



eShipGlobal (Express Mail Option)

The International Office uses an express mail service called UEMS, for students to send and receive documents. To request express shipping from the International Office:

1. Create an account at: <https://study.eshipglobal.com/register/>
2. Upon logging in/creating your account, click the “Receive” option.
3. Type “Texas State University-San Marcos” in the search box, or select it from the drop-down list.
4. Select “Texas State University-San Marcos” and then “Continue”.
5. Select “International Office” and then “Continue”.
6. Complete the shipping form, updating your address information depending on where you need the documents sent.
7. Select “Continue” for carrier, cost, and transit time options and choose your preferred carrier.
8. Select “Continue” to enter payment information and complete your shipment request.
9. Once completed, an email notification will be sent to the International Office. Once the package has been processed, you can track it through your eShipGlobal account.

Need help registering for an eShipGlobal account, creating a shipment, tracking a package, or for any other type of assistance regarding your shipment? Please contact eShipGlobal's multi-lingual Customer Support Team directly for assistance. eShipGlobal Customer Service Representatives are available Monday through Friday, 8:00 a.m. - 5:00 p.m. (CST) via:

- Email support@eShipGlobal.com
- Call **800-816-1615** (within the U.S.) or **001-972-518-1775** (International callers)
- Live Online Chat (login to your UEMS account)