Shipping Instructions

Michigan State University uses two express shipping services called SASS-Smartship.com and eshipglobal for admitted international students who wish to receive their acceptance packet and I-20 or DS-2019 via **FedEx and UPS**. Please note that express shipping is done at the individual's expense.

You are welcome to use either shipping services provider – **choose only one**. Please note that **we only use FedEx and UPS at this time.**

E-ship Global Instructions

To request express mail service, go to website below. The site works best with Internet Explorer or Mozilla Firefox browsers. **Do not go to the FedEx or UPS site directly.**

https://study.eshipglobal.com

You will be required to create your own user name and password in order to create an account. Be sure you have the following items ready:

- Use UEMID-XXXX as the student ID number (this is a generic ID) enter UEMID-XXXX exactly into the field.
- Mailing address
- Email address
- Telephone number
- Credit card information
- Choose Department/Contact "**Nick Schrader or Doreen Sheridan** "as the sender

Upon completing the request, eShipGlobal will send you an email that includes a tracking number and order details for your shipment.

If you experience any problems or need to change your shipping details after a shipment has been created, please contact eshipGlobal at student.support@eshipglobal.com or use the online help service. 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.

www.SASS-SmartShip.com Instructions

To start the process of getting your prepaid shipping label, please go to www.SASS-SmartShip.com and hit the **Student Tab** to register. **No need to enter a student ID.** You will be emailed your unique username and password.
Log in and follow these simple steps for success:
Step #1: Create your shipment information.
Step #2: Check pricing *One flat price for international and domestic*
Step #3: Create Airway Bill
Step #4: Payment through our secure payment portal via PayPal. If you do not have to have a PayPal account – just check out as a guest.
Step #5: On the student shipping page, hit **SHIPMENT DETAILS** to monitor all your Pending, Paid, and shipment status.
If you have any questions or concerns, please feel free to contact customer service through www.SASS-SmartShip.com or +001-772-219-2525