

UNCP Pembroke eShipGlobal Instructions

The Office of Global Engagement (OGE) at the University of North Carolina Pembroke uses [eShipGlobal](#) for shipping documents. Please follow the instructions provided below to create an eShipGlobal account and request your document(s).

Students have the following shipping options to receive their I-20, DS 2019, admission letters, or other documents:

- **Pre-paid express mail through eShipGlobal.** You can pay to have items shipped to you via express mail through E-Ship Global. You will need to create an account and pay for your selected shipping method. You will be able to track your package and receive it faster.
- **Regular/standard mail.** Item sent through regular USPS mail free of charge. There is no tracking or estimated delivery time available. Only available for U.S. addresses.

Request Your Shipment from OGE – The University of North Carolina at Pembroke:

To express mail your documents, go to the following secure website: <https://study.eshipglobal.com>
(works best with Internet Explorer & Mozilla Firefox browsers).

Steps to create an account:

1. **Register/create an account.** Select “Student Sign Up” and prepare the following information:
 - Email address (shipping information will be sent here)
 - Mailing address
 - Phone number (for delivery)



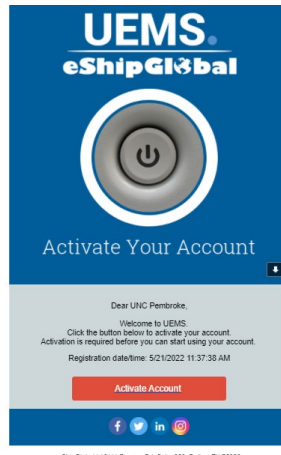
1 University Drive
P.O. Box 1510
Pembroke, NC 28372



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2. **Activate your account.** After registering, you will receive an email prompting you to activate your account. This is required for you to begin using the account. Once the activation process is complete, you will receive a confirmation email.



Steps to request a shipment:

1. **Login.** Choose "Student/Scholar Login" and use your email and password to login.

Student Login

Email

Password

[Forgot Password?](#)

LOGIN

[Resend Activation Email?](#)

SIGNUP

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2. Create the shipping label.

- i. Select "Receive documents from university"

Welcome UNCP Student!

eShipGlobal Announcement
Learn more on how eShipGlobal is helping students, faculty and staff with Covid protection and their PPE needs by [clicking here.](#)

Get Started Choose University Confirm Address Select Carrier Confirm Payment Order Confirmed

Receive Packages: I-20, DS-2019, EAD Card, Transcripts, Diploma

Send Packages: OPT Application, Tax Return, Application Materials

RECEIVE PACKAGES FROM UNIVERSITY
Choose this option if you want your University to send you documents or packages like I-20, DS-2019, EAD Card, Transcripts, Diplomas, Certificates, Textbooks, or any other critical packages to your address.

SEND PACKAGES TO UNIVERSITY
Choose this option if you want to send to your University documents or packages such as Application materials, Financial Affidavits, Letters of Recommendation, Textbooks or any other critical packages.

SEND PACKAGES TO USCIS
Choose this option if you want to send your OPT application to USCIS.

- ii. Choose "NC" on the map or select "North Carolina"

Step 1 - University Selection

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 at least 3 characters



Select State

--Select a State--

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- iii. Select "University of "North Carolina at Pembroke" then continue

University Selection

Selected State: North Carolina [Start Over](#)

Select the University you wish to receive a document from and click continue.

If you do not find your University listed, please contact your University and request them to register with us. The service is free for Universities and your initiation can help future students.

A dropdown menu showing a list of universities. The "University of North Carolina at Pembroke" option is highlighted in blue. The list includes: North Carolina State University, Northeastern University - Charlotte, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, University of North Carolina at Greensboro, University of North Carolina at Pembroke, University of North Carolina School of the Arts, University of North Carolina-Wilmington, Wake Forest University, Wake Technical Community College, and Western Carolina University.

CONTINUE

- iv. Choose the Office of Global Engagement, then click continue

Step 2 - Department Selection

Selected University: University of North Carolina at Pembroke [Change University](#)

Select the Department you wish to receive a document from and click continue.

A dropdown menu showing a list of departments. The "The Office of Global Engagement" option is highlighted in blue. The list contains only one item: The Office of Global Engagement.

*** OGE assist international, study abroad, and exchange students enrolled at UNC Pembroke

CONTINUE

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- v. Enter your mailing address (U.S. or foreign), phone number, email address, and the shipment information.

Step 3 - Shipment Creation

Please complete the form below with your shipping address. Please make sure to enter a valid email address, as the payment receipt will be mailed to the email that you enter. Once the form is filled in, click the "Continue" button to view and compare the service options and rates for available shipping carriers.

Shipment Information

***Type of Document**

---Select---

---Select---

- I-20
- DS-2019
- EAD Card
- Transcripts/Diplomas
- W-2 Form
- OPT Application
- Deferral I-20
- Other

- vi. You will receive a quote and have the option to choose your carrier – FedEx, UPS, or DHL.

Step 4 - Carrier Selection, Cost and Transit Time

Find below the estimated costs for shipping to the address you have selected.
Please verify the selected address and select the appropriate service from the options listed.

Note: The average time for delivery to your country is 3 business days from the day your shipment is mailed out by your University.

Shipment Information				
Sender	Receiver	Carrier	Shipment Amount	Select Service
University of North Carolina at Pembroke One University Drive The Office of Global Engagement Pembroke NC 28372 United States	UNCP Student 123 Normade Paris CE France 033123456987 kimberly.gentile@laverne.edu SID: NOSID		This Service is currently unavailable for the selected address.	<input type="radio"/>
			This Service is currently unavailable for the selected address.	<input type="radio"/>
			DHL Worldwide Priority Express	List Price: USD 118.21 Your Price: USD 78.11 You Save: USD 35.10 [31%]



- vii. Select your method of payment (i.e., credit card or wire transfer), then confirm payment.

Please pay close attention to the information submitted on these screens, as errors in the credit card information or submitting incorrect or incomplete address information will result in a delay in the mailing of your documents.

Step 5 - Payment Confirmation

Note: Your order has not been completed. The university will not be notified until after all payment information required has been submitted and successfully processed.

Shipment Information				
Sender	Receiver	Shipment	Shipment Amount	Payment Status
University of North Carolina at Pem One University Drive The Office of Global Engagement Pembroke NC 28372 United States	UNCP Student 123 Normade Paris CE France kimberly.gentile@laverne.edu	Order#: 110437955 Order Date: 5/21/2022 Dhl Worldwide Priority Express Reference: I-20	USD 78.11 ¹	Pending Payment

Select Method of Payment

Credit/Debit Card Pay by Wire Transfer PayPal

Enter Credit Card Information

*Cardholder's Name : (as it appears on the credit card)

*Credit Card Type :

*Credit Card Number : (enter the number without '-'s)

*Expiration Date : / (MM/YYYY)

*CVV Number : This is the four digit number found on the back of an Amex card, and a three digit number found on the back of all other cards

By checking the box, I verify the validity of all the information entered above, and agree to the [terms of service](#). If you wish to change or update any information, please click on Cancel Shipment and re-create a shipment with the updated information or contact us at studentsupport@eshipglobal.com for further assistance.

- 3. Receive confirmation email from eShipGlobal.** The final email you receive from eShipGlobal will be a confirmation of your order. This email will provide you with detailed information about your shipment (i.e., payment amount, tracking number, mailing address, etc.) UNCP will receive a copy of this email at the same time as you, so there is no need to forward us the information unless your adviser requests it.
- 4. Track your package.** You will be able to track your documents through the portal and the [mobile app](#) within 24-48 hours after your package is sent.

Questions?

Please contact eShipGlobal Customer Support directly regarding any and all questions, or for any assistance required.

1 University Drive
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Pembroke, NC 28372



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eShipGlobal's Support Representatives are available Monday through Friday, from 8:00 a.m. to 5:00 p.m. (CST) via email, phone, or live chat.

- Email: studentsupport@eshipglobal.com
- Phone: [800-816-1615](tel:800-816-1615) or [972-518-1775](tel:972-518-1775) (for US or Canadian callers); [001-972-518-1775](tel:001-972-518-1775) (for international callers)
- or [Chat online](#) with a live representative

You may also refer to eShipGlobal's [FAQ](#) page for "Frequently Asked Questions" and answers.