ASP&E Shipping Label Guide

All American Semester Program and Exchange students who have been accepted to MSU and have committed to their international education experience are required* to order a shipping label through one of our preferred vendors. This shipping label will be used to send you your official acceptance letter for the program along with your appropriate visa document based on your immigration classification. Below please find a guide for ordering your label through each vendor. Please choose ONE company to order your label through.

Option 1: eShipGlobal

Step 1: Visit eShipGlobal’s website. Select Student/Scholar Sign Up and fill out the registration form. Please be sure to list all information in English with no special characters.

Step 2: After registering, you will receive an email to activate your account. Once activated, visit the website again and click Student/Scholar Login in the top navigation bar.

Step 3: Once logged in, please select the blue button titled Receive Packages from University. You will then need to select Michigan State University as the sending school and American Semester Program & Exchanges as the department.

On the order form:

- Your mailing address and contact details will pre-populate from your account creation. If you would like to have the package sent elsewhere, you may change the address, but the package must be addressed to you.
- Sender should populate as the following:
  Exchanges Coordinator  
  Michigan State University  
  427 N Shaw Lane, Room 109  
  East Lansing MI 48824  
  United States
- Please leave receiver address and student ID number blank.
- Type of Document:
  Select DS-2019 if you are an Exchange student.  
  Select I-20 if you are an American Semester Program student.

Step 5: On the last page you will be presented with various shipping options. You may choose the option that best fits your needs and budget. We do recommend selecting the signature add-on option, as it ensures the package will be delivered to an authorizer signer rather than simply left at your residence. If you select DHL, do not select the signature add-on, as this is already included in DHL standard service.

Step 6: Pay for your shipping label. eShipGlobal accepts Credit/Debit Card, Wire Transfer or PayPal.

What to expect next: Upon completing the order request, eShipGlobal will send you an email that includes a tracking number and order details for your shipment. Your documents will ship after our team has generated your immigration document and compiled your admissions documents. **You will receive your packet several weeks after ordering your label.**

If you experience any problems or need to change your shipping details after a label has been created, please contact eShipGlobal at student.support@eshipglobal.com. Someone must be available to sign for the package we send out. Undelivered packages will not be returned to us. If delivery is not possible, you will need to request and pay for a new shipment.
**Option 2: SASS-SmartShip**

**Step 1:** Visit [SASS-SmartShip’s website](https://www.sass-smartschip.com). Go to the Student Login tab and click register.

**Step 2:** Fill out the registration form. Please be sure to list all information in English with no special characters. You do not need to enter a student ID number. Please leave that field blank.

**Step 3:** After registering you will be emailed login credentials including a unique username and password. Once you have this information, go back to the website and click Login on the Student Login Page.

**Step 4:** Please fill in the registration form using the address you would like the packet mailed to. Please note in the bottom right-hand corner, SASS-SmartShip will provide you with a flat rate price for your packet.

**Step 5:** Once the registration form is complete, you will be prompted to pay for your label. SASS-SmartShip uses a secure payment portal via PayPal. If you do not have a PayPal account, please checkout using the guest feature.

**What to expect next:** Once your packet has been mailed out, you will receiving an email from SASS-SmartShip letting you know. In that email, you will also receive the tracking number for your package. Your documents will ship after our team has generated your immigration document and compiled your admissions documents. **You will receive your packet several weeks after ordering your label.**

*If you have any questions or concerns, please feel free to SASS-SmartShip Customer Service [www.SASS-SmartShip.com](http://www.SASS-SmartShip.com) or +001-772-219-2525*

*The only exception to this rule is for U.S. passport holders participating in the ASP&E programs. This is because you will not require immigration paperwork to enter the United States.*