

The Registrar's Office is using Eship Global for Diploma shipping. Below is the process.

Please go to <https://study.eshipglobal.com/> and sign up for the service.

Click on "Sign Up" and put the required information in.

**University Express Mail Services**

We offer a fast and reliable service for students to send and receive important documents to and from U.S. universities.

[SIGN UP](#)

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**UEMS** Home Students Universitics About Us Contact Us FAQ

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## Registration

Please complete the form below to register. Please make sure to enter valid details. Once the form is filled in, click on Register to continue.

1. The address must be entered in English.
2. Characters are limited to the following: a-z 0-9 - \_ . / # [ ] .
3. Address lines 1 and 2 are limited to 25 characters each.

\*Email:   
(used for activating your account, and for sending order information)

\*Retype Email:

\*Password:   
(8 char+)

\*Retype Password:

\*First Name:   
(Enter Student's name here)

\*Surname/Family Name/Last Name:

\*Date of Birth:  -  -   
(MM/DD/YYYY) - Student's Date of Birth

\*Country:  Select country

\*Street Name/Address Line 1:   
(Current mailing address for receiving documents)

Address Line 2:

Address Line 3:

\*City/Town/Locality:

\*State/Province:  Select State

\*Zip Code/Postal Code:

\*Phone:   
 \*Receive alerts via text message  
(Numeric - 10 digit number for US and Canada; the country code is auto-populated for all countries)

**\*Required Fields:**

- \* Select a State/Province from the Drop Down Menu, which is required for shipping to the United States, Canada, and Mexico. For all other countries, you are not required to make a selection.
- \* Countries like United States, Canada, United Kingdom, Mexico, India, China, and South Korea (to name a few) require postal code. Zip Code/Postal Code field can be left blank for countries that do not have the name.
- \* In order to receive text alerts, please make sure that your phone is a compatible mobile device and it is not listed on a National Do Not Call Registry. Even though eShipGlobal will not charge you for the message, standard text messaging rates may apply through your local service provider or carrier. We will not share your information with third-parties or use your mobile device for marketing purposes. You will only receive notification alerts about your shipment status and pick-up from the universities solely for informational purposes.

# Choose "Receive documents from your University" "CLICK HERE"



Get Started



Choose University



Confirm Address



Select Carrier



Confirm Payment



Request Confirmed

What would you like to do today?



CLICK HERE

### Receive documents from your University

Choose this option if you want your University to send you documents like I-20, DS-2019, EAD Card, Transcripts, Degree Certificate, or any other critical paperwork to your address.



CLICK HERE

### Send documents to your University

Choose this option if you want to send to your University documents such as Application materials, Financial Affidavit, Letters of Recommendation, or any other critical paperwork.

When you type Missouri, you will see universities in Missouri which use the system. Choose "Missouri Western State University".

Please click the appropriate state on the map OR select a state from the dropdown list to continue to University and department selection.

Alternately, you can search for a University by entering its name.

If you do not find your University listed, please contact your University and kindly request them to register with us at no cost to them.

University Search:  (enter atleast 3 characters)

- Missouri Valley College
- Missouri Western State University
- Southeast Missouri State University
- University of Central Missouri
- University of Missouri-Columbia
- University of Missouri-St Louis

Select State:

Make sure to click "Registrars Office" and "CONTINUE"

## Department Selection

Selected University: Missouri Western State University

Select the department you wish to receive a document from and click continue. If you have chosen the wrong University, click on 'Go Back to Universities' to return to the University listing page.

International Admissions
<b>Registrars Office</b>

**CONTINUE** GO BACK TO UNIVERSITIES

\* Note: If you are not sure which Department to choose, please contact the University to avoid delays

Complete the information indicating where you want to receive your Diploma sent.

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and sent to you)

**Receiver's Address\* :** (Current mailing address)

1. The address must be entered in English.
2. Characters are limited to the following : a-z A-Z 0-9 - \_ . / , # ( ) .
3. The address cannot be changed once the order is confirmed.
4. The address lines are limited to 35 characters each.

**Select Recipient Address :** Profile (default)   
*(Address from profile is pre-loaded, change this if your delivery address is different)*

**Student ID :**

**\*Country :** Saudi Arabia  ⓘ

**\*Student Name/Contact Name :**

**\*Address Line 1 :**   
*(All 3 address lines can be used to enter your complete mailing address)  
Do not enter a P.O. Box address. Click here for more information*

**Address Line 2 :**

**Address Line 3 :**

**\*City :**   
*(Please enter at least 3 characters to search. If your city is not listed, enter the full city name to continue)*

**<sup>1</sup>State/Province :** Select State

**<sup>2</sup>Zipcode/Postalcode :**

**\*Phone :**   
*(Phone Number has to be all numbers and should not include ( ) - or + )  
(Carriers will call this phone number if they have any questions on the delivery)*

**\*Email :**   
*(Copy of the shipment order will be sent to this email address)*

**Shipment Information :** \*Type of Document : Transcripts/Diplomas

You will have a choice of which shipping service company you prefer to use.

Then, will need to submit payment. It is Student's responsibility to take care of the shipping costs.

After all the shipping arrangements are complete and you have paid for and submitted the information to EShip Global, the Registrars office will be notified. Your diploma will be sent to the requested address using the identified carrier. You will be notified when the package is shipped and will be able to track it through delivery.

Please contact Judy Chambers, Graduate Records Coordinator in the Registrar's Office in Eder 102 ([chambers@missouriwestern.edu](mailto:chambers@missouriwestern.edu) or 816-271-4589) if you have any questions.