

# LOS MEDANOS COLLEGE

International Students

## USING E-SHIPGLOBAL

Los Medanos College's International Students Program uses a secure express shipping service for students who wish to receive their documents via FedEx, UPS, or DHL. This method is recommended, as it is the only way to track your shipment, but it is not required. US Air Mail can present a challenge in reaching certain countries and rural areas.

You can use this shipping program to receive documents from our office. Please note that express mail is at your expense. You should expect shipping to cost anywhere between \$50.00 and \$120.00 USD based on distance traveled. E-ShipGlobal handles all payment transactions. EShip Global accepts all credit cards, PayPal, and wire transfers.

To request express mail service please follow the instructions below.

### CREATING AN ACCOUNT WITH ESHIPGLOBAL:

1. **Log on to:** <https://study.eshipglobal.com/register> (Do not go to the FedEx, UPS, or DHL sites directly)
2. **Click "Sign Up"**
3. **Create an account:** You will be required to create your own username (using a reliable email address) and password in order to create an account. You are encouraged to use an email and password that you can use for many years to come. Complete the registration page.

### Student Registration

Please complete the form below to register. Please make sure to enter valid details. Once the form is filled in, click on Register to continue.

1. The address must be entered in English.
2. Characters are limited to the following: a-z A-Z 0-9 - . / , # ( )
3. Address lines 1 and 2 are limited to 35 characters each.

\*Email

(Used for activating your account, and for sending order information)

\*Retype Email

\*Password

(8 chars +)

## Thank you for Registering

Welcome to Student shipping.

Thank you for taking the time to complete the registration process. You have taken the first step toward saving money and time.

Activation is required before you can start using your account. An email has been sent to you with further instructions on activating your account. Please note that you will not be able to login until after the activation step is complete.

If you have not received the activation email from us, please check your bulk mail and spam folders before contacting us at [studentsupport@eshipglobal.com] to resolve the issue.

- 4. Check your email to activate your account:** A confirmation email will be sent to the email you entered. Click the link in the email to activate your account.
- 5. Log in:** Click “**student/scholar Login**” at top of the screen and log in with the account you just created to manage or create shipment requests.



- 6. Click on “Receive Documents from University”**

RECEIVE DOCUMENTS FROM UNIVERSITY

Choose this option if you want your University to send you documents like I-20, DS-2019, EAD Card, Transcripts, Degree Certificate, or any other critical paperwork to your address.

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## 7. Type Los Medanos College in the University Search bar

### University Search

Los Medanos College



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### 8. Click “Ofc of Stud Life and Intl Student Pgm” then continue

**Selected University:** Los Medanos College [Change University](#).

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

Ofc of Stud Life & Intl Student Pgm

\*\*\* International Student Program

CONTINUE

### 9. Confirm Sender and Receiver Addresses

#### Sender's Address

[Change Department](#) | [Change University](#)

Los Medanos College

2700 East Leland Road

Ofc of Stud Life/Intl Student Pgm

Pittsburg CA 94565

United States

#### Receiver's Address

(Current mailing address)

1. The address **must** be entered in **English**.
2. Characters are limited to the following : a-z A-Z 0-9 - \_ . / , # ( ).
3. The address cannot be changed once the order is confirmed.
4. The address lines are limited to 35 characters each.

# LOS MEDANOS COLLEGE

## International Students

10. Select the type of document you are requesting (first semester students will be selecting I-20 document)

**Shipment Information**

\*Type of Document

Select---

I-20

DS-2019

EAD Card

Transcripts/Diplomas

W-2 Form

OPT Application

Deferral I-20

Other

OPT Extension application

11. Select option for delivery carrier within your account.

Shipment Information				
Sender	Receiver	Carrier	Shipment Amount	Select Service
Los Medanos College 2700 East Leland Road Ofc of Stud Life/Intl Student Pgm Pittsburg CA 94565 United States	Teresea Archaga	 UPS Next Day Air Saver Standard transit Time: 1 business day	List Price: USD 33.40 Your Price: <b>USD 28.39</b> You Save: USD 5.01 [15%]	<input type="radio"/>
		 UPS 2nd Day Air Standard transit Time: 2 business days	List Price: USD 27.08 Your Price: <b>USD 24.91</b> You Save: USD 2.17 [8%]	<input type="radio"/>
		 FedEx Priority Overnight Standard transit Time: 1 business day	List Price: USD 35.10 Your Price: <b>USD 29.84</b> You Save: USD 5.26 [15%]	<input type="radio"/>

12. Enter your payment information (Credit Card, PayPal, or Wire Transfer)



## RECEIVING YOUR SHIPMENT

Once confirmed, Los Medanos College will be notified of your request. Please note that you must have completed the necessary steps for application to receive your documents. Please allow up to 72 business hours for processing your request.

Once your documents are processed and shipped, you will receive a tracking number and be able to track your shipment from the Eship Global website.

If you experience any difficulty in registering and processing your shipment request, please use the "HELP" link in the site for step-by-step instructions. If you have additional questions about how to use this service, please refer to the Eship Global FAQ link or email support [support@eshipglobal.com](mailto:support@eshipglobal.com)

For all other questions about Los Medanos College,  
Contact **Teresea Archaga** +1(925) 473-7552 or [international@losmedanos.edu](mailto:international@losmedanos.edu)