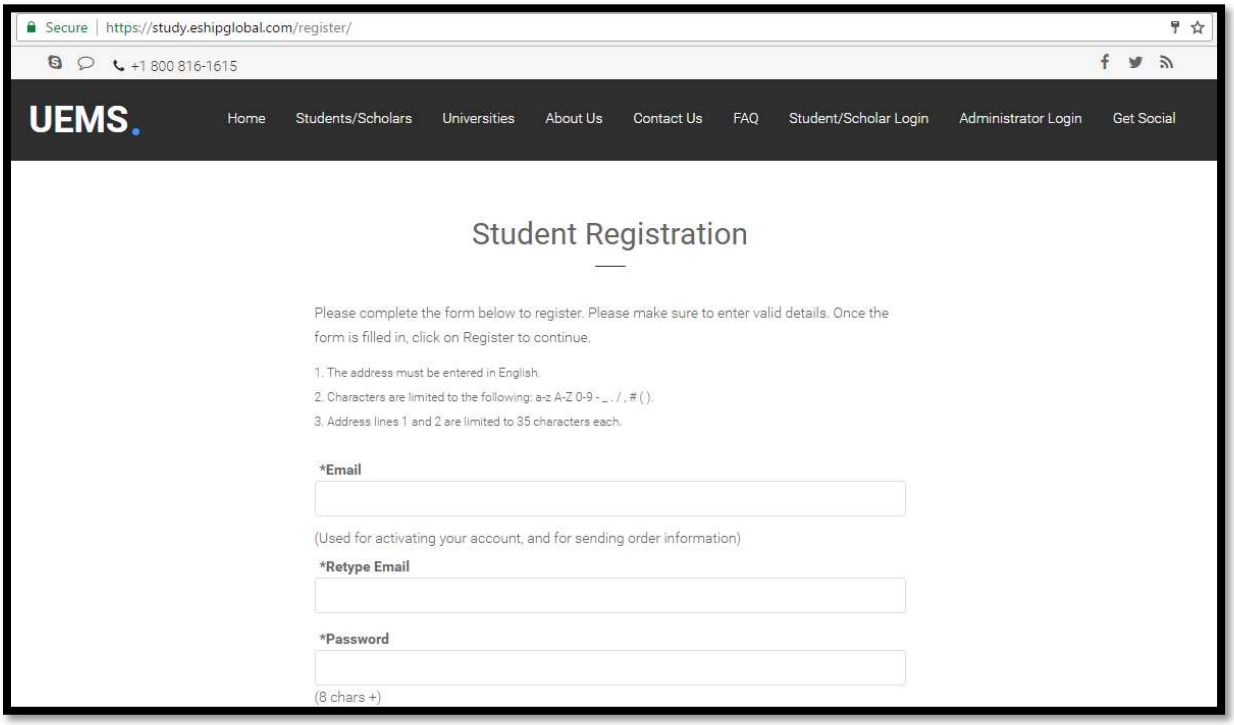
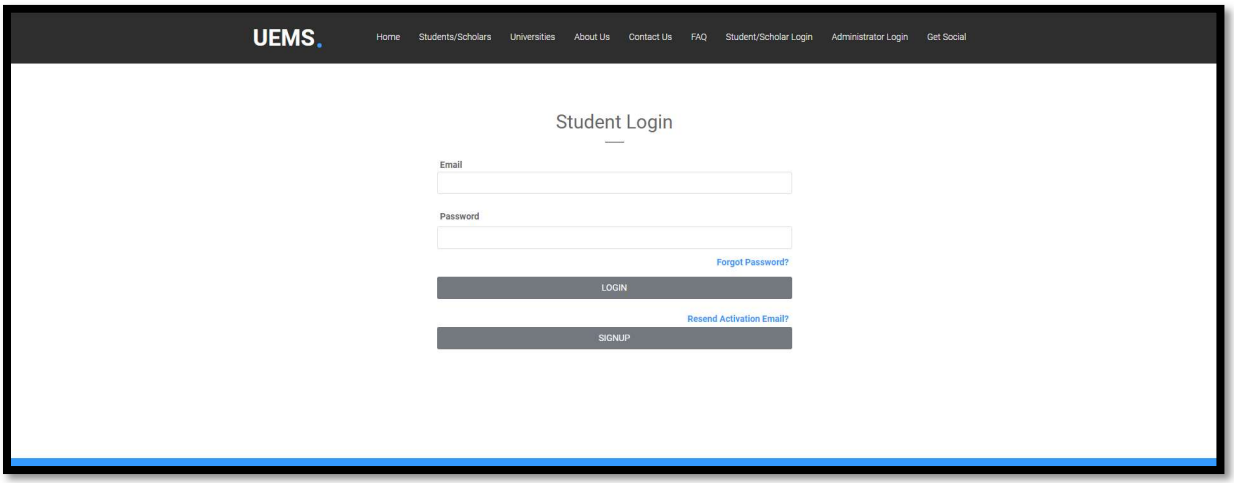
Campbellsville University

UEMS by eShipGlobal - Student Mailing Instructions

Step 1: Register for a student account with UEMS at https://study.eshipglobal.com/register/. Then simply activate your account by clicking on the confirmation link sent to your email (Please note, if you already have a UEMS account, please proceed to Step 2).

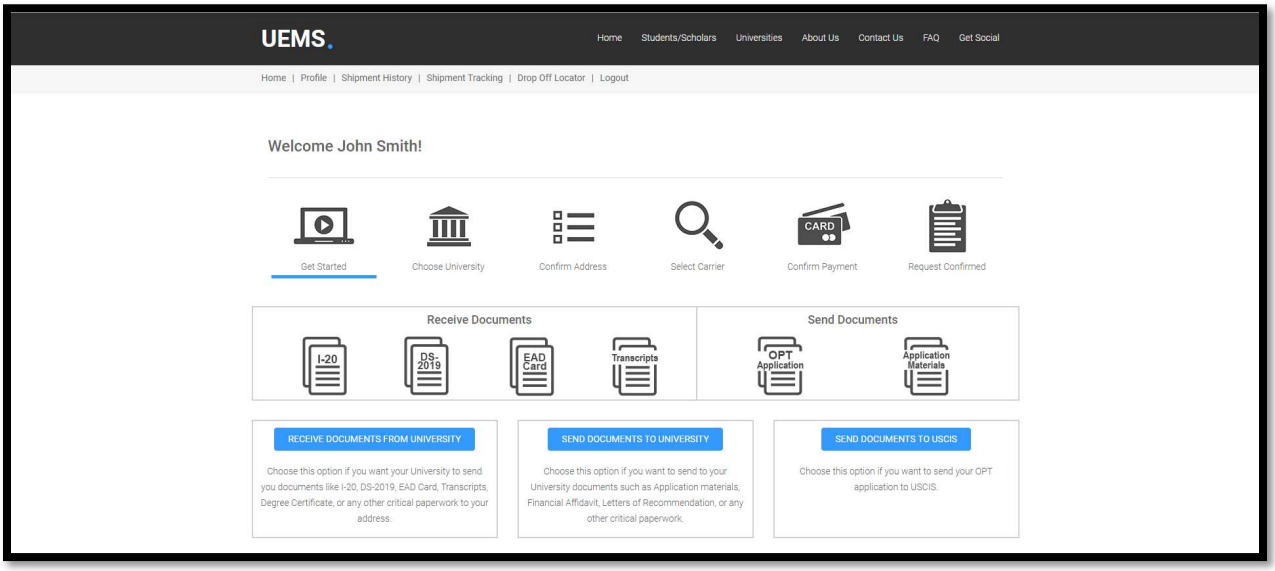


Step 2: Login to UEMS at https://study.eshipglobal.com/slogin.asp.

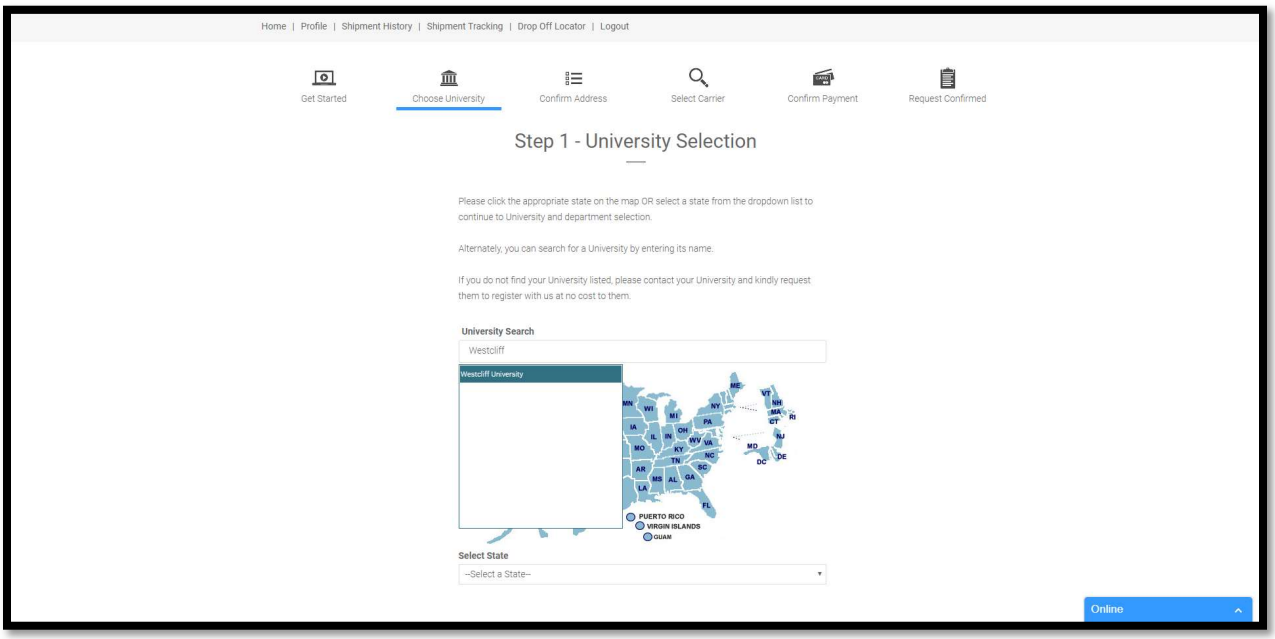


Campbellsville University

Step 3: Select the appropriate document icon ("I-20", "DS-2019", "EAD Card", etc) or **"Receive Documents from University"** to have your University send documents to you.

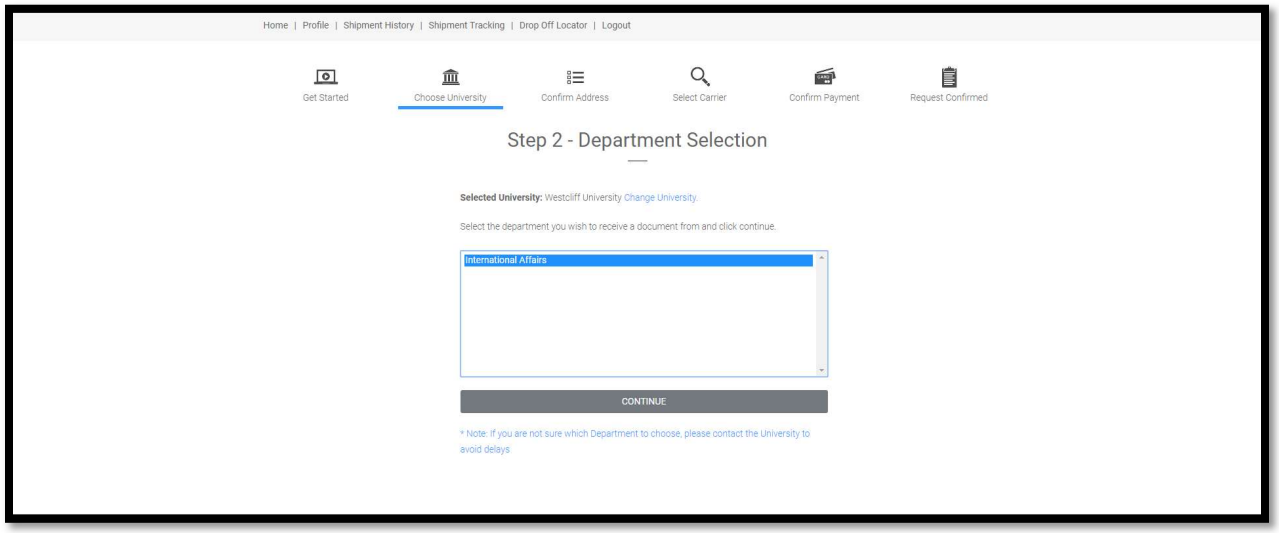


Step 4: Enter "Campbellsville University" in the University Search box, select Kentucky from the state map, or select Kentucky from the state dropdown menu.

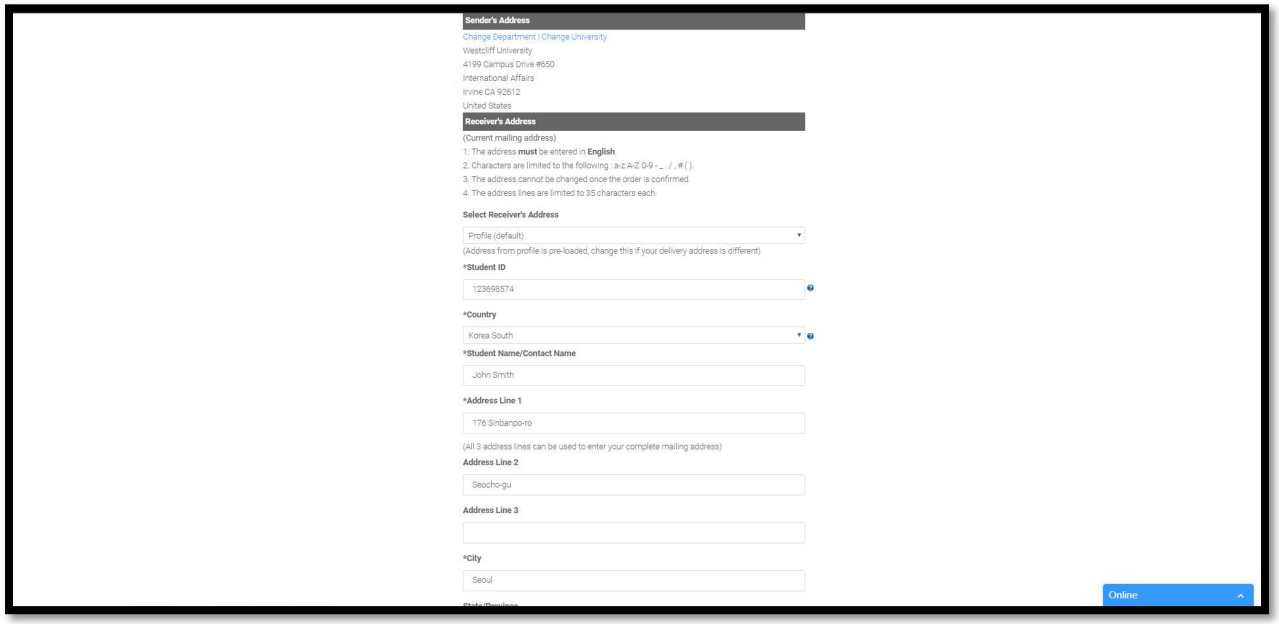


Campbellsville University

Step 5: Select **"ISS Office"** from the Department Selection.

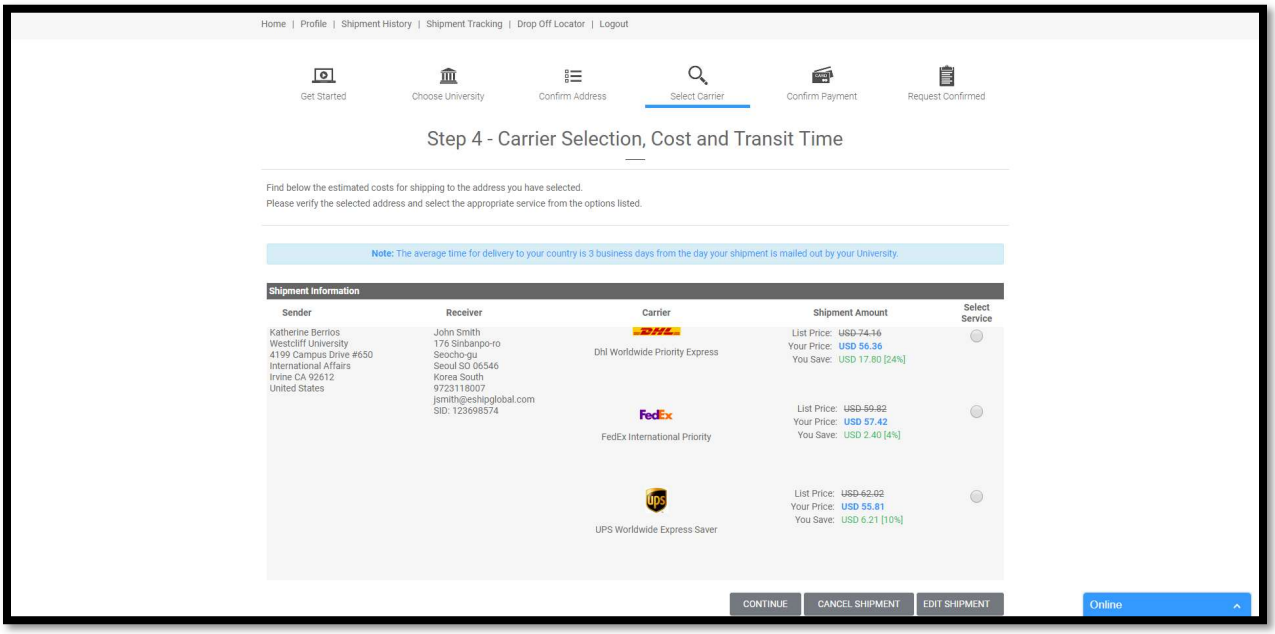


Step 6: Please Note: All of your, and the University's, information is prefilled in. <u>Confirm your shipping information is correct</u>, then select "Continue" at the bottom of the screen.

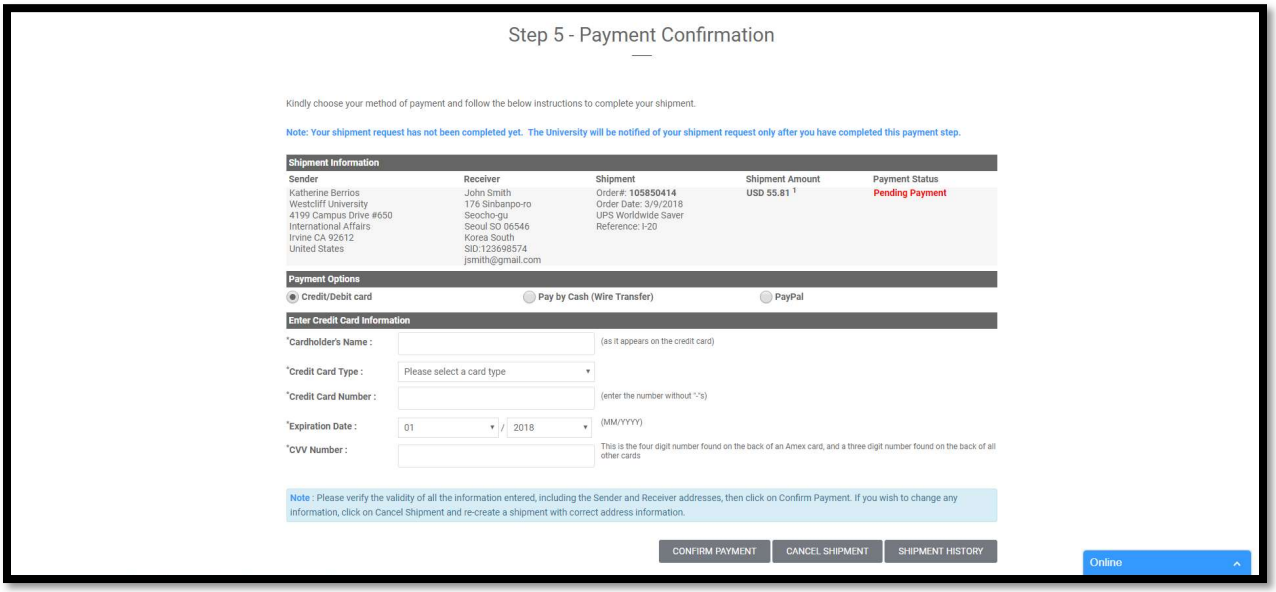


Campbellsville University

Step 7: Select the shipping carrier of your choice from the options provided (FedEx, UPS or DHL).

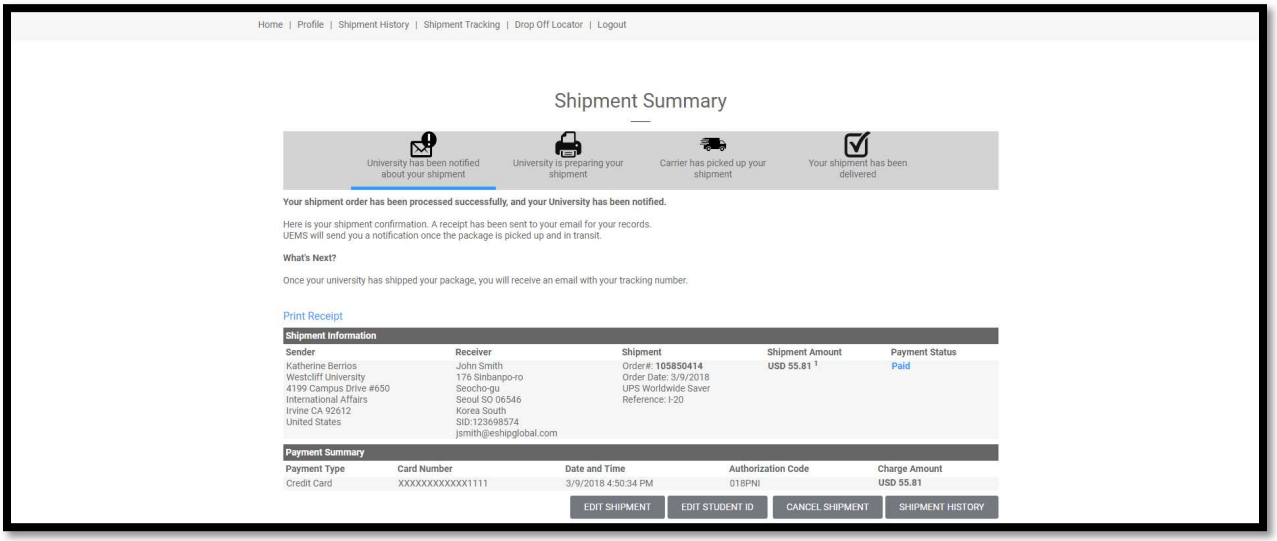


Step 8: <u>Select method of payment</u> (Credit/Debit Card, Pay by Cash (Wire Transfer) or PayPal), enter your payment information, then select "Confirm Payment".



Campbellsville University

Step 9: You have successfully created an order. You will receive a confirmation email and a notification has been sent to your University to send out your package. Once your package has been processed by the university, you can track it through your eShipGlobal account.



Step 10: Your order is complete! Your "Shipment Summary", which includes all shipment/order information, payment status, and Customer Support contact information, will automatically be sent to you via email.

Have Questions or Need Help?

Please contact the eShipGlobal Student Support Team directly should you require any assistance or have any questions.

eShipGlobal Student Support Representatives are available via phone, email, or live online chat Monday through Friday, 8:00 am to 6:00 pm (CST), at (800) 816-1615 or studentsupport@eShipGlobal.com.