Using eShip Global

It can take up to 6 weeks to receive admissions and immigration documents via U.S. Mail, you are required to set up an eShip Global account for receiving documents from Taubman College.

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Before You Begin

You will need the following information to sign up for an eShip Global account:

- The mailing address and phone number for the location where you wish to receive your documents;
- A valid e-mail address;
- A credit card or PayPal account; and
- To send or receive a package you need your University of Michigan Identification (UMID) number.
To sign up for your account visit the eShip Global website and click on the Student sign up button.

Fill out the registration form using the address where you would like to receive your documents. You will need to enter a valid e-mail address and create a password for logging into your account.
After you submit your registration, you will receive an e-mail containing a link to activate your account. Clicking on the link will take you to the eShip website. You must login using the same e-mail address and the password you entered while registering.

**Receive a Package from Taubman College**

After logging in, you will be directed to a welcome page. Click on the **Receive a Package from Universities** button.
In the University Search field, enter “University of Michigan.”

- You will then be directed to select a department. Click on “Taubman College” and then continue.
The next step is to create the shipment.
The address you entered while registering will already be filled in.
If you would like your documents to be sent to a different address, please include the name of the person who will receive the documents as well as your own name, for example, YOUR NAME c/o RECIPIENT.
Fill in the Reference/Comments field with your 8-digit UMID and the name of the document(s) you are requesting, for example, I-20 or DS-2019.
Check that the mailing address, e-mail address, and phone number are correct.
Click Continue
After clicking Continue, you will be asked to select a carrier, cost, and transit time.

Depending on your location you may have several options, select the option which best fits your timeframe.

Depending on the document you are requesting, processing may take up to 10 business days from the date your request is approved until the day your document is shipped by Rackham.

Shipping time estimates provided by eShip Global reflect how long the document is expected to be in transit from the time it is sent by Rackham.

Important: Fill in this field with your 8-digit UMID and the name of the documents you are requesting.