST) via email, phone, and live chat.
   - Customer Support Email: studentsupport@eshipglobal.com
   - Customer Support Phone: 800-816-1615 or 972-518-1775 (US or Canadian callers); 001-972-518-1775 (international callers)
   - or Chat online with a live representative

You may also refer to eShipGlobal's FAQ page for frequently asked questions and answers.